



POLICY & PROCEDURE MANUAL

July 2023

PURPOSE STATEMENT:

The purpose of the South Dakota Emergency Medical Services Association is to promote better communications between all emergency service agencies and the communities that they serve. It shall bring the members the knowledge, interests, exchange of successful ideas, techniques, judgments, decisions, and education to better promote emergency medical services in the State of South Dakota.

Table of Contents

Job Descriptions – Executive Council

- State President
- State Vice President
- State Treasurer
- State Secretary
- State Training Officer

Job Descriptions – District Officers

- District President
- District Vice President
- District Treasurer
- District Secretary
- District Training Officer

Association Newsletter

Social Media Policy

Membership Policy

Financial Policy - Fiscal Year and Association Information

- Membership Dues Policy
- Cash Receipt and Disbursement Policy
- Governance of Association Spending Policy
- Reimbursement of Expenses Policy
- Checking, Savings and Investment Accounts Policy
- Budget Policy
- Reserves Policy
- Record Retention Policy
- Consequences of Committing Fraud Policy
- Capital Assets Policy
- Credit Card Policy

Conference and Planning Policy

Pins and Patches Policy

Elections Policy

EMS Memorial Policy

Disciplinary Policy

Dissolution Policy

Awards and Recognition Policy

Job Descriptions - Executive Council

The Executive Council shall be composed of the President, Vice President, Secretary, Treasurer, and Training Officer/National Representative of the State Association, along with the President and Vice President of each District, two (2) members of any recognized society and shall be chaired by the State President. The Executive Council will be the governing board of this organization.

The Executive Council shall meet quarterly to attend to matters concerning the State Association. These meetings will be held in a place and time designated by the Executive Council.

Executive travel information can be found in the Financial Policy.

Upon beginning a term of office, all State and District Officers must sign an "Officer's Agreement Form". This must be submitted to the SDEMSEA State Secretary.

State Officers:

State President:

- a. Shall serve as the ex-officio chairperson of the Executive Council.
- b. Will preside over Executive Council meetings with the responsibility of forming the agenda for the meetings.
- c. Will maintain contact with the State of South Dakota DOH EMS Office on changes on legislative and State EMS affairs.
- d. Will monitor State legislation and act as a spokesperson for the Association on EMS and adopted Association issues for the Legislative sessions, keeping Districts informed of actions.
- e. Will appoint delegates to committees and monitor their progress.
- f. Will represent the SDEMSEA at meetings not related to the Association, where EMS or EMS related business is discussed.
- g. Will be responsible for direction in strengthening membership recruitment and retention.
- h. Will act as coordinator between the State and District Officers, monitor progress of activities of the Association, making sure State and District Officers fulfill their appointed duties.
- i. Will appoint 2 delegates to the SD Joint Fire Council.

State Vice President:

- a. Will chair the By-Law Committee.
- b. Will be Editor-in-Chief of the State Newsletter "*EMT Thoughts*" and work with identified publisher.
- c. Will be able to fill the duties of the State President in his or her absence.
- d. Will be responsible for monitoring and supervising the SDEMSEA official website.

State Secretary:

- a. Will attend and take minutes for all meetings of the Executive Council.
- b. Will type said minutes and distribute to all members of the Executive Council within (14) days.
- c. Will send out notices of Executive Council meetings to all Executive Council members.
- d. Will keep all Districts informed and up to date of all Association affairs.
- e. Will write correspondence as deemed necessary.
- f. Will keep an accurate record of all Secretary expenses.
- g. Will ensure posting of District and State meeting minutes to the website within fourteen (14) days after approval.

State Treasurer:

- a. Will keep track of all the income and expenses related to the workings of the Association, doing this in a ledger that complies with the recommendations of the State Auditor.
- b. Will keep track of all members of the SDEMSEA.
- c. Will bring an up-to-date listing of all members of the SDEMSEA to all quarterly Executive Council meetings.
- d. Will oversee the registration of the Annual Conference.
- e. Will provide an up-to-date financial report to all quarterly Executive Council meetings.
- f. Will be a constant resource for all District Treasurers for any problems or questions that they may have.
- g. Will have a temporary budget available at the January Executive Council meeting.
- h. Will be responsible for the filing of yearly income and sales tax reports.
- i. Will turn in all records and receipts yearly, to be reviewed by a CPA or PA.
- j. Will be bonded.

State Training Officer:

- a. Will be on the Annual Conference Committee to contact and obtain speakers.
- b. Will assist District Training Officers in obtaining training for District meetings if needed.
- c. Will be reimbursed for any expenses incurred in the course of duties as State Training Officer.
- d. Will represent the SDEMSEA at the annual National Conference, as directed by the Executive Council.
- e. Will be a member of the NAEMT.
- f. Will serve on the Affiliate Advisory Board of the NAEMT.
- g. Will prepare a report of the NAEMT Annual Conference and submit to the newsletter.
- h. Will coordinate the submission of State EMS Awards to the NAEMT.

Job Descriptions - District Officers:

All District Officers will sign an “Officer Agreement Form” upon beginning his/her term of office due to the State Secretary by December 1 of that year.

District President:

- a. Will preside over District meetings.
- b. Will represent the District at the SDEMSEA Executive Council meetings, or issue a voting proxy, preferably the District Secretary or Treasurer to attend.
- c. Will serve as the ex-officio member of all District committees.
- d. Will serve on committees as designated by the SDEMSEA President.
- e. Will be active in member recruitment and building strength of the SDEMSEA.
- f. Will monitor the State Legislature on matters of concern to the SDEMSEA, keeping the district advised.
- g. Will be responsible for planning the agenda for the district.
- h. Will be the coordinator of the district, making sure all District Officers know and carry out their respective duties.
- i. Will appoint a District Training Officer and any other positions deemed necessary by the district.

District Vice President:

- a. Will conduct meetings in the absence of the District President.
- b. Will inform the Editor-In-Chief of the “*EMT Thoughts*” of District activities and other District news.
- c. Will attend all District meetings.
- d. Will attend all Executive Council meetings, or issue a voting proxy, preferably District Secretary or Treasurer of the District to attend.
- e. Will serve as a committee member of the By-Law Committee.

District Treasurer:

- a. Will utilize the most up-to-date State membership list to determine the membership status of an individual paying their dues. If said individual is a renewal, the treasurer will make sure their address is correct and current and their EMT number is accurate.
- b. Will ensure that money received for memberships will be deposited and sent to the State Treasurer.
- c. Will oversee all finances, including check writing and keeping a ledger of all income and expenses of their District. A copy will be presented to the State Treasurer once a year at the Annual Executive Council meeting.
- d. Will submit a quarterly financial report to the State Treasurer.
 - If the quarterly financial report and/or the annual report are not completed as outlined in the previous steps all membership monies due the individual District shall be withheld until all financial reports are brought current. Once the required reports are current, membership monies shall be released to the affected District immediately.

The affected District shall not receive interest on the withheld monies. A report shall be made to the Executive Council at their next regularly scheduled meeting.

- e. Will be encouraged to attend all Executive Council meetings, although they will be a non-voting member and will not receive mileage.

District Secretary:

- a. Will take minutes of all District meetings.
- b. Send a copy of the minutes to the SDEMSEA President and State Secretary within 14 days after the conclusion of the meeting.
- c. Will inform all State Officers of any District meetings.
- d. Will make a reasonable attempt to inform all members of their District meetings and any other training. They may use accepted Association communications to include written and digital communications.
- e. Will write District correspondence as necessary.
- f. Will be encouraged to attend all Executive Council meetings, although they will be a non-voting member and will not receive mileage.
- g. Will promptly notify the State Secretary of the death of an EMT within their district.

District Training Officer:

- a. Will coordinate training for the district meetings.
- b. Will maintain a current listing of training material available.
- c. Will keep informed on activities in the district and keep other officers informed.
- d. Will work with the State Training Officer to coordinate regional workshops for their District.
- e. They are encouraged to attend all Executive Council meetings but are not a voting member and will not receive mileage.
- f. They will submit a temporary budget for workshops to the State Training Officer, which will be reviewed by the Executive Council at the April Executive Council meeting.

ASSOCIATION NEWSLETTER:

1. It shall be the policy of the SDEMSEA to publish a monthly newsletter entitled "EMT Thoughts". This will be a tool that will keep the members of the SDEMSEA informed of the training and happenings in the State.
2. The newsletter will be delivered via email to all enrolled SDEMSEA members. If a paper copy is desired, the member shall contact the State Vice President. The newsletter can also be shared with ad placers, honorary members, or anyone else the Executive Council deems appropriate.
3. All articles for the newsletter shall be submitted to the State Vice President or the publisher by the first day of each month, for publication between the 10th-15th of the month.
4. The Editor-in-Chief and the Communications Committee will review the draft of the newsletter prior to publication.
5. The EMT Thoughts will be available on the SDEMSEA website (sdemsa.org)

SOCIAL MEDIA POLICY:

SDEMSA supports the appropriate use of social media both personally and if authorized, on behalf of the organization. If an individual engages in social media, they are expected to adhere to key social principles of being authentic, involved, responsible, and respectful. Remembering that they are responsible for what they say or post online.

All social media and social networking accounts created by SDEMSA, or representing SDEMSA should be done to support and promote the interests and mission of the organization.

Whether through social media or other forms of public speaking, an individual may not represent that you are speaking on behalf of the SDEMSA unless they are authorized to do so by the Executive council. At all times they must protect against unauthorized disclosure of confidential information belonging to SDEMSA, our members, or any third parties with whom the SDEMSA does business.

Any social media presence of the association shall be maintained by the current Association President and/or current Executive Council members of their choosing. The Association President shall appoint the District President to maintain individual District social media accounts for their District.

1. Content of such social media shall be in line with the purpose statement of the Association as stated in the Policy and Procedures.
2. There shall be no fewer than two active Executive Council members with administrative control of the State Association social media presence of the association at any given time. The District's President will assign two members of their district with administrative control of any district social media account(s).

MEMBERSHIP:

1. It shall be the policy of the SDEMSEA to reserve membership for anyone making proper application and having an interest in the Association and EMS.
2. Members will be divided into the following categories:
 - a. Active
 - b. Associate
 - c. Honorary
 - d. Lifetime
3. Memberships will be promptly processed upon receipt.
4. Membership fees will be set by the Executive Council and be collected by the State Treasurer.
5. Will renew twelve months from the month renewed.
6. Members will be kept on the active roll, provided membership dues are paid.
7. Honorary members are selected by the Executive Council, and with approval, are no longer subject to membership dues.
8. EMS providers, as defined by the state of South Dakota, are eligible for Active membership and to hold office.
9. Lifetime membership is awarded to a maximum of three active members per year that have been nominated, meet the criteria, and approved by the Executive Council to have their membership fees waived.
10. Nominations for lifetime membership must be presented to the Executive Council by the July meeting.
11. Complimentary membership year will be granted to all newly certified EMS providers.

Financial Policies

1. Fiscal Year and Association Information

- a. The associations fiscal year is from October 1 – September 30
- b. At the close of the fiscal year, the Treasurer shall prepare the internal year-end financial statements.
- c. At the request of the Executive Council, an independent audit can be requested to ensure financial security and transparency.
- d. SDEMSA is a 501-c-6 Organization.

2. Membership Dues

- a. Annual dues will become mature 12 months from payment. Membership Fees are set by the Executive Council.
- b. Collection Procedures
 - i. Online payments are preferred. Recurring payments are available.
 - ii. Cash Receipts – Payments may be made in cash or check in person or by mail. These payments should be mailed directly to the SDEMSA State Treasurer. Receipt will be emailed to the member.

3. Cash Receipt and Disbursement

- a. The State Treasurer shall be responsible for receipt of all SDEMSA revenue.
 - i. Upon receipt of a check, it shall be marked “for deposit only” and entered into the accounting software.
 - ii. The State Treasurer shall complete the deposit process and retain a copy of the slip, bank ticket and supporting documentation, if available.
 - iii. Reconciliation of the account shall be done by the State Treasurer monthly.
- b. All invoices must be submitted to the State Treasurer. All invoices will be paid within 30 days unless other payment terms have been reached with the vendor.
- c. The State Treasurer is the primary signer of the account. At minimum, one other State Officer will be added to the account. The Association’s bank statements shall be included in the quarterly EC financial report.
- d. Cash Receipts at SDEMSA State Events
 - i. All receipts at any SDEMSA Event shall be received by the State Treasurer or an appointment member in their absence.
 - ii. All receipts shall be stored in a lockable cash box.
 - iii. At day end, a designated Association Board Member and the State Treasurer shall total the receipts, record the total, and lock the box. The cash box shall remain in possession of the State Treasurer and the key in the possession of the designated Board Member. (For multiple day events, this will be done at the end of every day).
 - iv. At the end of the event, a designated Association EC member and the State Treasurer shall total the receipts for the event, record the total and lock the box. The totals shall be emailed to the Association’s State officers.
 - v. After the event the State Treasurer or designated EC member will complete the deposit process.

- e. Returned Checks
 - i. A \$30 fee will be assessed on all returned checks.
 - ii. The check will not be re-deposited. The issuer will be invoiced for the initial amount along with the assessed fees and cash, a cashier's check, or money order will be the required form of payment.
- f. Uncashed Checks
 - i. All checks issued by the Association will be Void after 180 days.
 - ii. Any check not cashed 180 days after its date shall be deemed an uncashed check.
 - iii. After the reconciliation of the monthly bank statements any outstanding check deemed to be an uncashed check shall be void and cancelled
 - iv. Reissuance of Void and Cancelled Uncashed Checks
 - 1. Any void and cancelled uncashed check, regardless of age or amount, shall be reissued upon request of payee so long as it can be determined that said check was never cashed or previously reissued and cashed.

4. Governance on Association Spending

- a. The Association does not provide cash advance for anticipated expenses without an advanced invoice.
 - i. In the event that the expenses are not incurred, the advance payment must be paid back to the SDEMSEA.
- b. Excluding previously approved Executive Council approved budget items, all disbursements of \$2,500 or more require prior approval from the Association's Executive Council.
- c. All invoices and purchases shall be paid with the association's credit/debit card, when possible.
- d. The Association will operate within the approved budget amounts. If additional funding is needed, approval must be received from the Association's Executive Council.
- e. Direct bill invoices shall be sent directly to the State Treasurer. The invoice will be reviewed and verified that they include spending for Association business only.

5. Reimbursement of Expenses

- a. All requests for reimbursement must be accompanied by the original detailed and itemized receipts, described on an "expense report" or other manner acceptable to the Treasurer and in accordance with current IRS guidelines. If no receipts, no reimbursement will be given.
- b. When attending regular or special board meetings, members will be reimbursed for expenses as described in the schedule below. If a member leaves the meeting without permission from the acting president, no reimbursement will be issued.
- c. Lodging will be paid the evening prior to the meeting to those attendees who traveled greater than 120 miles one way to attend the meeting. Lodging the evening of the meeting will be paid to attendees if the attended meeting extends past seven pm (1900). Those reimbursed will be those formally invited and whose presence at the meeting is required.

- d. When performing assigned duties at a conference, members may be reimbursed as described in the schedule below.
- e. If a State Officer wishes to call an in-person meeting of their District counterpart, the Executive Council must approve the meeting prior to said meeting as related to travel/lodging expenses to be incurred. Upon approval, the individuals attending may be reimbursed according to the Reimbursement Schedule below.
- f. NAEMT conference attendance reimbursement will be at the discretion of the executive council on an annual basis.
- g. National travel will be reimbursed at the per diem rate found at the US General Services Administration website. Per diem rates will be for the zip code closest to which the event is occurring. Executive council may make a case-by-case specific motion to cover travel over the per diem rates.
- h. Expenses for alcoholic beverages will not be reimbursed.
- i. Reimbursement Schedule:

	Board Meeting	Conference	National
Mileage	Current South Dakota Rate ARSD 5:01:02:01	Current South Dakota Rate ARSD 5:01:02:01	Current South Dakota Rate
Meals	None	None	Per Diem of the rate found for closest zip code at: https://www.gsa.gov/travel/plan-book/per-diem-rates
Lodging	The lesser of the (1) Single Room Rate or (2) In-state lodging rate (ARSD 5:01:02:14).	Single Room Rate for all State Officers. District officers paid by their district at discretion of their District.	Per Diem rate found for closet zip code at: https://www.gsa.gov/travel/plan-book/per-diem-rates
Airfare	N/A	N/A	Round Trip – Coach Class Fare

6. Checking, Savings and Investment accounts

- a. Funds for the association are kept at First Interstate Bank unless voted to change by the Executive Council.
- b. Investment funding is kept at Edward Jones unless voted to change by the Executive Council.

- c. The State Treasurer and State President are on the investment account. The State Treasurer, State Vice President and State President are authorized signers on general checking account at First Interstate Bank. The State Vice President will be a co-signer for electronic transfers of money over \$1,000.

7. Budget

- a. The budget is developed by the State Treasurer.
- b. The budget is reviewed and approved by the Executive Council at the July meeting.
- c. The budget is presented at the October meeting during State Conference for approval from the general membership at large.
- d. The proposed budget will be for the next fiscal year and a budget from the previous fiscal year will be presented as well.

8. Reserves

- a. Policy is regards to amount and type of reserves.
- b. Depreciation of the office building or leasehold improvements funding?
- c. Percentage of the budget allocated for reserves as decided by the Executive Council upon recommendation of the Finance Committee.

9. Non-Dues income

- a. Percentage of the association's income that does not come from annual dues as defined by the Finance Committee.

10. Record Retention

- a. All Association finance records, and documentation shall be kept for no less than seven years or as specified by grant guidance or law.
- b. At the end of each fiscal year, the finance documents relating to that year, shall be filed and stored in Association storage.
- c. After the seven-year retention period has been reached the documents may then be purged

11. Consequences of Committing Fraud

- a. After any board member or employee of the association is accused of fraud, the Executive Council will immediately form a review committee to investigate.
- b. The accused member shall be suspended from all duties from the time the accusation is made until the report of the review committee is presented.
- c. If the committee finds that the accusations are true, the accused will be expected to repay any funds embezzled or any damages incurred by the Association.
- d. In the case that the accused does not repay embezzled funds or damages criminal and civil action will be taken
- e. If the committee finds that the accusations are true, the accused will immediately be dismissed from membership on the board or expelled from employment, and criminal and/or civil action may be taken.
- f. If the committee finds no evidence to support that accusation, the accused will be exonerated and will not be penalized.

12. Capital Assets

- a. A capital asset is a piece of property that meets the following requirements:
 - i. It is tangible or intangible.

- ii. It is used in the operation of Association activities.
 - iii. It has a useful life greater than the current fiscal year in which it is purchased.
 - iv. It has a value equal to or greater than \$500.
- b. The value of a capital asset, when purchased, shall be determined by the purchase price of the asset, when acquired through donation, shall be determined by the fair market value of the asset at the time of donation.
- c. Any asset that the Association no longer needs or desires and is still usable shall be disposed of one of the following ways:
 - i. It may be traded for the acquisition of a similar replacement asset.
 - ii. It may be auctioned at a time and place in which Association members and directors have access to purchase it.

13. SDEMSA Credit Card Usage Policy

SDEMSA will issue company credit cards to certain persons for use in their assigned duties. This policy sets out the acceptable and unacceptable uses of such credit cards.

- a. Use of company-issued credit cards is a privilege that SDEMSA may withdraw at any time, with or without cause. Upon a person's completion or termination of assigned duties or office, all cards must be returned to the SDEMSA State Treasurer.
- b. Credit Cards will be issued at the discretion of the State Treasurer and one other member of the Executive Board. Credit card balances will be paid in full monthly unless there are extenuating circumstance.
- c. The person in possession of the company credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. Card numbers may not be distributed and should not be saved in online accounts.
- d. Any credit card SDEMSA issued to a person must be used for business purposes only, and for purposes in conjunction with the person's job duties. Persons with such credit cards shall not use them for any non- business purpose. Non-business purchases are considered any purchases that are not for the benefit of the SDEMSA.
- e. Business-related expenses, such as food and lodging while on SDEMSA- approved business travel, may be purchased on the company credit card if these purchases are consistent with the SDEMSA's travel and expense reimbursement policy.
- f. Any purchases in the amount of \$750 or above must be approved prior to purchase. The person must submit the purchase request in writing to the SDEMSA State Treasurer and receive approval in writing before making the purchase. The person should attach a copy of the purchase approval to the receipt and submit them together when submitting the receipt to the SDEMSA State Treasurer.
- g. The person in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the company credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same way a receipt would be maintained and submitted.

- h. Receipts need to be turned into the SDEMSEA State Treasurer within one week of the date of purchase. All receipts should be labeled with a description of what the purchase was for to ensure proper accounting of the purchase. Any receipts for meals or entertainment must be attached to a paper that clearly indicates the names of all persons attending the meal or entertainment and the business purpose of such event.
- i. If any person uses a company credit card for a personal purchase in violation of this policy, the cost of such purchase(s) will be reimbursed to the SDEMSEA.
- j. If any person uses a company credit card for a non-personal purchase that is not within the scope of the person's duties or the person's authorization to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of that person unless otherwise expressed in writing by the SDEMSEA State Treasurer. The person will be expected to reimburse the SDEMSEA until the unauthorized amount is fully repaid.
- k. In addition to financial responsibility and liability, any purchases a person makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of office or membership.
- l. This policy will remain in effect if person has a company credit card or until a new policy has been issued and which clearly indicates that it is intended to be a replacement of this policy.

Policy Acknowledgment

I, _____, hereby acknowledge that I have received a corporate credit card. I have been provided with and read the corporate credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination of my office and/or membership to the SDEMSEA.

I further agree that if I make any non-personal transactions in violation of the policy in question, I am financially responsible for any such expenses and agree to reimburse the SDEMSEA until the unauthorized amounts are fully repaid.

Signature of Person

Date

Printed Name

Signature of Company Representative

Date

Printed Name

PINS AND PATCHES:

1. It shall be the policy of the SDEMSEA to have one authorized emblem. The emblem will have the official approval of the SDEMSEA Executive Council and be the official design of all Association pins and patches.
2. The pin/patch must be worn above the waist of the member.
3. It is the recommendation of the SDEMSEA that patches be worn opposite sleeve of the South Dakota EMT patch.
4. All other designs and variations of the SDEMSEA emblem must have the approval of the SDEMSEA Executive Council to be an official design of the SDEMSEA.
5. The SDEMSEA reserves the right to limit endorsements and applications of the official emblem, and the words “**South Dakota Emergency Medical Services Association**”.

ELECTIONS:

1. It shall be the policy of the SDEMSEA that the election of State Officers and proposed changes to the By-laws shall be carried out at the Annual Conference, by the membership body.
2. Elections shall be managed by the State Vice President and District Vice Presidents.
3. The committee, under the supervision of the SDEMSEA State Vice President, will verify all results.
4. The State Vice President will report the results of the election to the general body at the banquet during the Annual Conference. At this time the win/loss margin will be announced for all items being voted on.
5. Results of the elections will be kept with the official records.

EMS Line of Duty Death Memorial Policy

1. The definition of “Emergency Medical Services personnel”, with respect to defining who shall be eligible to have their name inscribed on the EMS Memorial, shall be:

Definition of emergency medical services person:

The term emergency medical services person covers all members of an organized South Dakota EMS system, whether career, volunteer or mixed; full time or part time public service officers acting as emergency medical services personnel; temporary emergency medical services personnel operating under the auspices of one of the above; and privately employed emergency medical services personnel including trained members of industrial or institutional emergency medical response systems whether full or part time.

2. Emergency Medical Services person must have died in the line of duty to be considered for inclusion on the EMS Memorial.

Definition of “in the line of duty” fatality:

The term “in the line of duty” refers to being at the scene of a call; being en route to a call or returning from a call; performing other assigned duties such as training, maintenance, public education, inspections, investigations, court testimony, and fund raising; being on call, under orders, or on stand-by duty other than at home or at the individual’s place of business.

In the line of duty fatalities include any injury sustained while on duty that proves fatal, any illness that was incurred as a result of documented actions while on duty that prove fatal, and fatal mishaps involving occupational hazards that occur while on duty.

Fatal injuries and illnesses are included even in cases where death is delayed considerably. For example, a documented needle stick injury in 1988 resulting in HIV that develops into AIDS and leads to death in 1994.

The State Secretary will receive all requests. The Association President will create an ad-hoc committee if there any questions of Line of Duty Death qualification.

**South Dakota Emergency
Medical Services
Association**

**Conference Policy &
Planning Guide**

1. Presenter Scheduling and Accommodations
2. Vendors and Sponsors
3. Invitation and Selection
4. Vendor Placement
5. Sponsors
6. Advertisement
7. Conference Events
 - Opening Ceremonies Memorial
 - Pre-Conference
 - Banquet
 - EC Meeting
 - Hospitality Room
 - Registration
 - Education
 - Vendors
 - Banquet
 - Equipment Management

After all bids have been presented the EC will deliberate and vote by simple majority to approve one of the presented bids. The State President will inform all bidding facilities, in writing, of the results in a timely manner.

The selected facility will be directed to send a draft contract to the State President & Conference Board President within one (1) week of selection (email is preferred) for review. Additionally, the selected facility will be directed to arrange for the final contract to be signed by the State President, Conference Board President, and Facility as soon as possible after selection.

SDEMSEA Conference Bid Letter Recommendation

To Whom It May Concern:

The South Dakota Emergency Medical Services Association will be letting bids for the ----th Annual Conference for the year ----. The presentation of bids will be heard beginning at 1:00 P.M. Central Time at the July Executive Council Meeting of the SDEMSEA in Pierre, SD. Location will be passed along to participating groups prior the meeting. We appreciate your support of the South Dakota EMS Association in years past and look forward to having you there.

The bids must meet the following criteria:

- 1) Motel accommodations for 300-500 people in the city hosting the Conference.
- 2) General assembly seating for 300-500 people seated theater style.
- 3) Minimum of six (6) breakout rooms acceptable for classes
 - A) 2 rooms for 200 people
 - B) 3 rooms for 100 people
 - C) 1 room for 75-100 people
- 4) Trade show area to accommodate 45-50 vendors with 8' x 10' booths and shall include an area, either inside or outside of the facility, where ambulance vehicles may be displayed. This area shall be readily accessible to the members during the Conference.
- 5) Continental breakfast for 3 days or restaurant facilities, which are open by 6:00 AM local time each of the mornings of Conference. Facility shall have an adequate number of staff available to serve people in a timely manner, especially from 6 AM to 8 AM and during the lunch hour.
- 6) Bids shall include a guarantee of restaurant menu item costs in respect to price increases based on current year menu item costs. (Example: Prices are guaranteed not to increase more than 2% per year between 2023 and 2025)
- 7) Sufficient area for members to assemble for breaks between classes.
- 8) Banquet Saturday night – serving estimated at 500 - 800 people.
- 9) Provisions for lunch are not required; however, please ensure appropriate staffing for those members who wish to eat on the premises during lunch.
- 10) Time slot requested is from Thursday through Sunday of the fourth weekend in October or as near as practical. The weekend following the requested dates can also be considered for your proposal if conflicts of scheduling within your facility. Alternate dates can be proposed; however, may keep your group out of the running for hosting conference if another party accommodates better dates.
- 11) Bids shall include prices for motel rooms for 1 to 4 person's occupancy and shall include the number of complimentary rooms per number of rooms rented, if any.
- 12) Bids shall include rental of meeting rooms, chairs and tables, audio/visual equipment rental, and tables and chair for vendors. (Audio Visual equipment shall include, but shall not be limited to, two (2) slide projectors, two (2) LCD projectors, two (2) overhead

projectors, microphone system for each classroom, and projection screen for each classroom. No extra costs shall be billed to the SDEMSEA for tables, chairs, and audio/visual equipment rental above and beyond those items requested in this bid document without the written approval of the SDEMSEA Executive Council prior to the Conference 2025 event.

- 13) Bids shall clearly state whether outside food and drink may be brought into the facility from outside vendors and shall clearly state what types of food and drink, if any, may be brought into the facility. If food is not allowed into the facility from outside vendors, competitive prices shall be included in the bid for facility provided food and drink items.
- 14) Bids shall include pricing and menu options available for the annual EMS dinner on Friday evening or banquet on Saturday evening.
- 15) Bids shall include a brief description of events and/or attractions available for non-EMS family members.
- 16) Bids shall include a meeting room for forty (40) people on Thursday night for the Executive Council meeting, which shall be held Thursday evening at a time to be determined.
- 17) Bids may, but are not required to, include an option for hosting a social for the members of the Executive Council following the Thursday night Executive Council meeting.
- 18) Bids need to include a provision for up to ten rooms at the state-rate for designated state employees.
- 19) The SDEMSEA Executive Council reserves the right to reject any and all bids.
- 20) A force majeure clause shall be included in the contract. This clause shall indemnify both the host site and the SDEMSEA from a disruptive event that will prevent either party from fulfilling the approved contract. Such event includes but not limited to Natural or Man-Made disasters, Pandemic, Endemic, Quarantine Restrictions, War, Riot, Revolution, Freight Embargo, Acts of God, and as negotiated between the host site and SDEMSEA.
- 21) Bids that do not meet the previous criteria may not be considered.

Any questions for the Conference bids for the year ---- can be directed to me. Thank you for your attention to this correspondence.

Sincerely,

-----Name

President SDEMSEA

----- Address

-----Address

-----Phone

-----Phone

president@sdemsa.org

Conference Committee

Conference Executive Board

The Conference Executive Board shall be responsible for the general oversight and delegation of conference duties. This board shall be appointed by the SDEMSA Executive Council (EC) and will generally remain constant year-to-year, as such they are tasked with ensuring that each of the yearly "local" Conference Staff follow these guidelines and maintain adherent to all timelines. In the event that any one Conference Executive Board position is vacant the other positions shall collectively fill the position until such time that the EC re-appoints the position.

Conference Board Chair

The Conference Board Chair shall have the responsibility for overseeing all Conference activities and functions. The Conference Board Chair shall be knowledgeable in all conference activities and functions. The Conference Board Chair will directly delegate duties as needed. The Conference Board Chair shall assume responsibility for all subordinate Conference Executive Board positions not filled.

Conference Board Vice-Chair

The Conference Board Vice-Chair shall have the responsibility of working with the Conference Board Chair in all of the duties of this position.

The Conference Vice-Chair shall be specifically responsible for overseeing and ensuring that all duties related to Conference Facilities are addressed and adequately carried out. The Conference Vice-Chair shall replace the Conference Board Chair in the event that the Conference Board Chair is unable to carry out their duties, unless otherwise directed by the Conference Board and Executive Council.

Conference Secretary

The Conference Secretary shall be responsible for maintaining all conference records. The Conference Secretary reports directly to the Conference Board Chair. After the close of conference all records will be turned over to the Conference Board Secretary for archiving. The Conference Secretary will additionally carry out other tasks as delegated by the Conference Chair.

Conference Treasurer

The Conference Treasurer position will be held by the State Treasurer.

Conference Registration Officer

The Conference Registration Officer shall be responsible for working with the State Treasurer to ensure that the registration process is completed correctly. The Conference Registration Officer shall be responsible for ensuring that all registration modalities are created and publicized in a timely manner and in accordance with the conference timeline. The Conference Registration Officer will additionally be responsible for ensuring that all registration processes are managed and completed at conference (i.e., registration, check-in, etc.). The Conference Registration Officer will be responsible for recruiting volunteers to work the registration desk at the conference (Registration Staff) and to delegate duties to those volunteers.

Conference Education Officer(s)

The Conference Education Officer(s) will consist of the SDEMSA STATE Training Officer and a representative of the hosting district to act under the direct supervision of the State Training Officer. The Conference Education Officer(s) shall be responsible for ensuring that educational functions of the conference are planned and carried out. The Conference Education Officer(s) shall be responsible to coordinate all conference presenters and to ensure that their needs are addressed. The Conference Education Officer(s) shall additionally be responsible for ensuring that all equipment is accounted for and tracked.

Conference Technology Officer

The Conference Technology Officer will be responsible for securing required technology for the conference. This could include any or all of the following: registration, certification of attendance (scanning), virtual/live streaming, online conference agenda, and any other required equipment/software necessary for success of the conference.

The Conference Technology Officer will provide a prospective budget, related to technology needs to the Conference Treasurer at the April Quarterly SDEMSA Executive Council Meeting. The Conference Technology Officer will work with hosting hotel and any other needed staff to perform required duties of the conference. They will receive assistance from hosting district conference staff. They will also provide oversight of all processes regarding technology.

Registration

Pre-registration and registration for the Conference shall be conducted under the direction and supervision of the Conference Board Treasurer and/or State EC Treasurer (when they are not one in the same). Pre-registration and on-site registration shall be conducted by the appropriate Conference Staff and their delegates. The Conference Staff will be assembled by the hosting district?

Conference Finance

Registration Fees

All registration fees shall be presented to and approved by the SDEMSEA Executive Council no later than 3rd (generally April) quarterly meeting preceding the given year's conference. As part of this process the Conference Board and Staff shall present their budget and fee schedule to the EC on this same timeline as part of the approval process

Conference fees shall be waived for the five SDEMSEA Executive Board officers, seven district presidents & seven district vice presidents or their proxy. All Officers shall be responsible for paying their own dues and banquet ticket(s).

Registration Fee Refunds

By policy only the conference fee may be refunded, the membership fee shall not be refundable. All refund requests must be in writing (via email is acceptable). A refund of fees paid, less membership dues and processing fees, may be issued for all cancellations greater than 30 days prior to the conference. All refunds, between the 30 days prior to conference and actual conference, are at the discretion of the Conference Executive Board.

Penalties

The Executive Council may elect to levy financial penalties on the host district(s) for any policy violations, as identified by the Executive Council. These penalties may include a loss of conference profits or a portion thereof and/or restrictions of hosting future conferences.

Lodging Fees

- Lodging fees for the following individuals will be paid for by the Conference Budget
 - State EC President
 - State EC Vice President
 - State EC Secretary
 - State EC Treasurer/Conference Treasurer
 - State EC Training Officer/NAEMT Rep/Conference Education Officer
 - Conference Chair
 - Conference Vice Chair
 - Conference Registration Chair
 - Conference Technology Officer
 - Audio / Visual Manager
 - Speakers as determined by signed contract(s)

Lodging fees for the following individuals will be paid for by the Executive Council:

- State Historian
- State Chaplain

Any additional costs not part of SDEMSA business (i.e., meals, phone, or other expenses) will be the sole responsibility of the individual. Any additional costs which are part of SDEMSA business will be reimbursed subject to all policies and procedures related to submission of bills.

Presenters

The Conference Training Officer(s) shall have the responsibility of overseeing all matters related to Conference presenters, speakers and educational activities.

Call for Presenters

An open Call for Presenters shall be made available at least one year prior each year's Conference (consider online, mail and other appropriate means of posting). The Conference Board Training Officer(s) shall be responsible for all communications and processes related to this call. See Appendix for related call letter.

Presenter Selection

It shall be the responsibility of the Conference Education Officer(s) and the SDEMSA Education Committee.

All speaker fees, travel, lodging, etc. will be determined by the Conference Committee.

Vendor Placement

Vendor information will be sent to existing list a minimum of six months prior to the start of the conference. Vendor placement will be at the discretion of the Conference Vice Chair and the identified Conference Staff from within the hosting district.

Sponsors

Sponsorships will be handled by the Corporate Membership/Sponsorship Committee. The committee will work with the Conference Vice Chair as to placement and needs based on current sponsorship activities.

Advertisement

Conference advertisement will be handled by the Corporate Membership/Sponsorship Committee.

Conference Events

Opening Ceremonies

Pending

Memorial

Pending

Pre-Conference

Pending

EC Meeting

Pending

Banquet

Conference Staff shall ensure that all facility needs are appropriately addressed for the Annual Banquet.

Equipment Management

Conference Staff under the direction of the Conference Training Officer(s) shall manage all required equipment. They will work in collaboration with the Technology Officer to ensure all requirements are met for the conference.

Hosting District Responsibilities

Upon identification of the winning bid location for conference, the Executive Council will identify the hosting district. Any district wanting to serve as host will bid for their intent at the meeting. The Executive Council will vote to determine. The host district will provide conference staff which will include the following people Conference Training Officer, assistant to the Technology Officer, assistant to the Conference Vice Chair for all facility requirements and staff to assist with registration, scanning and any other needed items. The hosting district will assist in identifying meals, entertainment and other events. The hosting district will be responsible for any social events such as hospitality rooms, door prizes and etc.

Upon completion of the conference the hosting district will receive a portion of the net profits. The State Treasurer will identify the necessary amount budgeted for operating expenses the next year. Beyond that amount the hosting district will receive a minimum of fifteen percent of the net profits with the hosting district not receiving more than twenty-five percent. The exact percentage will be negotiated through the application process to host that year's conference.

DISCIPLINARY ACTION

Disciplinary action shall be applied when the proper authority determines such actions are necessary. The Association shall exercise its rights to discipline any member only for good and just cause. Disciplinary action will generally take, but not be limited to, oral reprimand, written reprimand, probation, removal of office, member no longer in good standing or removal of member from Association. It is the explicit right of the SDEMSEA to skip any steps, to not use any at all, and to terminate membership for a first offense without notice or warning.

1. Verbal Reprimand

The State President and/or Executive Council may discipline the member by verbal reprimand at any time. No written notice will be required, and a record of verbal reprimand will be filed in the Minutes and archives and may be used in the event of future problems.

2. Written Reprimand

The State President and/or the Executive Council may discipline a member by written reprimand at any time. The State President and/or Executive Council will notify the member in writing the reasons for the disciplinary action, and a copy of the written notice, initialed by the member will be dated and placed in the archives. If the member refuses to initial the notice, a notation to that effect shall be made by the State President and/or Executive Council.

3. Probation

The State President and/or Executive Council may place a member on probation for a period not to exceed (6) months. The State President and/or Executive Council will furnish the member as well as the member's home District with a written statement giving specific reasons for the probation. Probation can be invoked with or without loss of position within the District and with or without loss of position from the Executive Council.

4. Removal of Office and or Committee

The State President and/or Executive Council may remove any officer from either the District office held and or any Executive Council as well as any committee seat held. A written statement of the reasons for removal shall be given to member and District and Executive Council members. The statement shall be initialed by the member and dated and placed in the archives of the Association. If the member refuses to initial the statement, a notation to that effect will be made by the State President and/or Executive Council.

5. Member no longer in good standing

The State President and/or Executive Council may demote a member for just cause at any time. The State President will furnish the member, the District, and Executive Council with a statement giving the specific reasons for the status change. The statement will be initialed by the member and dated and placed in the archives. If the member refuses to initial the statement, a notation to that effect shall be made by the State President. Any member who undergoes a status change will no longer be allowed to hold any office within the SDEMSEA, to include but not limited to any District or committee. A member with the status of no longer in good standing will further be disallowed from partaking in any vote with the Association. These members may also have other sanctions placed on them by the State President and/or Executive Council.

6. Removal from the Association

The decision to remove any member of the Association is to be determined by the State President and Executive Council. Removal proceedings will be taken when the member's work, conduct or character is considered unsatisfactory to be determined at the quarterly Executive Council meeting. The member is to be notified in writing of this removal and the reasons therefore, by the State President and Executive Council. The statement shall be initialed by the member and dated and placed in the archives. If the member refuses to initial the statement, a notation to that effect shall be made by the State President and District President. Once a member is removed from the Association, he/she will never be allowed to again become a member or partake in any of the benefits of the Association.

Voluntary Separations and Grievances

Members who voluntarily terminate their membership will have their grievances immediately dismissed. Although should the person wish to join the Association again at a later point said grievances would again be brought to the attention of the Executive Council.

Non-Grievable Action

Oral and written reprimands and terminations of membership during their probationary status are not grievable except on the basis of a prohibited form of discrimination.

Disciplinary Interview

Before formal disciplinary actions are taken (Removal of Office, Member no longer in good standing and Removal from the Association) the decision-making authority shall:

1. Notify the member in writing of the proposed disciplinary action. The notice shall state the reason(s) for the action, including prior disciplinary actions and the facts of any other incidents upon which the present disciplinary action is based. It shall advise him/her of the right to have a hearing at the next quarterly meeting after the notification, to present his/her side of the story to the State President and/or Executive Council.
2. If requested, a disciplinary review shall be held to give the member an opportunity to present reasons, orally or in writing, why the action should not be taken.
3. Inform the member in writing of the final decision, effective date of the disciplinary action, and his/her right to appeal such a decision to the entire membership, by filing a written notice with the State President or District President within five (5) working days of receiving the response. If the member fails to appeal the decision within five (5) working days, the action shall become final.
4. In the case of a serious violation in which the member is removed from the Association, a review board of three shall be appointed by the State President to gather evidence, take written statements, and report their recommendations to the Executive Council. The review board recommendations are not binding on the Executive Council.

Signing Requirements

In all cases of formal disciplinary action, the member will be required to sign the written notice of discipline and such notice shall be dated and placed in the SDEMSA archives. If the member refuses to sign the notice, a notation to that effect shall be made by the State President as well as the District President. The member may submit a written statement of response to the disciplinary action to the State President and Executive Council, which will also be placed in the SDEMSA archives.

In all instances in this policy where a member is required to sign, signing does not imply agreement with the action, only that the contents have been made known to or discussed with the member.

Grievance Procedure

The purpose of the grievance procedure is to provide a just and equitable method for the resolution of grievances without discrimination, coercion, restraint or reprisal against any member or group of members who may submit to or be involved in a grievance.

Individual members or groups of members have the right to present grievances in person or through a formal representative.

Members who voluntarily terminate their membership will have their grievances immediately withdrawn except where improper benefit payments are concerned and will not benefit by any later settlement of an individual or group grievance.

Failure of a member to comply with any time limitation shall constitute a withdrawal of the grievance. Failure of the Association to comply with any time limitation shall constitute a settlement of the grievance in accordance with the requested remedy. It is agreed that all times may be extended by agreement in writing by all parties. All references to days shall be construed as working days.

Definition of Grievance

A Grievance is a complaint by a member or group of members, concerning the interpretation or application of the provisions of rules or regulations governing personnel practices or procedures or conditions of membership which complaint has not been resolved satisfactorily in an informal manner between the member and the Association or District.

Member Notice of Disagreement

The grievant shall, within five (5) working days after the occurrence, discuss the same with the State President or Executive Council or his/her designee and try to resolve the matter. If unable to do so, the grievant shall submit the grievance in writing to the State President or Executive Council. Such written notice outlining the grievance shall specify the time and place that the grievance occurred, the relief sought and the specific areas of this policy which have been misapplied or violated. This written notice shall be filed by the grievant within five (5) working days after his/her initial discussion with the State President or Executive Council.

Within (30) days after receipt of the written notice, the Executive Council or State President and the grievant shall meet and the result of this meeting shall be reported in writing to the grievant by the Executive Council within five (5) days after the meeting. If grievant disagrees with this decision he/she may, in writing give notice of his/her disagreement, which must be done within five (5) days after receipt of notification by the Executive Council.

Appearance before the Governing Board

At the next meeting of the Executive Council, or at a special meeting agreed upon by the parties, following the receipt of the notice of disagreement, the grievant may appear before the Executive Council in Executive Session to discuss the grievances. Within five (5) days after the meeting the State President, District President or designee will, in writing, furnish the decision of the Executive Council to the grievant.

Dissolution Policy

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(6) of the Internal Revenue Code, or the corresponding section of any future Federal tax code. Any assets not so disposed shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is located. Disposal shall be made exclusively for exempt or public purposes or be made to such organization or organizations as the court shall determine to be organized exclusively for such purposes.

Awards and Recognition Policy

The SDEMSEA will sponsor the following awards, the requirements for each award will be listed on the application form.

1. Lifetime Membership – Members who are, or have been, very active in the association at the state or district level and been an active member for 15 years or more, may be nominated. Award applications are due to the SDEMSEA Secretary prior to the July 1. (See Attachment One for the application.)
2. Paramedic of the Year – this award will be given to a paramedic in South Dakota who meets/exceeds the following criteria:
 - Provides superior patient care.
 - Is an effective advocate for patients and their families?
 - Works with peers to foster a positive work environment.
 - Demonstrates professionalism.
 - Demonstrates his/her commitment to continuing professional education.

This award will be determined by a committee made up of the District Presidents with the State President as the chairperson. (See Attachment Two for application).

3. EMT of the Year - this award will be given to an EMT in South Dakota who meets/exceeds the following criteria:
 - Provides superior patient care.
 - Is an effective advocate for patients and their families?
 - Works with peers to foster a positive work environment.
 - Demonstrates professionalism.
 - Demonstrates his/her commitment to continuing professional education.

This award will be determined by a committee made up of the District Presidents with the State President as the chairperson. (See Attachment Three for application)

4. Military Medic of the Year – Military Medic of the Year Award will recognize a military medic (any MOS qualified active, reserve, or National Guard US Army Medic, Navy Corpsman, or Air Force Medi) who demonstrates excellence in the performance of military emergency medicine, with their primary role being that of theater patient care. This award will be determined by a committee made up of the District Presidents with the State President as the chairperson. (See Attachment Four for application.)
5. Non-Career/Volunteer EMS Service of the Year – Any prehospital care provider (Ambulance Service, Rescue and First Responder Units) that is predominately staffed by volunteers. This award will be determined by a committee of the District Vice Presidents with the State Vice President as chairperson. (See Attachment Five for application)

6. Career EMS Service of the Year – Any prehospital care provider (ambulance services ground or air) that is predominately staffed by career staff is eligible for this award. This award will be determined by a committee of the District Vice Presidents with the State Vice President as chairperson. (See Attachment Six for application)
7. President's Award – This award is presented annually to anyone who, in the opinion of the SDEMSEA President, has been instrumental in furthering the goals and objectives of the EMS in South Dakota. Special consideration for those individuals who are active members of the association.
8. EMS Instructor of the Year – This award will be given to an EMS Instructor who has been active in education and shows dedication and commitment to providing EMS education in the state of South Dakota. Nominations are due July 1 to the current sitting SDEMSEA IC Society president.
9. Miscellaneous awards and recognitions can be given at the discretion of the Executive Council and Executive Board as identified at that time.

The most current application will be found on the SDEMSEA website and will be reviewed by the Vice President's on an annual basis and applications will open on February 1 and will close on June 1 or July 1 based on award criteria.

Attachment One

Lifetime Membership
*for recognition of individuals serving EMS
in the State of South Dakota*

Members granted lifetime membership shall not be required to pay dues and shall have all the privileges as described for an active member.

The following criteria to nominate an individual for a lifetime membership are as follows:

1. Nominee has been a member of the Association for no less than fifteen (15) years.
2. Nominee has demonstrated activity within the Association by holding an office, assisting with local/state conferences, committee involvement, etc.
3. Nominee has been active in promoting EMS in their local communities and regions.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Number of years in the EMS Association: _____

EMT Number: _____

Involvement in the South Dakota EMS Association:

PARAMEDIC of the YEAR

REQUIREMENTS:

- Nominee must be an SDEMSA member.
- Nominee must have been a paramedic for a minimum of 2 years.

Submit a nomination for Paramedic of the Year by completing the following steps:

1. complete the General Information (* = required information)
2. attach your nomination statement and a minimum of two letters or articles supporting the nominee.
3. Nomination statements should be 1,000 or less words and saved in Word format. The criteria for which the nominees will be considered is listed below.

Criteria: Nominees will be considered based on the following criteria:

- Provides superior patient care.
- Is an effective advocate for patients and their families.
- Works with peers to foster a positive work environment.
- Demonstrates professionalism in interacting with patients, their families and other medical professionals.
- Demonstrates his/her commitment to continuing professional education; and
- Any other relevant information provided in support of the nominee.

GENERAL INFORMATION

Nominee's First Name

Nominee's Last Name

Mailing Address

City, State, Zip code

Phone numbers (cell and home)

Email Address

Nominee's Current Certification Level

Nominee's EMS Agency

Nominee's family members information

Nominator's Name

Nominator's Mailing Address

City, State, Zip code

Nominator's phone numbers (cell and home)

Email Address

Relationship to the Nominee

Any other info Nominator wishes to include.

Please submit the nomination to the **District President** (of nominee) by June 1 so the district's single choice can be forwarded to the State President by July 1. ALL APPLICATION DOCUMENTS MUST BE EMAILED.

EMT of the YEAR

REQUIREMENTS:

- Nominee must be an SDEMSA member.
- Nominee must have been an EMT for a minimum of 2 years.

Submit a nomination for EMT of the Year by completing the following steps:

1. complete the General Information (* = required information)
2. attach your nomination statement and a minimum of two letters or articles supporting the nominee.
3. Nomination statements should be 1,000 or less words and saved in Word format.

Criteria: Nominees will be considered based on the following criteria:

- Provides superior patient care.
- Is an effective advocate for patients and their families.
- Works with peers to foster a positive work environment.
- Demonstrates professionalism in interacting with patients, their families and other medical professionals.
- Demonstrates his/her commitment to continuing professional education; and
- any other relevant information provided support of the nominee.

GENERAL INFORMATION

Nominee's First Name

Nominee's Last Name

Mailing Address

City, State, Zip code

Phone numbers (cell and home)

Email Address

Nominee's Current Certification Level

Nominee's EMS Agency

Nominee's family members information

Nominator's Name

Nominator's Mailing Address

City, State, Zip code

Nominator's phone numbers (cell and home)

Email Address

Relationship to the Nominee

Any other info Nominator wishes to include.

Please submit your nomination to your **District President** (of nominee) by June 1 so the district's single choice can be sent to the State President by July 1. ALL APPLICATION DOCUMENTS MUST BE EMAILED.

Military Medic of the YEAR

REQUIREMENTS:

- Nominee must be an SDEMSEA member.
- Nominee must have been an EMT for a minimum of 2 years.

Military Medic of the Year Award will recognize a military medic* who demonstrates excellence in the performance of military emergency medicine, with their primary role being that of theater patient care. Definitions: *Military Medic – Any MOS qualified active, reserve or National Guard U.S. Army Medic, Navy Corpsman or Air Force Medic.

Nominate: Submit a nomination for Military Medic of the Year by completing the following steps:

1. complete the General Information (* = required information)
2. attach your nomination statement and a minimum of two letters or articles supporting the nominee.
3. Nomination statements should be 1,000 or less words and saved in Word format.

Criteria: Nominees will be considered based on the following criteria.

- Your nomination statement should include information on how the nominee demonstrates: excellence in providing trauma care to US casualties on the battlefield;
- leadership in training and educating US military personnel and coalition forces in PHTLS and TCCC components; and
- leadership in helping to enable the delivery of prehospital medical trauma care in the military in austere and dangerous environments with no immediate physician oversight.

GENERAL INFORMATION

Nominee's First Name

Nominee's Last Name

Mailing Address

City, State, Zip code

Phone numbers (cell and home)

Email Address

Nominee's Current Certification Level

Nominee's EMS Agency

Nominee's family members information

Nominator's Name

Nominator's Mailing Address

City, State, Zip code

Nominator's phone numbers (cell and home)

Email Address

Relationship to the Nominee

Any other info Nominator wishes to include.

Please submit your nomination to your **District President** (of nominee) by June 1 so the district's single choice can be sent to the State President by July 1. ALL APPLICATION DOCUMENTS MUST BE EMAILED.

Attachment Five

Volunteer (Non-Career) Emergency Medical Service of the Year Award

Any prehospital care provider is eligible for this award. This will include the following:

- Ambulance Services
- Rescue and First Responder Units
- The service must be predominately staffed by volunteers.

This award will be determined by a committee made up of the District Vice Presidents with the State Vice President as chairman.

This is an award for which a service may nominate itself.

Once a service has won this award, they will not be eligible again for 5 years.

Nominate your deserving agency below for the Volunteer Service of the Year Award. (* items denote required information)

Name of person completing this nomination*

Position of person completing this nomination*

E-mail of person completing this nomination*

Phone number of person completing this nomination (home and cell #'s) *

Name of agency of nominee*

Size, budget, staffing, number of vehicles and number of calls run by the service being nominated* (see below)

Why do you feel this provider or agency is worthy of the Volunteer Service of the Year Award? (Please include as many details as you can—awards, accolades, innovative programs, education/training/staff development, facilities/operations, collaboration with other healthcare departments, outreach, testimonials and supplemental information our judging panel can use to make their determination) *

Attach any supporting documentation (documents, photos, etc.) that support the nomination. * (text documents should be in word format, anything else in PDF format.)

This application and attachments are due to the State Vice President no later than July 1 of the current year. Any application received after July 1 will not be considered. ALL APPLICATION DOCUMENTS MUST BE EMAILED.

The current Vice President's email address is vicepresident@sdemsa.org

1. Service Name
2. EMS Permit Number (if applicable):
3. Number of Members:
4. Number of Vehicles
5. Special Equipment:
6. Number of Yearly Calls:
7. Years of Service to the Community:
8. Types of Financing/annual budget:

Please attach the following to this application:

1. A minimum of one letter of nomination from an outside agency such as law enforcement, hospital, city or anyone that wishes to support your application.
2. A detailed history of your service (please limit to no more than 500 words)

Attachment Six

Career Emergency Medical Service of the Year Award

Any prehospital care provider is eligible for this award. This will include the following:

- Ambulance Services (ground or air)
- The service must be predominately staffed by career staff.

This award will be determined by a committee made up of the District Vice Presidents with the State Vice President as chairman.

This is an award for which a service may nominate itself.

Once a service has won this award, they will not be eligible again for 5 years.

Nominate your deserving agency below for the Volunteer Service of the Year Award. (* items denote required information)

Name of person completing this nomination*

Position of person completing this nomination*

E-mail of person completing this nomination*

Phone number of person completing this nomination (home and cell #'s) *

Name of agency of nominee*

Size, budget, staffing, number of vehicles and number of calls run by the service being nominated* (see below)

Why do you feel this provider or agency is worthy of the Volunteer Service of the Year Award? (Please include as many details as you can—awards, accolades, innovative programs, education/training/staff development, facilities/operations, collaboration with other healthcare departments, outreach, testimonials and supplemental information our judging panel can use to make their determination) *

Attach any supporting documentation (documents, photos, etc.) that support the nomination. * (text documents should be in word format, anything else in PDF format.)

This application and attachments are due to the State Vice President no later than July 1 of the current year. Any application received after July 1 will not be considered. ALL APPLICATION DOCUMENTS MUST BE EMAILED.

The current Vice President's email address is vicepresident@sdemsa.org

1. Service Name
2. EMS Permit Number (if applicable):
3. Number of Members:
4. Number of Vehicles
5. Special Equipment:
6. Number of Yearly Calls:
7. Years of Service to the Community:
8. Types of Financing/annual budget:

Please attach the following to this application:

1. A minimum of one letter of nomination from an outside agency such as law enforcement, hospital, city or anyone that wishes to support your application.
2. A detailed history of your service (please limit to no more than 500 words)