

TREMONT RESCUE BOARD CHARTER

TREMONT 702 RESCUE SQUAD (TREMONT RESCUE)



BOARD CHARTER

**Approved
May 1, 2020**

TREMONT RESCUE BOARD CHARTER

HISTORY

Rescue 702 was organized in 1977 as a Not for Profit (NFP) Corporation funded by service fees and donations to provide residents with Emergency Medical Services. The Rescue 702 squad was governed by its Member Board, Board of Directors, and Squad Review Board. The Member Board and Board of Directors authorized the dissolution of the corporation on Nov 7, 2016 to be effective on Dec 31, 2016.

Tremont 702 Rescue Squad, aka. (Tremont Rescue) was formed pursuant to Illinois State Statute (70ILCS 2005/) Rescue Squad Districts Act. Petitions were circulated in April, 2015 and filed by the TENTH JUDICIAL CIRCUIT COURT OF ILLINOIS COUNTY OF TAZEWELL (15-MR-107) on June 1, 2015 authorizing a referendum to be held. The referendum was passed with 72% affirmation on March 15 2016.

Per IL (70 ILCS 2005/) statute requirements, 5 board members were appointed by the Tazewell County Board to serve 4 year terms. Each December of even numbered years starting in Dec 2016, the Tazewell County Board will replace or reappoint either two or three members to provide continuity of service for the Rescue Squad.

Tremont Rescue is established as a BLS level Emergency Medical Service with authority to provide Advanced Life Support whenever ALS qualified members are on board.

Policy Implementation

This Charter replaces and supersedes all other previous policies and by-laws. It is solely owned by and will be maintained by the Tremont Rescue Board of Directors. Any change to this document requires the review and majority approval of the Tremont Rescue Board of Directors.

Organizational Structure

The Rescue Squad's mission is to support local members in providing high quality care to individuals in the Rescue Squad's service area. The Tazewell County Board has appointed 5 individuals to serve as the BOD. The BOD serves as an oversight board for the Rescue Squad. The Squad Officers provide the operational leadership for day to day activities of the squad.

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BOARD OF DIRECTORS

The Board of Directors (BOD) is comprised of five individuals who are appointed by the Tazewell County Board to oversee and guide Tremont Rescue towards optimal performance when providing service to the community of Tremont and surrounding district. Board of Directors offices are one year terms renewable by vote or acclamation at each January Board meeting.

The Board of Directors consists of five positions:

President

Vice President Member
at Large

Secretary
Treasurer

Additional Duties

Freedom of Information Act Liaison

Open Meetings Act Liaison

Squad Review Board Representative

Board of Directors responsibilities include:

Maintaining adherence to the Freedom of Information Act (FOIA)

Maintaining adherence to the Open Meetings Act (OMA)

Annual review and certification of Budget, Appropriations, and Levy Ordinances

Reviewing and, when necessary, acting on financial transactions

Acting on Squad Review Board recommendations

Setting compensation levels and reviewing compensation

Approval of hiring/termination/discipline for any squad member

Approval of Squad Officer Selection

Assigning duties for Squad Officers

(Medical Director, Chief, Assistant Chief, Administrator)

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Squad Officers

The Medical Director and Chief are appointed by the Board of Directors. All other Squad officers will be elected by the squad or, when necessary, appointed by the Board. Officers elected by the squad will be effective upon BOD approval. Squad officer terms expire each January.

1. Medical Director

- a. Oversees all medical activities as provided by Tremont Rescue and assists in review of protocols, procedures, and various other activities as set forth in the PAEMS guidelines.
- b. Acting liaison between the PAEMS medical director and members of Tremont Rescue.
- c. Attends and participates in the PHAC meetings and reports issues and updates to the squad at the monthly meeting.
- d. Assists the Training Officer in monthly training.
- e. Provides Approval to Schedule document for new members.

2. Chief

- a. Provide agenda and conduct monthly squad meetings.
- b. Primary contact with TazCom for Out of Service notifications.
- c. Nominate committee chairmen for consideration by the Board.
- d. Check phone messages at the Station.
- e. Receive inquiries left on the web page.
- f. Address complaints and incident reports/review with medical director as applicable.
- g. Organize and delegate Turkey Festival squad activities.
- h. Chair the Squad Review Board.

3. Assistant Chief

- a. Provide backup for any of the Chief's responsibilities.
- b. Membership and Recruitment.
- c. Update website and Facebook page as needed.
- d. Arrange for collection of equipment from terminated or resigned squad members.
- e. Notify BOD if items are not immediately returned.

4. Administrator

- a. Provide backup for Chief and Assistant Chief.
- b. Maintain squad checking account.
- c. Send cards, thank you notes, and flowers as needed.
- d. Provide and review monthly CQI results at monthly squad meetings.
- e. Forward electronic records to PAEMS office as required.
- f. Ensure that monthly ambulance inspections are completed.
- g. Ensure that both glucometers are validated weekly.
- h. Record minutes for the monthly squad meetings.
- i. Maintain and log distribution of pagers, radios, cell phones, and station keys.
- j. Monitor the maintenance and operation of the printer.

Officers may appoint others to assist in maintaining health of the squad.