

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Emergency Services Policy

Purpose

This policy is intended to establish a procedure for

1. Preparing budgets and reports to be included in the Town Annual Report for all providers of emergency services within Pomfret to include but not limited to the Pomfret-Teago Volunteer Fire Department and the Pomfret Fast Squad and
2. Establishing the procedures to expend Town funds for all providers of emergency services within Pomfret to include but not limited to the Pomfret-Teago Volunteer Fire Department and the Pomfret Fast Squad and
3. Accounting for Town-supplied communications equipment, including but not limited to pagers, portable radios, vehicle radios and cell phones, supplied by the Town of Pomfret to all providers of emergency services within Pomfret to include but not limited to the Pomfret-Teago Volunteer Fire Department and the Pomfret Fast Squad and
4. Collecting of information needed to protect the Town of Pomfret by insuring that all providers of emergency services within Pomfret to include but not limited to the Pomfret-Teago Volunteer Fire Department and Pomfret Fast Squad personnel covered by the Town's liability and medical malpractice insurance are operating legally and professionally.

Budgets and Reports

The selectboard is responsible for preparing a proposed budget for the Annual Town Report. Budget requests for the next year for all providers of emergency services within Pomfret to include but not limited to the Pomfret-Teago Volunteer Fire Department and the Pomfret Fast Squad shall be submitted by each organization to the selectboard on or before December 1 of each year.

The auditors are responsible for preparing the Annual Town Report. All providers of emergency services within Pomfret to include but not limited to the Pomfret-Teago Volunteer Fire Department and the Pomfret Fast Squad shall submit a report of their activities, including an accounting of income and expenditures during the past year, to the auditors by December 15 of each year.

Expending Town Funds

The selectboard is responsible for approving the expenditures of all town funds. The treasurer prepares orders which list proposed expenditures. The selectboard approves the orders at regular selectboard meetings and then the treasurer makes payment on items listed in the orders.

Suppliers invoice the Town for purchases and services. The treasurer receives the invoice from the supplier and includes it on an order for selectboard approval.

For reimbursements to the organizations or individuals, invoices or receipts shall be approved by all providers of emergency services within Pomfret to include but not limited to the chief of the Pomfret-Teago Volunteer Fire Department and the president of the Pomfret Fast Squad. The treasurer receives the signed invoice or receipt and includes it on an order for selectboard approval.

Accounting of Town-supplied Communications Equipment

On or before December 1 of each year all providers of emergency services within Pomfret to include but not limited to the Pomfret-Teago Volunteer Fire Department and the Pomfret Fast Squad shall provide the selectboard with an inventory of all Town-supplied communications equipment including the following and all ancillary equipment (shoulder mic's, leather straps and pouches, etc.):

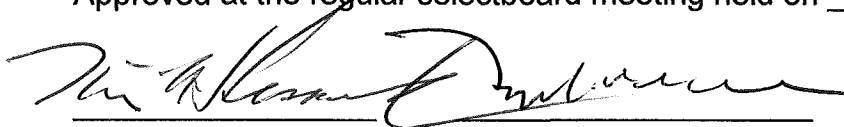
- a. Serial number
- b. Identification number
- c. Manufacturer and model no.
- d. Description
- e. Year put into service
- f. Person to whom assigned

Licenses and Certificates

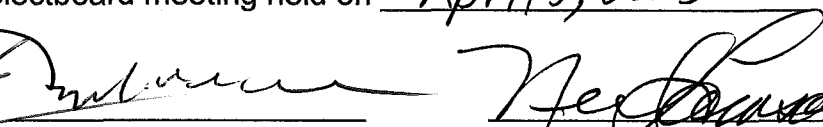
In order to protect the Town of Pomfret by insuring that all providers of emergency services within Pomfret to include but not limited to the Pomfret-Teago Volunteer Fire Department and the Pomfret Fast Squad personnel covered by the Town's liability and medical malpractice insurance are operating legally and professionally, the following information shall be supplied annually to the selectboard

- A. A copy of each individual's driver's license and a completed and signed form DMV-VG116-Record Request
- B. A copy of each member's EMT license
- C. A copy of the EMS Certificate To Operate (EMS License)
- D. As applicable, a copy of each member's training certificates

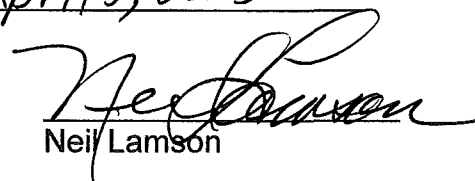
Approved at the regular selectboard meeting held on April 3, 2013



Kevin Lessard, Chair



Mark Warner



Neil Lamson