

Capitalization Policy

The Manatee County EMS Auxiliary is a not for profit organization that can purchase items for use in its chartered mission exceeding \$1000.00 in value and have an expected life exceeding one year. It is the policy of the Manatee County EMS Auxiliary to define these assets as capital assets and to amortize the cost of such a capital asset over the estimated useful life of the purchase. Examples of such items could include office furniture, medical equipment, or training equipment that is obtained by the Auxiliary for use by its members. This could apply to the purchase of any item that was contributed and ownership transferred to Manatee County EMS.

Alice Hester
MCEMS Auxiliary, President
09/09

This policy supersedes any previous capitalization policy.

Dress Code

MCEMS Auxiliary uniform will be considered to be an issued polo shirt with MCEMS logo on upper left side of shirt, navy BDU style pants, and black work style boots. All members shall be neat and clean in appearance. All facial hair shall be kept only to the extent a properly fitted face mask can be worn. No beards will be allowed.

All members will wear MCEMS issued polo shirt with MCEMS Auxiliary logo displayed on the left upper side of shirt along with navy blue BDU style pants to all events hosted by Auxiliary. Jumpsuits will be worn only while doing ride time on county vehicles and only at night for safety reasons. At no time will any member wear an officer uniform to any event. Other uniforms issued by MCEMS shall be worn to events when indicated in advance by county personnel.

Dress attire for monthly member meetings should be casual but neat and clean in appearance. No torn or stained clothes will be worn to any meeting.

Alice Hester
MCEMS Auxiliary, President

05/08

Expenditures and Withdrawals

- Any expenditure over seven hundred dollars must be approved by the Manatee County EMS Auxiliary general membership by a majority vote.
- Any expense between two hundred and fifty and seven hundred dollars must be approved by the majority of Manatee County EMS Auxiliary Board of Directors.
- Any expense that is less than two hundred and fifty dollars must be approved by the President of MCEMS Auxiliary and the Vice President of MCEMS Auxiliary.
- No approval needed for the president or vice president to spend less than fifty dollars.

At no time will any person with banking privileges withdraw cash from any ATM or instant banking machine, or receive cash back from any institution offering such services. **Hunsaders is exception as we need a bank.**

Debbie Wendt
MCEMS Auxiliary President
10/10

Leave of Absence

Any active member whom will not be able to participate in activities hosted by MCEMS Auxiliary due to accident, illness, or for any other reason (other than related to military duty) for a period of forty five (45) days or more will be considered to be on Leave of Absence. Any member leaving for any reason related to military duty will be excused from Auxiliary responsibilities until his/her return home.

A letter must be submitted in writing to the President of the Auxiliary for approval before leave of absence begins. Leave of Absence will be considered as any member whom cannot participate for more than forty five (45) days but no longer than six (6) months. If any member needs to be absent for longer than six (6) months he/she must re-apply to gain active membership status.

Alice Hester
MCEMS Auxiliary, President
05/08

Membership Policy

Manatee County EMS Auxiliary will have a maximum of 35 members. This does not include Honorary members.

Debbie Wendt
MCEMS Auxiliary President
08/11

Mission of Auxiliary

Manatee County EMS Auxiliary is a volunteer organization designed to:

Support our community and Manatee County EMS in a way that provides quality care to community members.

Recruit qualified members who are interested in supporting their community and/or pursuing a career with Manatee County EMS

Aid and assist Manatee County EMS in funding items needed for training, operation, and facility needs.

To provided support and assist in public relations initiatives.

Probationary Member Policy

Any person who has passed the initial written BLS test, completed a medical and trauma scenario with an acceptable standard of sufficiency, and has been invited to continue efforts to become an active member of MCEMS Auxiliary will be considered a probationary member. Probation period will last ninety (90) days from the time of invitation.

Such members must complete and/or participate in the following to gain active status and be permitted to ride on county ambulances.

1. Current AHA CPR/BLS, Drivers License, Social Security Identification, and minimum First Responder Certification are required before members are permitted to participate in a medical capacity. If members have a higher level of certification, such as EMT, Medic a copy of the certification must be current and maintained in members file.
2. Drivers License and Criminal Background check must be completed and turned in before members are permitted to participate in Orientation.
3. Orientation: Sixteen (16) hours of equipment training is mandatory for all members before ride time and stand by attendance is permitted. Orientation includes, but is not limited to:
 - 12 Lead placement
 - AED training
 - Oxygen administration
 - Auxiliary Vehicle EVOC (county EVOC is a separate class)
 - Stretcher usage
4. Attend monthly meetings. Meetings are held the second Tuesday of each month and begin at 1900.
5. Participate in medical stand bys organized by MCEMS, or MCEMS Auxiliary. There is no specific number of hours required, but members must be visible and make an effort to participate in events that is determined acceptable by the President, Vice President, and Liaisons of the organization.
6. Complete a competency manual provided by MCEMS Auxiliary within the probationary period.
 - Ten (10) shifts must be completed within 90 days. Each shift will be a minimum of twelve (12) hours.
 - Members will be checked off for skill sufficiency by a county employed preceptor (Medic/EMT).
 - Request for an extended probation period must be approved by the President of the Auxiliary.

Active Status – All regular member rules apply

After a probationary member is considered “active”-

He/she will be issued a uniform jumpsuit with costs ranging from 80.00 – 150.00

All funds accrued during probation period will be available for member usage.

All active members will have an opportunity to receive free renewal for specific certifications.

Debbie Wendt

MCEMS Auxiliary, President

(This policy supersedes any prior policy written regarding Probationary Members

8/11

Purchases Policy

Each Member will request an item to be purchased according to what they have available in their compensation funds, to be approved by the membership. The item must be EMS related, officers have final say on anything deemed not EMS related. The purchaser will then purchase the item within a 90 day period maximum, unless the item is unavailable.

Request for & Acknowledgement of Goods

I _____ PS# _____ formally request goods to be purchased from my compensation fund.

Date ___/___/___

Company Name _____

Company Address _____

Phone # _____ Fax _____

Decription _____

Quantity _____ Cost _____

Decription _____

Quantity _____ Cost _____

Decription _____

Quantity _____ Cost _____

Decription _____

Quantity _____ Cost _____

Shipping Cost \$ _____

Shipping Address: Manatee County EMS Auxiliary, Inc

2101 47th Terrace East

Bradenton, Florida 34203

(941)749-3500 x 1665

Please note any special shipping instructions here:

Approved by board date (as needed) ___/___/___

Approved by membership date ___/___/___

I _____ acknowledge receiving the following goods from EMS Auxiliary on
___/___/___

Item _____

Item _____

Item _____

Item _____

Total cost to be deducted from my compensation will be \$ _____

I understand that the cost of the goods I received was purchased upon my request using monies from my compensation fund. Initial _____

I understand that each item must be returned to Manatee County EMS Auxiliary at the end of my membership. Initial _____

(This policy/verification procedure supersedes any written policy regarding acknowledge of goods)

08/11

Ride Times

Members of Auxiliary are required to do 12 hours of EMS ride times per month; this can be one twelve (12) hour shift or two (2) six (6) hour shifts.

At no time will a member of Manatee County EMS Auxiliary ride along with an officer of EMS without express permission from the president. In the Presidents absence the Vice President may approve such ride alongs.

Debbie Wendt
MCEMS Auxiliary President
10/10