

# **POLICY & PROCEDURE MANUAL**

Revised  
October 2003

Updated  
October 2004  
July 2005  
April 2006

## PURPOSE STATEMENT:

The purpose of the South Dakota Emergency Medical Technicians Association is to promote better communications between all emergency service agencies and the communities that they serve. It shall bring the members the knowledge, interests, exchange of successful ideas, techniques, judgments, decisions and education to better promote emergency medical services in the State of South Dakota.

## JOB DESCRIPTIONS:

### **Executive Council**

The Executive Council shall be composed of the President, Vice President, Secretary, and Treasurer, Training Officer/National Representative of the State Association, along with the President, and Vice President of each District, and shall be chaired by the State President. The Executive Council will be the governing board of this organization.

The Executive Council shall meet quarterly to attend to matters concerning the State Association. These meetings will be held in a place and time designated by the Executive Council.

Round trip mileage or documented, by receipt, other travel expense, not to exceed normal mileage and does not include lodging or food unless otherwise previously approved by the Executive Council, will be paid to the State President, Vice President, Secretary, Treasurer, District Presidents and Vice Presidents who attend Executive Council meetings, including the Executive Council meeting held prior to the opening of the State Conference. The Executive Council will set the mileage rate. With the current rate approved at forty cents (\$.40) per mile.

In the event that the Executive Council is required to attend a meeting the prior evening, room reimbursement rate will be a maximum of \$60 or actual cost with receipt. This must be pre-approved by the Council.

Upon beginning a term of office, all State and District Officers must sign an "Officer's Agreement Form". This must be submitted to the SDEMTA President.

## **STATE OFFICERS:**

### **PRESIDENT:**

- The State President shall serve as the ex-officio chairperson of the Executive Council.
- Will preside over Executive Council meetings, with the responsibility of forming the agenda for the meetings.
- Will maintain contact with the State of South Dakota DOH EMS Office on changes on legislative and State EMS affairs.
- Will monitor State legislation and act as a spokesperson for the Association on EMS and adopted Association issues for the Legislative sessions, keeping Districts informed of actions.
- Will appoint committees and monitor their progress.
- Will represent the SDEMTA at meetings not related to the Association, where EMS or EMS related business is discussed.
- Will be responsible for direction in strengthening membership recruitment and retention.
- Will act as coordinator between the State and District Officers, monitor progress of activities of the Association, making sure State and District Officers fulfill their appointed duties.
- Will appoint 2 delegates to the SD Joint Fire Council.
- Will appoint the Political Committee.

### **VICE PRESIDENT:**

- Will Chair the Resolutions and By-laws Committee.
- Will be Editor-in-Chief of the State Newsletter ("EMT Thoughts"), obtaining ads from advertisers, and gathering information from ambulance services.
- Will be able to fill the duties of the State President in his or her absence.
- Will be responsible for placing a notice in the "EMT Thoughts" regarding expiration.
- Will be responsible for monitoring and supervising the SDEMT-Associations official web site.

### **SECRETARY:**

- Will attend and take minutes for all meetings of the Executive Board.
- Will type said minutes and distribute to all members of the Executive Council within (14) days.
- Will send out notices of Executive Council meetings to all Executive Council members.
- Will keep all Districts informed and up to date of all Association affairs.
- Will write correspondence as deemed necessary.
- Will keep an accurate record of all Secretary expenses.

### **TREASURER:**

- Will keep track of all the income and expenses related to the workings of

the Association, doing this in a ledger that complies with the recommendations of the State Auditor.

- Will keep track of all members of the SDEMTA.
- Will bring an up to date listing of all members of the SDEMTA to all quarterly Executive Council meetings.
- Will oversee the registration of the Annual Conference.
- Will bring an accurate, up to date financial report to all quarterly Executive Council meetings.
- Will be a constant resource for all District Treasurers for any problems or questions that they may have.
- Will have a temporary budget available at the January Executive Council meeting.
- Will be responsible for the filing of yearly income and sales tax reports.
- Will turn in all records and receipts yearly, to be reviewed by a CPA or PA.
- Will oversee that the October newsletter is marked with a renewal notice, and a change of address label.
- Will be bonded for \$30,000.

#### TRAINING OFFICER/NATIONAL REPRESENTATIVE:

- Will be on the Annual Conference Committee to contact and obtain speakers.
- Will assist District Training Officers in obtaining training for District meetings if needed.
- Will work on Regional Workshops in the following manner:
- Will assist with up to 7 Regional (1 day) Workshops per year. Contacting the appropriate Districts and act a mediator to plan date, time, place, etc.
- Will contact speakers for these workshops requested.
- Will be required to attend quarterly Executive Council meetings as a voting member and will be reimbursed mileage at the State of South Dakota reimbursement rate.
- Will receive a training budget and training agenda for workshops from each District Training Officer for any planned training sessions. After approval from the state training officer, these will be presented to the Executive Council.
- Will be reimbursed for any expenses incurred in the course of duties as State Training Officer.
- Will be an active member of the SDEMTA.
- Will be elected at the annual business meeting.
- Will represent the SDEMTA at the annual National Conference, as directed by the Executive Council.
- Will serve on the Board of Directors and/or the Board of Governors of the NAEMTA.
- Will prepare a written report of the National Conference to be presented at the District Meetings, and to the Executive Council.
- Will submit the winner of the EMT of the Year to the National Conference Committee for consideration at the national level.

## **DISTRICT OFFICERS:**

- All District Officers will sign an "Officer's Agreement Form" upon beginning his/her term of office. This must be submitted to the SDEMTA President.

### **DISTRICT PRESIDENT:**

- Will preside over District Meetings.
- Will represent the District at the SDEMTA Executive Council meetings, or issue a voting proxy, preferably the District Secretary, or Treasurer to attend.
- Is the ex-officio member of all District committees
- Will serve on committees as designated by the SDEMTA President.
- Will be active in member recruitment and building the strength of the SDEMTA.
- Will monitor the State Legislature on matters of concern to the SDEMTA, keeping the District advised.
- Is the meeting planner for the District, being responsible for the agenda.
- Will be the coordinator of the District, making sure all of District officers know and carry out their respective duties.

### **DISTRICT VICE PRESIDENT:**

- Will conduct meetings in the absence of the District President.
- Will inform the Editor-in-Chief of the "EMT Thoughts" of District activities and other district news.
- Will attend all District meetings.
- Will attend all Executive Council meetings, or issue a voting proxy to the Secretary or Treasurer for the District.
- Will act as a member of the SDEMTA resolutions and By-Laws committee.
- Will act as a member of the SDEMTA Policy and Procedures Committee.

### **DISTRICT TREASURER:**

- Will utilize the most up to date State membership list to determine the membership status of an individual paying their dues. If said individual is a renewal, the treasurer will make sure their address is correct and up to date, and if their EMT number is accurate.
- If they are a new member, the following information will be obtained:
  - Name-First, Last, Middle Initial.
  - Mailing Address
  - City, State, and Zip Code
  - Expiration Date
- Will be responsible to submit a sales report of merchandise to the State Treasurer in accordance with State sales tax filing requirements.
- Will be responsible for maintaining a non profit corporate account for each account established in their District.
- If an individual pays their dues at a District meeting, the Treasurer will give

that person a membership card at that time. It will then be the responsibility of the District Treasurer to deposit these moneys in the District account, and in turn write a check to the SDEMTA, which covers the appropriate numbers of members who paid their dues.

- It is the responsibility of the District Treasurer to be in charge of registration at the annual conference. If the Treasurer is unable to attend, the District Secretary will be in charge.
- The District Treasurer will be in charge of all finances, including check writing and keeping a ledger of all income and expenses of their District. A copy will be presented to the State Treasurer once a year at the Annual Executive Council meeting. An impartial CPA or PA will then review these books, and that report will be reviewed at the January Executive Council meeting.
- The District Treasurer will submit a quarterly financial report to the Executive Council.
- In the event that the quarterly financial report and / or the annual report are not completed as outlined in the previous steps all membership monies due the individual district shall be withheld until all financial reports are brought to current status. Once the required reports are current, membership monies shall be released to the effected district immediately. The effected district shall not receive interest on the withheld monies. A report shall be made to the Executive Council at their next regularly scheduled meeting.

#### DISTRICT SECRETARY:

- Will take minutes of all District meetings.
- Send a copy of the minutes to the SDEMTA President, District Presidents, State Secretary, District Secretaries, Newsletter Editor, and Historian within 14 days after the conclusion of the meeting.
- Will inform all State Officers of any District meetings.
- Will inform all members of their District meetings and any other training.
- Will write District correspondence as necessary.
- Will serve on the Public Relations Committee.
- Will keep an accurate record of all their expenses.
- Is encouraged to attend all Executive Council meetings, although they will be a non-voting member.

#### DISTRICT TRAINING OFFICER:

- Will coordinate training for the District meetings.
- Will maintain a current listing of training material available.
- Will keep informed on activities in the District and keep other officers informed.
- Will work with the State Training Officer to coordinate regional workshops for their District.
- They are encouraged to attend all Executive Council meetings, but are not a voting member, and will not receive mileage.
- They will submit a temporary budget for workshops to the STO, which will be reviewed by the Executive Council at the April Executive Council meeting.

## **ATTENDANCE TO OUT OF STATE CONFERENCES:**

It shall be the policy of the SDEMTA to allow the State President, or their representative, to attend any out of state conferences or meetings as an official representative of the SDEMTA with prior approval of the Executive Council. A written report will be presented to the Executive Council at their next scheduled meeting. All reimbursements will be in accordance with submitted receipts only.

## **ASSOCIATION NEWSLETTER:**

- It shall be the policy of the SDEMTA to publish a newsletter entitled “**EMT Thoughts**” at least quarterly. This will be a tool that will keep the members of the SDEMTA advised as to the training and happenings in the State Association.
- All articles for the newsletter will be sent to the current Vice President of the SDEMTA. The SDEMTA Vice President or the appointed Editor of the newsletter will forward the appropriate materials to the publisher for publication.
- Ads for the newsletter will be obtained by the Editor or the person appointed by the Vice President of the SDEMTA. Ad prices will be designated by the Executive Council for the fiscal year.
- The Newsletter will be sent to all members of the SDEMTA, ad placers, honorary members, and anyone else the Executive Council deems appropriate.
- The final draft of the “**EMT Thoughts**” must be sent to the printer within 21 days following the Executive Council meeting.
- Labels printed “expired” will be sent to people whose membership has expired.
- Budget for 24 (twenty four) pages.
- Vice President, upon advisement from the editor, may decrease from 24 (twenty four) to 16 (sixteen) pages.

## **MEMBERSHIP:**

- It shall be the policy of the SDEMTA to reserve membership for anyone making proper application and having an interest in the Association and EMS.
- Members will be divided into the following categories:
  - Active
  - Associate
  - Honorary
  - Lifetime
- Memberships will be promptly processed upon receipt.
- Membership fees will be set by the Executive Council, and be collected by

- the State Treasurer.
- Dues will mature prior to the start of the Annual Conference of the SDEMTA.
  - Members will be kept on the active roll, provided membership dues are paid.
  - Honorary members are selected by the Executive Council, and with approval, are no longer subject to membership dues.
  - Past National speakers from the Annual Conference shall be honorary members.
  - First Responders who have completed the 40 hour course or more are eligible for Active membership and to hold office.04/27/2006
  - Lifetime membership is awarded to a maximum of 5 Active members per year that have been nominated, meet the criteria and approved by the Executive Council to have their membership fees waived.
  - Nominations for lifetime membership must be presented to the Executive Council by the July meeting.
  - Complimentary 6 month membership will be granted to all newly certified EMT's and 40 hour first responders.

### **CONFERENCE PRE-REGISTRATION:**

- It shall be the policy of the SDEMTA that pre-registration and registration for the Annual Conference of the SDEMTA will be conducted under the direction and supervision of the State Treasurer.
- Pre and on site registration will be conducted by the District Officers, under the direction of the State Treasurer.
- Pre and on site registration fees shall be preset by the SDEMTA Executive Council.
- Conference fees will be wavered for: Five State Officers, 7 District Presidents, & 7 District Vice Presidents or their proxy. Officers are responsible to pay their own dues.

### **PINS AND PATCHES:**

- It shall be the policy of the SDEMTA to have one authorized emblem. The emblem will have the official approval of the SDEMTA Executive Council, and be the official design of all association pins and patches.
- The pin/patch must be worn above the waist of the member.
- It is the recommendation of the SDEMTA that patches be worn opposite sleeve of the South Dakota EMT patch.
- All other designs and variations of the SDEMTA emblem must have the approval of the SDEMTA Executive Council in order to be an official design of the SDEMTA.
- The SDEMTA reserves the right to limit endorsements and applications of the official emblem, and the words "**South Dakota Emergency Medical Technician's Association**".

### **ELECTIONS:**

- It shall be the policy of the SDEMTA that the election of State Officers and

the considerations of changes to the By-laws shall be carried out by the membership body at the Annual Training Conference.

- The State Vice President will chair the Credentials Committee, which is made up of the State and District Vice Presidents.
- The Credentials Committee will monitor attendance and eligibility of those entering the State Polling area.
- All ballots will be stamped with the official SDEMTA stamp.
- The committee, under the supervision of the SDEMTA Vice President, will tally all results.
- The Credentials Committee will verify current memberships of all members voting at the annual conference.
- The State Vice President will report the results of the election to the general body at the banquet, during the annual conference, at this time the win/loss margin will be announced for all offices being voted on.
- A copy of the ballot, with numbers will be kept with the official records.
- A motion will be made during the annual business meeting for destruction of the ballots.

### **EMS MEMORIAL:**

- The center slab of the EMS Memorial will have all writing inscribed in the stone as opposed to bronze plaque.
- The phrase “**South Dakota Emergency Medical Services**” will be inscribed toward the bottom of the center slab of the EMS Memorial.
- The definition of “Emergency Medical Services personnel”, with respect to defining who shall be eligible to have their name inscribed on the EMS Memorial, shall be:

*Definition of emergency medical services person:*

*The term emergency medical services person covers all members of an organized South Dakota EMS system, whether career, volunteer or mixed;*

04/27/2006

*full time or part time public service officers acting as emergency medical services personnel; local, city, county state or federal government emergency medical services personnel; temporary emergency medical services personnel operating under the auspices of one of the above; and privately employed emergency medical services personnel including trained members of industrial or institutional emergency medical response systems whether full or part time.*

- The phrase "Dedication and sacrifice so that others may live" shall be inscribed on the center slab of the EMS Memorial.
- Emergency Medical Services person must have died in the line of duty to be considered for inclusion on the EMS Memorial.

*Definition of "in the line of duty" fatality:*

*The term "in the line of duty" refers to being at the scene of a call; being en route to a call or returning from a call; performing other assigned duties such as training, maintenance, public education, inspections, investigations, court testimony, and fund raising; being on call, under orders or on stand-by duty other than at home or at the individual's place of business.*

*In the line of duty fatalities include any injury sustained while on duty that proves fatal, any illness that was incurred as a result of documented actions while on duty that prove fatal, and fatal mishaps involving occupational hazards that occur while on duty.*

*Fatal injuries and illnesses are included even in cases where death is delayed considerably. For example, a documented needle stick injury in 1988 resulting in HIV that develops into AIDS and leads to death in 1994.*

## **CONFERENCE GUIDELINES**

CHAIRPERSON: Will be responsible to oversee all committees. The finance committee or treasurer will oversee all financial matters. The responsibilities are: establishing a checking account (business or non-profit corporate account), establishing a bond for the treasurer, obtaining liability insurance, and any other financial matters. A copy of the bond and liability insurance must be sent to the SDEMTA Secretary for record keeping.

CONFERENCE FEES: Conference fee will be determined by the July Executive Council meeting and the annual membership dues will then be added to the registration fee. This is required for taxing consideration, if the conference is for members only sales tax will be due. The conference fee will be waived for the five State Officers, 7 District Presidents, & 7 District Vice Presidents or their proxy. Officers are responsible to pay their own dues.

**REFUNDS:** The refund policy will be set by the July Executive Council meeting, to be included: the amount of refunds to be issued or any cancellation costs. Only the conference fee may be refunded; the membership fee is not refundable. The registration committee will prepare a list of those who have paid for the conference and were not able to attend and any refunds due. This list will be sent to the State SDEMTA Treasurer within 30 days of the conference. All refunds will be issued within two weeks of the close of the conference. This will be based on the refund policy set at the July Executive Council meeting. The complete list of those attending the conference will be sent to the State SDEMTA Treasurer within two weeks of the close of the conference.

**LODGING FEES:** Lodging, of the State SDEMTA officers will be paid. Any additional cost (i.e. meals, phone, or other expenses) will be the sole responsibility of the officer. If the expenses are part of SDEMTA business, a payment request must be submitted for payment through the normal means. Each officer will be responsible to the motel for any other expenses. State officers will include the following: State President, State Vice President, State Secretary, State Treasurer, and NAEMT Rep / State Training Officer. The following table shall be used for the fiscal responsibility.

State President	Conference Committee	State Historian	Executive Council
State Vice President	Conference Committee	Editor EMT Thoughts	Executive Council
State Secretary	Conference Committee	Past Presidents	Self Pay
State Treasurer	Conference Committee		
State Training Officer/ NAEMT Rep	Conference Committee		

**CONFERENCE START UP ADVANCE:** \$1500 will be given to the District hosting the next conference at the end of the current conference by the SDEMTA Treasurer.

**TIME TABLE:**

Membership: Within two weeks after the conference, the following information must be sent to the State SDEMTA Treasurer: This includes all original registration records, a complete list of the paid members attending conference, vendors list, a list of those who paid membership dues only, and a check for the full amount of the membership dues collected. The State SDEMTA Treasurer will then update the membership records to ensure the November issue of the "EMT Thoughts" will get to all the new members as well as setting up the renewal notification. The State SDEMTA Treasurer will also issue the district share within 30 days of receiving the membership money.

Expenses: All payments to creditors will be made in a timely matter, any late fees, penalties, or errors and omissions will be the responsibility of the host district. All expenses will be paid within 45 days of the close of the conference. Any payment requests made after 45 days will be reviewed for payment, at the following Executive Council meeting. The hosting district will notify the creditors of the payment time frame.

Books: All financial books maintained by the host district will be close by December 31<sup>st</sup> of the year of the conference. A full and detailed report must be presented at the January Executive Council. All original records and money will be turned over to the State SDEMTA Treasurer. An audit committee will complete an audit prior to the April Executive Council meeting. A report will be submitted to the council and upon approval; a check for the conference profits would then be issued.

Profits: At the January Executive Council meeting or as to be determined by the Executive Council, the host district shall receive ten percent (10%) of the net conference profits.

Penalties: If the timetable is not met, penalties will be a loss of conference profits or portion thereof and restrictions of hosting future conferences.

### **WORKSHOP GUIDELINES**

The SDEMTA will help the individual district fund the following educational activities, work shop/mini conference, Emergency Medical Technician course Basic. The State Training Officer will be available to assist with lining up the training. The SDEMTA will assist with up to \$1500, per fiscal year, per district, to cover expenses.

Monies raised from outside contracted sources or other designated sources shall be placed in the education fund. Monies from the education fund shall fund this workshop guideline and other requests as approved by the executive council.

Some guidelines to consider:

1. Notice of the training must be at least thirty days prior to the training, ie: notice of district meeting.
2. The host district needs to ensure all attending are current paid members or registered members of a state approved EMT Basic course.
3. State money will match 100% of documented educational expenses up to \$1500.00.
4. NO STATE MONEY would be issued to cover any expense other wise covered for or paid for by

04/27/2006

grant money. Under this guideline NO STATE MONEY will be used for food or drinks.

5. An approved course by the Department of Public Safety Division of Emergency Services, in which the approval date shall be used for the disbursement of educational monies, shall be forwarded to the state training officer. In which the state training officer shall approve the course for financial aid and education from the SDEMTA. The request for monies shall be through the State Training Officer and then forwarded to the State Treasurer who in turn shall issue the approved and requested monies. The approved course or training shall be brought to the executive council, along with all receipts, for final fiscal disposition. The later sentence to occur at the first regularly scheduled executive council meeting following the training. In the event the approved training is an/a state approved EMT basic course the final fiscal disposition shall be as soon as records are completed.

6. This guideline supersedes previous WORK SHOP GUIDELINE, dated on or before July 23 2005

# **SDEMTA POLITICAL COMMITTEE**

## **Job Description**

### **Purpose:**

The field of Emergency Medical Service is ever changing and a need exists for the South Dakota Emergency Medical Technicians' Association to actively participate in the process of shaping the future of EMS in South Dakota. Recognizing this, the SDEMTA Political Committee has been formed to address these needs.

### **Role of the Committee:**

The role of the SDEMTA Political Committee shall be:

- 1) To study pending legislation and offer a recommendation to support, to oppose, or to take no position on the legislation to the SDEMTA Executive Council.
- 2) To plan and supervise the annual EMS Day at the Legislature with approval of the SDEMTA Executive Council on behalf of the SDEMTA.
- 3) To consider EMS issues of pertinence that are brought to the attention of the SDEMTA Political Committee by members of the SDEMTA and to reach consensus on whether to further study the issue and offer a recommendation to the SDEMTA Executive Council or to not consider the issue.
- 4) Establish and submit an annual budget for the operation of the Political Committee to the SDEMTA Executive Council for approval by July of each calendar year so that the SDEMTA Political Committee budget may be considered in the preparation of the SDEMTA proposed budget.
- 5) Other specific roles as directed by the SDEMTA Executive Council.

### **Make up of the Committee:**

The SDEMTA Political Committee shall be made up of nine (9) members of the SDEMTA. The SDEMTA Political Committee members shall be appointed by the President of the SDEMTA and shall include one (1) member from each of the seven (7) SDEMTA Districts and two (2) members at large. The SDEMTA President shall take under advisement any suggestions or recommendations from the District Presidents in making these selections. Each District shall be afforded the opportunity to send an alternate member to a meeting of the SDEMTA Political Committee if the appointee is unable to attend. In accordance with the by-laws of the SDEMTA, the SDEMTA President shall be an Ex Officio member of the SDEMTA Political Committee.

### **Meetings:**

All meetings of the SDEMT Association Political Committee shall be open to the membership of the SDEMTA and the general public. Notice of the SDEMTA Political Committee meeting date shall be sent a minimum of fifteen (15) days prior to the meeting date and shall be sent by U.S. Postal Service mail. The notice of the meeting shall include an Agenda for the meeting and shall be mailed to all members of the SDEMTA Political Committee. In addition, notice of the SDEMTA Political Committee meetings shall be sent to the SDEMTA President, SDEMTA Vice President, SDEMTA Secretary, SDEMTA Treasurer and SDEMTA Training Officer a minimum of fifteen (15) days prior to the meeting date by U. S. Postal Service mail. The Chairman of the SDEMTA Political Committee shall be responsible for calling a meeting of the Committee and shall consult with the SDEMTA President prior to calling a meeting in order that Committee meeting costs may be minimized and coordinated with other meetings. A meeting of the SDEMTA Political Committee shall be held at the Annual Conference and at other times throughout the year as necessary.

Consensus of the members of the SDEMTA Political Committee may be reached by electronic mail correspondence, U.S. Postal Service mail correspondence, telephone correspondence or by other communication methods providing that a written record is kept with the official records of the Committee in respect to such consensus. Any or all SDEMTA Political Committee records shall be made available to any SDEMTA member upon request.

**Reimbursement:**

Members of the SDEMTA Political Committee shall be entitled to reimbursement of mileage or other expenses incurred in the performance of the duties of the SDEMTA Political Committee. Expenses must be approved by the Political Committee prior to being submitted to the SDEMTA Executive Council for approval and payment. Mileage and expenses for meetings shall be paid only for authorized meetings of the SDEMTA Political Committee and shall not exceed the amount budgeted for the purpose by the SDEMTA Executive Council. SDEMTA Political Committee members shall not be entitled to mileage expenses in attending the SDEMTA Annual Conference.

Members of the SDEMTA Political Committee shall not be eligible for payment of wages or other compensation for work done on behalf of the Committee or the SDEMTA without written permission and direction from the SDEMTA Executive Council.

**Dissolution:**

The SDEMTA Political Committee may be dissolved at any time by majority affirmative vote of the SDEMTA Executive Council.

## **DICIPLINARY ACTION**

Disciplinary action shall be applied when the proper authority determines such actions are necessary. The Association shall exercise its rights to discipline any member only for good and just cause. Disciplinary action will generally take, but not be limited to, oral reprimand, written reprimand, probation, removal of office, member no longer in good standing or removal of member from association

### 1. Oral Reprimand

The State President and or Executive Council may discipline the member by oral reprimand at any time. No written notice will be required and a record of oral reprimand will be filed in the Minutes and archives and may be used in the event of future problems.

### 2. Written Reprimand

The State President and or the Executive Council may discipline a member by written reprimand at any time. The State President or Executive Council will notify the member in writing the reasons for the disciplinary action, and a copy of the written notice, initialed by the member will be dated and placed in the archives. If the member refuses to initial the notice a notation to that effect shall be made by the State President and or Executive Council.

### 3. Probation

The State President and or Executive Council may place a member on probation for a period not to exceed six (6) months The State President and or Executive Council will furnish the Member as well as the member's home district with a written statement giving specific reasons for the probation. Probation can be invoked without loss of position, with loss of position within the district and with loss of Position from the Executive Council.

### 4. Removal of Office and or Committee

The State President and or Executive Council may remove any officer from either the District Office

held and or any Executive Council as well as any committee-seat held. A written statement of the reasons for Removal shall be given to member and District and Executive Council member. The Statement shall be initialed by the member and dated and placed in the archives of the Association. If the member refuses to initial the statement, a notation to that effect will be made by the State President or Executive Council.

#### 5. Member no longer in good standing

The State President and or Executive Council may demote a member for cause at any time. The State President will furnish the member, the District and Executive Council with a Statement giving the specific reasons for the status change. The statement will be initialed by Member, and dated and placed in the archives. If the member refuses to initial the statement, a Notation to that effect shall be made by the State President. Any member who undergoes a Status change will no longer be allowed to hold any office within the SDEMTA, to include but no limited to any district or committee. A member with the status of no longer in good standing will further be disallowed from partaking in any vote with the association. These Members may also have other sanctions placed on the by the State President and or Executive Council.

#### 6. Removal from the Association

The decision to remove any member of the association is to be determined by the State President and Executive Council. Removal proceedings will be taken when the member's work, conduct or character is considered unsatisfactory to be determined at the quarterly Executive Council meeting. The member is to be notified in writing of this removal and the reasons therefore, by the State President and Executive Council. The statement shall be initialed by the member, and dated and placed in the archives. If the member refuses to initial the statement, a notation to that effect shall be made by the State President and District President. Once a member is removed from the association he/she will never be allowed to again become a member or partake in any of the benefits of the association.

#### Voluntary Separations and Grievances

Members who voluntarily terminate their membership will have their grievances immediately dismissed. Although should the person wish to join the association again at a later point said Grievances would again be brought to the attention of the Executive Council.

#### Non-Grievable Action

Oral and written reprimands and terminations of membership during their probationary status are not grievable except on the basis of a prohibited form of discrimination.

#### Disciplinary Interview

Before formal disciplinary actions are taken (Removal of Office, Member no longer -in good Standing and Removal from the Association) the decision making authority shall:

04/27/2006

- 1) Notify the member in writing of the proposed disciplinary action. The notice shall state the reason(s) for the action, including prior disciplinary actions and the facts of any other incidents upon which the present disciplinary action is based. It shall advise him/her of the right to have a hearing at the next quarterly meeting after the notification, to present his/her side of the story to the State President and or Executive Council.
- 2) If requested, a disciplinary review shall be held to give the member an opportunity to present reasons, orally or in writing, why the action should not be taken.
- 3) Inform the member in writing of the final decision, effective date of the disciplinary action, and his/her right to appeal such a decision to the entire membership, by filing a written notice with the State President or District President within five (5) working days of receiving the response.. If the member fails to appeal the decision within five (5) working days the action shall become final.
- 4) In the case of a serious violation in which the member is removed from the association, a review board of three shall be appointed to gather evidence, take written statements, and report their recommendations to the decision making authority. The review board recommendations are not binding on the decision-making authority.

#### Signing Requirements

In all cases of formal disciplinary action the member will be required to sign the written Notice of discipline and such notice shall be dated and placed in the SDEMTA archives. If the member refuses to sign the notice, a notation to that effect shall be made by the State President as well as the District President. The member may submit a written statement of response to the disciplinary action to the State President and Executive Council, which will also be placed in the SDEMTA archives.

IN ALL INSTANCES IN THIS POLICY WHERE A MEMBER IS REQUIRED TO SIGN, SIGNING DOES NOT IMPLY AGREEMENT WITH THE ACTION, ONLY THAT THE CONTENTS HAVE BEEN MADE KNOWN TO OR DISCUSSED WITH THE MEMBER.

#### Grievance Procedure

The purpose of the grievance procedure is to provide a just and equitable method for the resolution of grievances without discrimination, coercion, restraint or reprisal against any member or group of members who may submit to or be involved in a grievance.

Individual members or groups of members have the right to present grievances in person or through a formal representative.

Members who voluntarily terminate their membership will have their grievances immediately withdrawn except where improper benefit payments are concerned and will not benefit by any later settlement of an individual or group grievance.

04/27/2006

Failure of a member to comply with any time limitation shall constitute a withdrawal of the grievance. Failure of the Association to comply with any time limitation shall constitute a settlement of the grievance in accordance with the requested remedy. It is agreed that all times may be extended by agreement in writing by all parties. All references to days shall be construed as working days.

#### Definition of Grievance

Grievance means a complaint by a member or group of members, concerning the interpretation or application of the provisions of rules or regulations governing personnel practices or procedures or conditions of membership which complaint has not been resolved satisfactorily in an informal manner between the member and the association or district.

#### Member Notice of Disagreement

The grievant shall, within five (5) working days after the occurrence, discuss the same with the State President or Executive Council or his/her designee and try to resolve the matter. If unable to do so, the grievant shall submit the grievance in writing to the State President or Executive Council. Such written notice outlining the grievance shall specify the time and place that the grievance occurred, the relief sought and the specific areas of this policy which have been misapplied or violated. This written notice shall be filed by the grievant within five (5) working days after his initial discussion with the State President or Executive Council.

Within (30) days after receipt of the written notice, the Executive Council or State President and the grievant shall meet and the result, of this meeting shall be reported in writing to the grievant by the Executive Council within five (5) days after the meeting. If the grievant disagrees with this decision he/she may, in writing give notice of his/her disagreement, which must be done within five (5) days after receipt of notification by the Executive Council.

#### Appearance before the Governing Board

At the next meeting of the Executive Council, or at a special meeting agreed upon by the parties, following the receipt of the notice of disagreement, the grievant may appear before the Executive Council in Executive Session to discuss the grievance. Within five (5) days after the meeting the State President, District President or designee will, in writing, furnish the decision of the Executive Council to the grievant.

# SDEMTA EMT OF THE YEAR

## **REQUIREMENTS:**

**NOMINEE MUST BE A SDEMTA MEMBER**

**NOMINEE MUST HAVE BEEN AN EMT FOR A MINIMUM OF 2 YEARS**

(PLEASE USE BACK SIDE OF PAPER IF NEEDED)

1. NAME:

2. FAMILY.

3. SDEMTA DISTRICT:

4. AMBULANCE SERVICE OR FIRST RESPONDER UNIT:

5. # OF YEARS AS AN EMT.

6. EMT RELATED EXTRA CURRICULAR ACTIVITIES (PAST AND PRESENT).

7. COMMUNITY ACTIVITIES, CLUBS, ETC. (NON-EMT).

8. WHAT MAKES THIS CANDIDATE A STANDOUT AND WHY SHOULD THIS PERSON BE NAMED SDEMTA EMT OF THE YEAR?

9. OTHER COMMENTS ABOUT THE NOMINEE:

PLEASE MAIL YOUR DISTRICT'S NOMINATION BY SEPTEMBER 1, TO:  
**Chuck Willey**  
**505 Holly Drive, Gettysburg SD 57442**

## **EMERGENCY MEDICAL SERVICE**

### **OF THE YEAR**

Any pre-hospital care provider is eligible for this award. This will include the following: ambulance, rescue, and first responder units. **All nominations will be sent to the state Vice President by July first (1<sup>st</sup>) of each year.** This award will be determined by the State Vice President and all seven (7) District Vice Presidents. Only the district Vice President's will have a vote, with the tie vote determined by the State Vice President. This is an award for which a service nominates itself, and will include the following information:

1. Letter of nomination from an outside agency, such as law enforcement, a hospital, etc.
2. History of the Service. (Approximately 500 words)
3. Years of service to the community.
4. Special projects, services outside of EMS.
5. Public relations programs.
6. Number of members.
7. Special equipment. (Hearst tools, etc.)
8. Training programs.
9. Number of vehicles, type, make, year, etc.
10. EMS permit number.
11. Number of yearly calls.
12. Types of financing, support, fund raisers, etc.

**EMERGENCY MEDICAL SERVICE OF THE YEAR**  
**APPLICATION**

Any pre-hospital care provider is eligible for this award. This will include the following: ambulance, rescue and first responder units. ***All nominations will be sent to the state Vice President by July first of each year.*** This is an award for which a service nominates itself and will include the following information. This award will be determined by the State Vice President and all seven District Vice Presidents. Only the district Vice President's will have a vote, with the tie vote be determined by the State Vice President. Once a service has won the award, they will not be eligible to win the award for five fiscal years.

1. NAME OF SERVICE: \_\_\_\_\_
2. EMS PERMIT NUMBER: \_\_\_\_\_
3. NUMBER OF MEMBERS: \_\_\_\_\_
4. NUMBER OF VEHICLES: \_\_\_\_\_  
  
Type of vehicles \_\_\_\_\_  
Make of vehicles \_\_\_\_\_  
Year of vehicles \_\_\_\_\_
5. SPECIAL EQUIPMENT: \_\_\_\_\_
6. NUMBER OF YEARLY CALLS: \_\_\_\_\_
7. YEARS OF SERVICE TO THE COMMUNITY: \_\_\_\_\_
8. TYPES OF FINANCING,(ie; fund raisers, taxing district, etc)-  
\_\_\_\_\_

Please attach the following to this application;

1. Letter of nomination from an outside agency, such as law enforcement, hospital, etc.
2. A detailed history of your service, approximately 500 words.
3. Public relations programs or activities. Please be specific and detailed. Any and all forms of video, news reports or other data may be attached to supplement your application.

## **SCHUURMANS MEMORIAL AWARD**

1. Will be available to all ambulances or first responder units in the State of South Dakota.
2. The ambulance or first responder unit given the award will receive \$250.
3. The unit will be judged, and chosen, according to a point system.
4. The money awarded will be used to purchase a major piece of equipment, either a new item, or to help replace existing equipment.
5. The SDEMTA has developed the following guidelines for application:
  - Name of Service.
  - How the service is funded.
  - The equipment you plan on purchasing.
  - Are you replacing, or adding equipment.
  - How will this equipment benefit your service?
  - The equipment will be ordered prior to the payment of the award.
  - The equipment will be ordered no later than 90 days post Conference.
  - The award will be given out during the Annual Conference Award's Banquet.
  - ***The deadline for application will be July 1<sup>st</sup>.***

**SCHUURMANS MEMORIAL AWARD**

**Application for award.**

The Schuurmans memorial award will be judged using a point system. The State Training Officer and all seven (7) District Training Officer's will determine the point system at time of selection. In the event of a tie the State Training Officer will vote to break the tie. All Ambulance and First Responder units in the State of South Dakota will be eligible for this award. There are no re-award limits imposed. Deadline for this application is July first (1<sup>st</sup>) of each year. ***This application must be sent to the State Training Officer.*** The amount of the award will be two hundred fifty dollars (\$250.00). This award is to be used to purchase a major piece of equipment, either a new item or to help replace existing equipment. The equipment will be ordered prior to the payment of the award. The equipment must be ordered no later than ninety (90) days post conference. The award will be given during the Annual Awards Banquet.

1. NAME OF SERVICE \_\_\_\_\_
2. HOW ARE YOU FUNDED?
  - a. Private
  - b. Public, city
  - c. Public, county
  - d. Ambulance district
3. EQUIPMENT YOU PLAN ON PURCHASING? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - a. New
  - b. Replacement
4. HOW WILL THE EQUIPMENT BETTER YOUR SERVICE? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

---

# **GARY GOERTZ MEMORIAL** **PARAMEDIC SCHOLARSHIP**

## **General Information:**

The SDEMTA's Memorial Paramedic Scholarship was organized in 1986 for the purpose of providing funds annually to South Dakota EMT's who wish to attend a Certified Paramedic Training Program.

## **Purpose:**

This program is designed to help in the education of any qualified South Dakota EMT who is enrolled in a Certified Paramedic Training Program.

## **Amount of Scholarship:**

This scholarship is awarded in the amount of \$500. It is designed to assist in student costs of tuition, fees, or books. Scholarship checks are made payable to both the student and the training program. Proof of acceptance must be provided if possible. This scholarship is provided and awarded by Freeman Ambulance.

## **Application Deadline:**

The deadline for application is September 1st of the year in which the scholarship is to be received. Applications are to be sent to Freeman Ambulance Service.

## **Eligibility:**

Any South Dakota EMT who is a current member of the SDEMTA who is or will be, attending a Certified Paramedic Program of his/her choice. Scholarships will be awarded on the basis of desire to attend a Paramedic Training Program.

## **Awarding of the Scholarship:**

Freeman Ambulance Service and the Gary Goertz family will determine the award winner. The winner will be announced at the annual SDEMTA Awards Banquet.

## **Selections will be made using the following criteria:**

1. Reason(s) for wanting to become a Paramedic.
2. Three (3) letters of recommendation.
3. List any EMS related activities, organizations, and any community involvement.

**APPLICATION FOR SCHOLARSHIP**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Age: \_\_\_\_\_

EMT #: \_\_\_\_\_ Date of EMT Certification: \_\_\_\_\_

Name of Paramedic School for which you have been accepted:

Please list the names and addresses of the persons supplying your Letters of Recommendation:

1.

2.

3.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**NOTE: Please enclose a copy of your EMT certification card.**

**Return your application, letters of recommendation, and a copy of your EMT certification card to the Freeman Ambulance Service.**

**SDEMTA Lifetime Membership Application**

04/27/2006

SDEMTA Lifetime Membership is to recognize individuals that have served the SDEMTA for many years.

Members granted lifetime membership shall not be required to pay dues and shall have all the privileges as described for an active member.

The following criterion to nominate an individual for a life time membership is as follows:

1. Been a member of the Association for no less than 10 consecutive years.
2. Been an active member of the Association demonstrated by such things as holding an office, assisting with state or regional conferences, etc.
3. Been active in promoting EMS in their local community or communities.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of years in the EMT Association: \_\_\_\_\_

EMT Number: \_\_\_\_\_

Involvement in the South Dakota EMT Association:

- A. Nominations for lifetime membership shall be made to the state executive council prior to the annual conference convening.*
- B. The executive board shall approve granting lifetime membership by a majority vote to a maximum of five (5) per year.*
- C. Lifetime membership shall be announced at the state annual awards banquet.*

**Technology / Training Equipment**

04/27/2006

It shall be the policy of the SDEMT Association to assist all districts in procuring and distributing **technology and or training equipment**. The equipment authorized and purchased by the SDEMT Association Executive Council shall remain property of the SDEMT Association.

In as much as fiscally possible, technology / training equipment may be purchased in seven equal amounts, unless otherwise deemed necessary by the SDEMT Association Executive Council. The Executive Council or individual district receiving the technology / training equipment shall assume all security, maintenance and general upkeep of the technology / training equipment. An accurate inventory shall be maintained by the district and state training officers. Inventory list shall be on file with the state secretary and updated annually, this is inclusive of only the technology / training equipment that the state association purchased and supplied.

Training on technology / training equipment that is supplied and to be used by the SDEMT Association at its annual conference or other training opportunities shall occur during the annual conference and include all district's and state training officers and other district or state officers as deemed necessary. Equipment that is to be used at annual conference or other training opportunities shall be transported by the district officers or their designee's to the training site. Equipment shall be in complete and serviceable condition.

In the event that the technology equipment / training equipment is lost, stolen, misplaced or otherwise gone the individual district or Executive Council shall assume all fiscal responsibility and replace the equipment. Written notification of missing equipment must be made to the Executive Council within ten days of identifying the missing equipment. Written notification must at a minimum contain the circumstances found, list of equipment missing and an official law enforcement notification, ie; police report.

Insurance for the training technology equipment shall be managed by the executive council. The total cost for the insurance shall be split eight (8) equal ways among the seven districts and the executive council. These fees shall be held back from the districts at the first quarterly executive council meeting of the new year in which membership dues are dispersed to the districts.

## **Explorer / Venturing Policy**

It shall be the policy of the South Dakota Emergency Medical Technicians Association to recognize any member of a South Dakota Explorer or Venturing, Emergency Services group.

Such group shall be sponsored by the Boy Scouts of America, Girl Scouts of America or other group as recognized by the SDEMTA-Executive Council.

Members of the Explorer / Venturing group will be entitled to attend any training, educational opportunities or other activities being sponsored by the SDEMT Association unless otherwise specifically not allowed. There will be no charge for admittance to SDEMT Association activities, unless otherwise deemed necessary. If the member of the Explorer / Venturing group requires the SDEMT Association training for their continued educational requirements, they shall pay the membership fee and become members of the SDEMT Association. Thereby, guaranteeing the same rights and privileges as all members of the SDEMT Association.

Members of the Explorer / Venturing group when attending SDEMT Association activities shall be in their Explorer / Venturing group uniform as recognized by their groups sponsor or SDEMT Association sponsored uniform.

It shall be the policy of the SDEMT Association to fund Explorer / Venturing groups. Who's specific Explorer / Venturing group is associated with Emergency Medical Service's, this group shall be sponsored by a SDEMT Association recognized Ambulance service or Rescue Squad. The following funding schedule will apply to this paragraph.

1. \$500.00 one time donation from the SDEMT Association per group.
2. \$250.00 initial start up donation, new groups only. This donation is above and beyond the one time donation.
3. Other amount as voted on by the SDEMT Association Executive Council.

## Lap Top Policy and Procedure

Purpose of this policy is to protect the South Dakota Emergency Medical Tech. Association and the individual person that this computer is issued to.

The South Dakota Emergency Medical Tech. Association is committed to providing education to any and all of its members and any other persons and or organizations that require emergency services training, to that end the following policy is to be enacted and strictly adhered to.

The South Dakota Emergency Medical Tech. Association has provided its executive board, the President, Vice President, Secretary, Treasurer and Training Officer a lap top computer. This equipment shall remain the property of the South Dakota Emergency Medical Tech. Association and under no circumstances shall the lap top computers be sold, given away, traded or bartered without the written permission of the South Dakota Emergency Medical Tech. Association Executive Council.

Under no circumstances shall the lap top computer be used for illegal, immoral or otherwise offensive materials. The lap top computer must be surrendered to the South Dakota Emergency Medical Tech. Association Executive Council upon request, written or otherwise. At the end of your term in office it, along with all subsequent materials of your office, shall be handed over to your replacement.

In the event that the lap top computer is lost, stolen, misplaced or otherwise gone. Written notification of missing computer must be made to the Executive Council within ten days of identifying the missing computer. Written notification must at a minimum contain the circumstances found, list of equipment missing and an official law enforcement notification, ie; police report. Legal means may be secured by the Executive Council to replace the computer, this to include but not limited to insurance claims and or other legal means.

A copy of this signed document shall remain on file with the South Dakota Emergency Medical Tech. Association's Secretary.

04/27/2006

I, \_\_\_\_\_, have received the following lap top computer, \_\_\_\_\_. By my signature I acknowledge that I have read the above stated policy and agree to uphold and abide by it.

Dated, \_\_\_\_\_.

Signed, \_\_\_\_\_

Printed Name, \_\_\_\_\_