



## **Organizing a First Response Team**

The initiative for starting a First Response Team can originate from a variety of sources such as Municipal Councils, First Nations Band Councils and /or Local Health Departments, concerned citizens, local fire departments or the Ministry of Health.

- The organizer must establish a base of community commitment and support.
- When 10 to 15 interested individuals have been identified and have committed to attend the necessary training, the organizer will submit a letter to Algoma EMS and request an information briefing.
- Once approved by Algoma EMS, arrangements for an information meeting between the Algoma EMS Quality Assurance and Training Supervisor and the community will be scheduled. The community will be required to provide a location and are encouraged to have interested parties attend.
- Following the information presentation, the organizer and Algoma EMS will determine if sufficient criteria exist for the establishment of a team in the community. The criteria may include annual call volume, appropriate number of team members, and distance from the nearest ambulance service.
- The organizer, following the information session and with the confirmation of the group, will seek support from local council and submit a resolution supporting this initiative to the Algoma EMS.
- The community will be responsible for the selection of a group leader who will be the contact person for organizing and maintaining lines of communication between supporting agencies.
- Algoma EMS Quality Assurance and Training Supervisor will confirm training dates, times and location with the team leader.
- Following the completion of training, the Algoma EMS Quality Assurance and Training Supervisor will submit a letter to the Regional Field Office along with a list of trained volunteers and request the necessary equipment required by the team.
- On receipt of the letter indicating completion of training the Algoma EMS Quality Assurance and Training Supervisor will notify ADSAB head office for WSIB and Accident and Liability coverage.

## **EQUIPMENT SCALE OF ISSUE**

Equipment issued to the team will be in accordance with the approved Emergency Health

Services Branch First Response Team equipment list.

Any equipment loss or damage should be reported to Algoma EMS Operation Supervisor for replacement (using the Lost Equipment Report).

### **Monthly Reporting:**

- It will be the responsibility of the group leader to provide Algoma EMS at the end of each month the following :
  - a) Monthly Vehicle Operating Data
  - b) Monthly vehicle log
  - c) Call reports/Incident Reports
  - d) Preventive Maintenance Schedule
  - e) Lost Equipment Report
  - f) Changes to team personnel
  - g) Vehicle Breakdown Report

### **TRAINING**

Basic First Response Team Training will consist of the following :

- Standard First Aid Course (16 hours)
- Basic Cardiopulmonary Resuscitation ( C.P. R ) ( 8hours)
- Emergency First Response Course (approx. 40 hours )
- Restricted Radio Operators Course ( 2 hours)

Additional training may be requested by the team coordinator subject to funding and instructor availability.

Refresher training in EFR will be provided every three years. CPR recertification will be required annually. All training must be approved by Algoma EMS, who will provide the instructors and fund the cost of providing the training.

### **DISPATCH PROCEDURES**

Where practical and resources exist, the CACC will arrange for four (4) pagers for the team. The team will be expected to organize itself so that a team member can be available to carry the pager and respond accordingly.

Where pagers are not readily available, the team must provide the CACC with contact telephone numbers covering daily, weekly and monthly basis. This will be the individual the CACC contacts and this member will in turn contact additional assistance from members of the team.

FRT will be dispatched from the CACC following deployment of an ambulance to the

scene. As FRT are not able to provide patient transport, it is essential that an ambulance be dispatched prior to activation of the team.

In order for the team to be effective, an efficient means of contact and dispatching must be established. Any problems encountered as a result of poor communications with dispatch should be dealt directly with the CACC manager. Algoma EMS is also available and will assist on request.

The First Response Team will be activated only by the CACC. Should someone contact a team member directly for assistance, the team member will contact the CACC and request an ambulance prior to responding to the call.

## **FIRST RESPONSE TEAM CALL REPORT**

- Team members are required to complete a Call Report for all patients who are attended to by the team.

The call report is a confidential document and may be used in the event that team members be requested to be a witness at an inquest or legal proceeding.

## **PROCEDURE**

The call report is required to be completed and a copy provided to the responding ambulance crew while at the scene. As a copy of this document will accompany the patient to the medical facility, it is important to complete the document in a legible manner, providing pertinent information, such as the patient's history and treatment prior to the ambulance arrival.

Copies of the call report are to be submitted Algoma EMS at the end of each month.

In order to achieve patient confidentiality, Call Reports are to be kept in a secure area.

## **DEACTIVATION/DISBANDING OF FRT**

Circumstances can arise where it is not possible to continue operation of a first response team. Where such circumstances arise the group leader is required to inform the Algoma EMS Manager of the team's intent to disband.

Arrangements for the return of all equipment will be required following the disbanding of the team.

## **CONTROL AND USE OF AN ALGOMA EMS ISSUED FRT VEHICLE**

The Manager of Algoma EMS, where the need for such a vehicle is fully justified and documented, may authorize first response vehicles for issue to first response teams. The issue of such vehicles will be exceptional and should in no way be seen as a standard for all first response teams.

First Response Vehicles are not to be used for the transportation of a patient unless

directed to do so by the CACC under exceptional circumstances.

- Team members who operate the vehicle must provide Algoma EMS with a current copy of their driver's license.
- The vehicle must be operated in keeping with the Highway Traffic Act of Ontario at all times
- First Response Vehicles are not classed as ambulances under the Act, therefore the warning system (amber lights) are to be used only to provide safety to members and patients when at the scene of an accident or incident.
- No person shall operate the vehicle after consuming alcohol, prescription drugs, non-prescriptions drugs or any other substance which may impair the person's ability to operate the vehicle safely.
- The vehicle must be maintained in accordance with Algoma EMS Fleet Maintenance Program.
- Any major vehicle repairs must be approved by the Manager of Algoma EMS/delegate.
- Invoices for fuelling and minor repairs are to be submitted to Algoma EMS at the end of each month
- Vehicle cleaning and restocking of supplies will be done following every call.
- The vehicle is to be secured, fully stocked, and used under the direction of the CACC only.
- Where a tachograph is installed, the card must be removed and dated following each call. A new card is to be inserted into the open tach and left open until the next call. At the start of a call the driver will close the tach and remove the card when the call is completed.
- Tach cards will be submitted to Algoma EMS at the end of each month.

## **WITHDRAWAL OF FIRST RESPONSE VEHICLE FROM SERVICE**

In the event of misuse, abuse, neglect or failure to submit required reports, Algoma EMS may remove the vehicle without notice as directed by the Algoma EMS Manager.

## **Workplace Safety and Insurance Board**

### **General Information**

Coverage for first response team members is the current annual rate per person (maximum). Please contact the Algoma EMS Office when making a WSIB claim for the current rate.

In case of injury, complete an employer's Report of Accidental Injury or Industrial Disease (form 7), send report to the Board within 3 days of accident, with a copy to Algoma EMS.

A supply of forms for reporting are available on request from your nearest Workplace Safety and Insurance Board . **A fine will be applied by the board on all late reports.**

## **Accidental Death and Dismemberment Insurance**

This private insurance policy is covered under the Algoma EMS, Insurance and Risk Management.

For further information contact ADSAB Director of Finance at 705-842-3370, ext. 247.

## **Sample Draft First Response Agreement**

This First Response Team Agreement ("Agreement") is made and entered into on this \_\_\_\_\_ day of August, 2004 between Algoma District Services Administration Board ("ADSAB") and the City of Elliot Lake – Elliot Lake Fire Department, ("FRT"). This agreement establishes an understanding between the parties and as such both parties agree to be bound by its Term and Conditions.

**WHEREAS** the FRT desires to establish a First Response Team to provide first response in their community;

**WHEREAS** the FRT has support of their local council by way of resolution;

**WHEREAS** the ADSAB wishes to support a FRT in the community;

**WHEREAS** the Parties wish to confirm their agreement in writing;

**NOW THEREFORE** the parties hereto agree to the following terms and conditions:

### **ARTICLE 1**

#### **FIRST RESPONSE TEAM OPERATING GUIDELINES**

- The FRT agrees to follow and abide by the FIRST RESPONSE TEAM GUIDELINES attached as APPENDIX A to this agreement. These guidelines detail the requirements and operating rules for an FRT that is supported by ADSAB including:
  - Organizing a FRT
  - Equipment Scale of Issue
  - Reporting Requirements
  - Training
  - Compensation for Incremental Costs
  - FRT Call Reports
  - Deactivating/Disbanding of a FRT
  - Control and Use of an Algoma EMS (ADSAB) Issued FRT Vehicle (if applicable)
  - WSIB Coverage
  - Termination of Agreement

### **ARTICLE 2**

## **COMPENSATION FOR INCREMENTAL COSTS**

- ADSAB will only compensate an FRT for incremental costs as detailed in the FIRST RESPONSE TEAM GUIDELINES unless otherwise specified within this agreement.
- Any amount of compensation must be approved by Algoma EMS (ADSAB).

## **ARTICLE 3**

### **OWNERSHIP OF EQUIPMENT**

3.1 Any equipment issued by ADSAB to the FRT will remain the property of ADSAB including First Response Vehicles, and may be used or recalled at any time by Algoma EMS (ADSAB).

## **ARTICLE 4**

### **TERM AND TERMINATION**

4.1 This agreement will begin September 1, 2004 and will end August 30, 2007. Either party may cancel this agreement on sixty (60) days notice to the other party in writing, by certified mail or personal delivery.

4.2 ADSAB may terminate this agreement, for just cause at any time without notice.

## **ARTICLE 5**

### **MISCELLANEOUS PROVISIONS**

- Notwithstanding the term set out above in Article 4.1, both parties agree to meet as soon as possible following the sixth-month of this agreement, and thereafter on the anniversary of the agreement, to review and discuss changes that may be deemed necessary by either of them.
  - The parties both acknowledge and agree that the FRT's primary mandate and priority is fire prevention and response, and that emergency first response is the mandate of the ADSAB. In any circumstance where the FRT is called to provide first response under this agreement and a fire call is concurrently made, the FRT may be unable to respond to, or may be required to leave, the first response call in order to attend to the fire call.
  - For clarification, and without limiting the foregoing, the parties acknowledge and agree that the compensation referred to in Article 2.1 herein shall include compensation for incremental WSIB costs, the time of the FRT members to attend all training, and for attending on lift assists. The parties also agree that the FRT will be provided with and compensated for appropriate training for dealing with emerging health issues that may currently not be known by the parties (ex. SARS in 2003).
  - The ADSAB agrees that, at all times, the City of Elliot Lake's complement of

full-time and volunteer firefighters, as determined in the sole discretion of the City of Elliot Lake, shall be sufficient complement for the FRT.

- The parties agree that the FRT will respond only to first response calls within the municipal boundaries of the Corporation of the City of Elliot Lake.
- The parties agree that compensation referred to herein shall be made by year-end settlement of costs to be reimbursed.

IN WITNESS WHEREOF, the parties hereto have duly entered and executed this Agreement as of the day and year first above written and represent and warrant that the party executing this Agreement on their behalf is duly authorized.

Corporation of the City of Elliot Lake

Per:

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Mayor

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Clerk

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CAO  
Algoma Dist. Services Admin. Bd.

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Date