

Tyngsborough Ambulance Study Committee Mission Statement

The Tyngsborough Ambulance Study Committee has been established to review, evaluate, and make recommendations regarding the addition of an ambulance service as a Tyngsborough Fire Department responsibility and service. The Ambulance Study Committee is tasked with evaluating the benefits and consequences and make recommendations that benefit the residents and taxpayers in improved public safety, services, cost savings, and other benefits that may be realized by the town, fire department and citizens of Tyngsborough.

The Tyngsborough Fire Department's mission is to protect lives and property of residents, businesses, town property, as well as people visiting, doing business, traveling, working, or being educated within the community. This is performed with a well trained staff which provide 24/7 protection through emergency response and fire prevention and educational services.

The Tyngsborough Fire Department reports to a Board of Fire Engineers which is appointed by the Board of Selectmen. The Tyngsborough Fire Department has evolved from a volunteer association to a hybrid Call Department structure with a full-time Fire Chief and scheduled weekday, evening, and weekend shifts which are filled with call officers and firefighters. The monthly work schedules are open to every qualified firefighter to sign up for specific scheduled slots.

Ambulance services are currently provided to the town by two service providers:

Basic Life Support (BLS) – Trinity EMS

Advanced Life Support (ALS) – Saints Medical Center

The Tyngsborough Fire Department presently responds to events such as fire, motor vehicle accidents, hazardous material incidents, medical emergencies, and human-caused or natural disasters.

**Town of Tyngsborough
Ambulance Study Committee
Regulations**

A. Purpose:

The Town of Tyngsborough, Massachusetts shall have an Ambulance Study Committee to review the existing emergency medical response services and facilities in Tyngsborough and make recommendations regarding a Fire Department operated ambulance service. The Committee shall gather data from various sources, including town officials, employees, citizens, State officials, consultants, and others. The Commission will analyze the information and provide a preliminary report to the Selectmen six months from its first meeting and a final report within one year from its first meeting.

B. Duties:

The Committee shall determine the appropriate process and legal authority to make any recommended changes to the current services and processes and shall perform research in such areas as:

1. Emergency Medical Response
 - a. Emergency Medical call volumes.
 - b. Medical types and classifications such as basic life support, advanced life support, motor vehicle accidents, rescue and entrapments, and other incidents that involve medical concerns.

- c. Private service process and effectiveness.
2. Financial
- a. Emergency medical payment rates.
 - b. Financial revenue past and forecasted.
 - c. Revenue sources; insurance, patient, tax based, etc.
 - d. Cost savings opportunities.
 - e. Billing expenses and available services.
 - f. Ambulance service operating and maintenance costs, including buildings, staffing, and materials.
 - g. Capital expenses and financing opportunities.
3. Town Department Process and Management
- a. Existing processes of the Fire Department, Treasurer's, counting, 911 call center, and others.
 - b. Department benefits.
 - c. Transition & co-existence with private service providers.
 - d. Process changes.

C. Composition of the Committee:

The Committee shall be composed of five members plus two non-voting advisors:

1. Board of Fire Engineer member;
2. Board of Selectmen member;
3. Finance Committee member;
4. Capital Asset Committee member;
5. Citizen at large;
6. Non-voting advisors:
 - a. Town Treasurer, and
 - b. Fire Chief.

D. Appointment of Members:

The Committee members shall be appointed by the Board of Selectmen. A chairperson, vice-chairperson, and recording clerk shall be appointed annually by majority vote of the Committee members present.

1. Chairperson: Shall call meetings, prepare agendas, post meetings, represent the Committee at public hearings or other meetings (unless otherwise determined), and conduct meetings under Roberts Rules of Order.

2. Vice Chairperson: Shall perform the duties of the Chairperson in his or her absence and assist as requested by the Chairperson.
3. Recording Clerk: Shall be responsible for recording accurate and timely minutes of all meetings held by the Committee. Shall file said minutes with the Town Clerk and shall perform the duties of the Chairperson in the absence of the Chairperson and Vice Chairperson. In the event of absence of the Recording Clerk the Chairperson may assign recording responsibilities to another individual.

E. Meetings:

The Committee shall ordinarily meet at least monthly, and shall comply with the Open Meeting Law of Massachusetts **and the following rules:**

1. The Committee shall not meet or conduct business with out the presence of a quorum. A majority of the voting members of the Committee shall constitute a quorum.
2. All meetings will be posted in compliance with the Open Meeting Law.
3. Minutes of the meetings shall be taken, and copies shall be provided to the Selectmen and electronically to the webmaster to be placed on the Town website.
4. Written quarterly reports shall be made by the Committee to the Selectmen.

5. The Committee may recommend to the Selectmen, by majority vote of members present, modifications to these regulations.
6. The Committee shall serve as an ad hoc Committee for such time as seen fit by the Selectmen and may be dissolved at any time.
7. The Committee has the ability, with approval of the Selectmen, to work with legal staff and consultants to accomplish its mission.
8. Ambulance Study funding does not exist. The Committee may discuss and recommend funding requests and possible fund sources with the Selectmen.
9. The Selectmen reserve the right to modify these provisions at any time.