



89 Westchester Avenue
P. O. Box 237
Pound Ridge, N.Y. 10576-0237

Pound Ridge Lions Ambulance Corps

Prospective Member Information



*An Informational Guide for Prospective
Members of Pound Ridge Lions
Ambulance Corps*



"People Who Care"

For Business/Other Calls Phone: 914-764-4545

New York State Certified -- Basic Life Support Services Pre-Hospital Emergency Care

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Prospective Member Information

An Informational Guide for Prospective Members of Pound Ridge Lions Ambulance Corps (or the "CORPS")

OVERVIEW

The purpose of the Pound Ridge Lions Ambulance Corps (hereafter in this document known as "The CORPS") is to own, operate, manage, or conduct ambulance service, to provide up-to-date and properly maintained emergency equipment or personnel when needed and to engage in the safe transportation and certified pre-hospital medical treatment of ailing, crippled, or infirmed persons without charge whenever called upon via the Westchester County EMS 911 System or other appropriate, valid, and legal means. It is not the purpose of the CORPS, however, to engage in long distance transportation except in specifically identified cases of personal hardship (since the ambulance would be taken out of service for the entire period of the long distance transportation).

The service area and area of responsibility of the CORPS is usually contained within the geographical and governmental limits of the Town of Pound Ridge, N.Y (10576). However, in some areas formal and specific pre-arrangements have been made with immediately adjacent certified Basic Life Support ambulance services where the response time of the CORPS could exceed safe limits and the adjacent EMS could respond more quickly, or in the event of mutual aid with nearby ambulance services (e.g. Lewisboro, Vista, or Bedford Village EMS) or based on a Westchester County EMS request.

The CORPS was chartered in April, 1966. All meetings and ambulance services are conducted from the Ambulance Corps Building located at 89 Westchester Avenue, Pound Ridge, N.Y. 10576. Mail may be addressed to: Post Office Box 237 and business phone calls may be made to 914-764-4545. A voice recording machine will take messages and this machine is checked on a regular and timely basis.

CORPS INFORMATION

Membership

Any person having attained the age of eighteen (18), possessing a valid drivers license, residing in or working in the Town of Pound Ridge, or in the area immediately adjacent thereto and who shall be physically fit, morally and mentally sound, and able to meet the qualifications may be considered for membership.

There are only four (4) classes of membership in the CORPS - Active Members, Probationary Members, Associate Members & Supporting Members.

Active Members are members who are available for call and may also possess current New York State Certification as Emergency Medical Technicians (EMTs) or First Responders (CFRs). EMTs (or the first EMT on scene) direct the call until control is positively transferred to another EMT or Paramedic. Active members not possessing NYS certification may only participate in patient care with the approval and under the direction of the EMT in charge of the call.

Probationary Members are new members who are available for call. They are on probation for the first six (6) months after they have been accepted (or approved) for membership. During the probationary status, Probationary Members are only authorized to operate the ambulance (after suitable driver/vehicle training) and assist in patient care when in the presence and under the direction of an Active Member. Also, Probationary Members shall not be elected to any Office nor vote until having attended three regularly scheduled meetings and three drills. Probationary Members are expected to go on **at least** 2 calls a month and must attend **at least** 4 business **and** 4 training meetings **and** participate in 1 rig check during their probationary period.

Associate Members are past Active Members, not regularly available for call but who are desirous and capable of performing administrative functions to the benefit of the CORPS. Associate Members who have met the attendance requirements of Active Members are eligible to vote and may hold elective office or appointments to various committees.

Supporting Members are individuals who possess a current New York State Emergency Medical Technician (“EMT”) or equivalent, are available to respond to calls generated by the 911 system or equivalent, and are either employees of the Town of Pound Ridge or members of any other emergency services organization located in and serving the Town of Pound Ridge.

Removal or Suspension

Any member may be suspended or expelled for just cause such as violation of the Constitution or By-Laws, or for conduct prejudicial to the good of the CORPS. Reasons for and methods of accomplishing suspension or removal are further designated in Articles IV and V of the By-Laws. Suspensions or removals are accomplished on written charges for the specific purpose and this action is taken within ten (10) days by a majority of the Board of Trustees which have met in special session and for the specific purpose of reviewing and acting on the charges.

Insurance and Legal Counsel

The CORPS maintains insurance and legal counsel for all members of the CORPS.

Meetings

Business meetings are conducted the first Monday of each month (with the specific holiday exceptions). Meetings began promptly at 8:00 p.m. and a meeting agenda is distributed which normally includes review of call slips, committee reports, and old/new business. The meetings are generally completed no later than 10:00 p.m.

Training meetings are conducted at 8:00 p.m. on the third Monday of each month (with specific holiday exceptions and joint training meetings with other emergency service units or authorities). Special training (or certification e.g. CPR) may be conducted at various times each year.

MEMBER REQUIREMENTSⁱ

The most important qualification for a Member is a strong and genuine interest in public safety and the highest quality pre-hospital emergency care with specific focus on Pound Ridge Lions Ambulance Corps (PRVAC) and its mission in our community for providing basic life support emergency care services, personnel, and facilities.

The most important requirement for a Member is maintaining the strict confidentiality of patients, service calls, and meeting discussions regarding call slips, personnel, patients, policies, or procedures.

A prospective member should be willing to devote both time and effort in carrying out the duties of a Member. These duties generally include attending regular meetings and training sessions, serving on a committee (which can demand additional time), and being visible in the community on behalf of the Corps. In addition, emergency medical training is available at no cost to Members for tuition fees and reimbursements are available for books & other supplies required during the training period. (See reference 'Overview of Emergency Medical Technician Duties'.)

MEMBER DUTIES AND RESPONSIBILITIES

All Members of the CORPS serve without any compensation, but out-of-pocket expenses may be reimbursed with prior approval of a CORPS officer.

All active and probationary members, are required to attend all regularly scheduled meetings and all special meetings on which proper notice was given. If a member should be absent from three (3) consecutive meetings without prior approval of the President or Vice President, then the President as specified in Article V of the By-Laws may consider this ground for charges.

All active and probationary members are required to attend all properly announced drills. Three (3) consecutive absences without prior approval of the President or Vice President may be considered grounds for charges by the President as specified in Article V of the By-Laws.

If Active and Probationary Members, who are not certified EMTs/CFRs, should arrive at a call scene prior to the arrival of an EMT or Paramedic, these members should not approach the scene unless otherwise directed, and should wait in their car until an EMT or the ambulance arrives on scene. Patient care should not be attempted unless the member has received and successfully completed the training for applying the appropriate life-saving or public health protocol (e.g. CPR, Heimlich, Hypertension, etc.).

CORPS ORGANIZATION

The Corps is organized into a Board of Trustees consisting of seven (7) members in whom the policies, procedures, property, affairs, and business concerns of the CORPS are vested. One member of the Board is the President and the members of the CORPS elect the remaining six (6) members. The Trustees elect a Chairperson from their number to serve for one fiscal year (the President cannot be the Chairperson). Each Trustee is elected for a term of 3 years (a Trustee may be appointed to serve the remaining term of a Trustee who is unable to complete their term) with two (2) offices expiring each year. Ex officio members of the Board of Trustees may also be appointed from within the CORPS at the pleasure of the Board, but not to exceed three (3) persons.

The active members of the CORPS also elect from their number, a President, Vice President, Secretary, Treasurer, Captain, First Lieutenant, and Second Lieutenant to administer and operate the daily affairs of the CORPS.

Board Meetings

Meetings are conducted under the rules laid out in the By-laws. The talents and skills of all Trustees are utilized which creates a more cooperative, congenial, and productive board. This interaction makes for better attendance.

Committees

Standing Committees include Membership, Constitution, Operations, and Equipment and Supplies. Other committees include: Budget, Building Improvements, Fund-Raising, Publicity, and Training.

Open Meetings

Certain training meetings (e.g. CPR, Hypertension, or other public health training topics) may be open to members of the public. These meetings are normally publicized in local businesses and newspapers prior to the training date.

Minutes

The minutes of CORPS meetings are the official documentation of the CORPS management and operation. Original copies of the minutes must be **confidential** and kept in a secure and safe place or **otherwise properly disposed** in paper shredders or other appropriate confidential waste.

Overview of Emergency Medical Technician Duties

Nature of the EMT

You may see EMT's at *automobile accidents, medical emergencies, falls, accidents, fires, near drowning, unscheduled childbirths, poisonings, and cardiac arrests*, all of which may require immediate medical attention. Emergency Medical Technicians (EMT's) provide this urgent care and then transport the sick or injured to appropriate medical facilities (e.g, Northern Westchester Hospital Center, Stamford Hospital Emergency Services, Norwalk Regional Trauma Center, and occasionally Westchester Medical Center in Valhalla).

EMT's have protocols which are taught during classes that allow them to perform basic life saving skills. EMT's usually work in teams of two (or three or more). If necessary, they may request additional help from police, fire, or other rescue personnel, or they may even enlist the help of bystanders, if necessary. They determine the nature and extent of the patient's injuries or illness while also trying to determine whether the patient has preexisting medical conditions that could be the cause of the immediate problems or could complicate the current situation. They then give appropriate emergency care following strict guidelines for which procedures EMT's may perform.

Some conditions are simple enough to be handled following general rules and guidelines. Unfortunately, many calls are more complicated and require the EMT to adapt to the environment and situation. More complicated problems sometimes require the assistance from either medical control or Paramedics responding to the scene. When a patient is entrapped, as in the case of an automobile accident, cave-in, or building collapse, EMT's free them if possible or EMT's provide emergency care while others free them. At a medical facility, EMT's transfer patients to the emergency department, report to the staff their observations and the care that has been provided, and then may assist the ER staff in providing continued emergency treatment.

After each run, EMT's complete paperwork pertaining to the emergency call, replace used supplies, check equipment and decontaminate the equipment and the interior of the ambulance in preparation for the next call.

Training

Training is needed to become an EMT. EMT-Basic training is 80 to 120 hours of classroom work. Training is available at Westchester Community College and various other facilities throughout the year.

The 80 to 120 hour program provides instruction and hands-on training for bleeding, fractures, airway obstruction, cardiac arrest, and emergency childbirth. Students learn to use and maintain common emergency equipment, such as backboards, suction devices, splints, oxygen delivery systems, and stretchers. Defibrillator (AED) training varies throughout the county, but includes recognition of ventricular-fibrillation and ventricular-tachycardia, and how to use the semi-automated defibrillator. Prerequisites for learning AED use include, current CPR certification, and required classroom work. Refresher courses and continuing education are available for EMT's at all levels. Refresher and CPR courses are also offered throughout the year. Graduates of approved EMT-Basic training programs who pass a written and practical examination administered by the State certifying agency or the National Registry of Emergency Medical Technicians earn the title of Registered EMT-Basic.

To maintain their certifications, all EMT's must re-certify, usually every 3 years. In order to re-certify, an individual must be working as an EMT and meet a continuing education requirement.

EMT's should have good dexterity, a strong disposition, physical coordination and be able to lift and carry heavy loads. EMT's need good eyesight (corrective lenses may be used) with accurate color vision.

Some EMT's go on to become EMT instructors, paramedics, firefighters, dispatchers, or police officers. Some simply become EMT's to assess their interest in health care and then decide to return to school and become R.N.'s, physician's assistants or physicians themselves.

¹ **Ref:** New York State Department of Health Emergency Medical Services (EMS)

NOTES: