

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
REGULAR BOARD MEETING OVERVIEW  
August 24th, 2023**

- I. CALL TO ORDER** - The meeting will be held at District Headquarters and is scheduled to begin at 6:00 p.m.
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC COMMENTS**
- IV. AWARDS & ANNOUNCEMENTS**
- V. CONSENT AGENDA**
  - A. Agenda Approval  
Enclosed marked # 1 in your packet is the proposed Board Agenda for Thursday, August 24th, 2023 for Board approval. *Management is requesting the following: move to approve the agenda as presented for Thursday, August 24th, 2023.*
  - B. Approval of Minutes  
Enclosed marked # 2 for Board approval is the Board Minutes from Thursday, August 10th, 2023. *Management is requesting the following: move to approve the Board Minutes from August 10th, 2023.*
- VI. STAFF REPORTS**
  - A. July Financial Report  
Enclosed marked # 3 for Board review is the July Financial Report, presented by Rick Rognan with Rognan and Associates.
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**
  - A. Enclosed marked # 4 for Board review is new Critical Injury or Death Policy.
  - B. Enclosed marked # 5 for Board review is Gift and Favors Policy #807-1.
- IX. ADJOURN PUBLIC PORTION**

**NOTICE OF MEETING**

*Public notice is hereby given that a public meeting of the Board of Directors of the St. Charles County Ambulance District will be held at the District's Offices, 2000 Salt River Road, in St. Peters, Missouri, on Thursday August 24th, 2023 at 6:00 p.m., to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.*

**6:00 P.M. –BOARD MEETING**

- I CALL TO ORDER
- II PLEDGE OF ALLEGIANCE
- III PUBLIC COMMENTS
- IV AWARDS & ANNOUNCEMENTS
- V CONSENT AGENDA
  - A. August 24th, 2023 Agenda Approval
  - B. August 10th, 2023 Minutes Approval
- VI STAFF REPORTS
  - A. July Financial Report
- VII OLD BUSINESS
- VIII NEW BUSINESS
  - A. Critical Injury or Death Policy
  - B. Gift & Favors Policy #801-7
- IX ADJOURN PUBLIC PORTION

Kenny Biermann  
Secretary of the Board of Directors

Date/Time Posted: 08.23.2023 @ 12 noon

By:

## NOTICE OF MEETING

*Public notice is hereby given that a public meeting of the Board of Directors of the St. Charles County Ambulance District will be held at the District's Offices, 2000 Salt River Road in St. Peters, Missouri, on Thursday August 24th, 2023 at 6:00 p.m., to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.*

- I CALL TO ORDER – PUBLIC PORTION
  
- II MOTION TO CLOSE PUBLIC MEETING – PUBLIC PORTION AND GO TO CLOSED SESSION Pursuant to: A. Attorney Client Sec.610.021 (1)RSMo (1986) B. Personnel Sec. 610.021(3&13) RSMo(1986)
  
- III ADJOURNMENT - PUBLIC PORTION

Kenny Biermann  
Secretary of the Board of Directors

Date/Time Posted: 08.23.2023 @ 12 noon

By:

**ST. CHARLES COUNTY AMBULANCE DISTRICT**  
**BOARD MEETING MINUTES**  
**THURSDAY, August 10th, 2023**

#2

**I. CALL TO ORDER**

Ronald Reguly, called the meeting to order at headquarters at 6:00 p.m. In attendance were Sean Treece, Mark Johnson, John Whitworth, Ronald Reguly, Kenneth Biermann and Teresa Reynolds.

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENTS**

Mr. Layne Bradford provided public comments.

Mr. Arnie Dienoff provided public comments.

**IV. AWARDS AND ANNOUNCEMENTS**

Chief Cope made announcements that three SCCAD employees were recent recipients of MEMSA Award. The three employees will be recognized at a future Board Meeting.

Chief Dave Lewis announced that the District recently received a \$1.5M SAMSHA Grant which will provide general Mobile Integrated Health and Substance Abuse Behavioral Health.

Chief Cope also commented that HIPAA Policies that were presented at the July 27<sup>th</sup> Board Meeting are currently in legal review and will be provided in a future Board Meeting.

**V. CONSENT AGENDA**

**A. Agenda Approval**

John Whitworth made a motion to approve the August 10th, 2023 agenda as presented, Kenny Biermann seconded; the motion carried 6 to 0.

**B. Meeting Minute Approval**

John Whitworth made a motion to approve the Board Meeting Minutes from Thursday, July 27<sup>th</sup> 2023. Kenny Biermann seconded; the motion carried 6 to 0.

**VI. STAFF REPORTS**

**A. Call Volume & Revenue Report**

Assistant Chief Dave Lewis provided the monthly call volume report for July and Director, Angie Dollens provided revenue report for July 2023. No Board Action.

**VII. OLD BUSINESS**

No Old Business

**VIII. NEW BUSINESS**

No New Business

**IX. ADJOURNMENT - PUBLIC PORTION**

Teresa Reynolds moved to adjourn the Board Meeting, John Whitworth seconded; roll call vote was taken; Ronald Reguly - yea, Teresa Reynolds - yea, Kenneth Biermann - yea, Sean Treece-yea, Mark Johnson-yea, John Whitworth – yea, the motion carried 6 to 0.

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY, August 10th, 2023**

**NOTICE OF MEETING**

**I. CALL TO ORDER – PUBLIC PORTION**

Teresa Reynolds called to order the Public Portion. In attendance were Ronald Reguly, Teresa Reynolds, Kenneth Biermann, Sean Treece, Mark Johnson and John Whitworth.

**II. MOTION TO SUSPEND MEETING – PUBLIC PORTION**

Teresa Reynolds moved to suspend the open meeting and go into Closed Meeting-pursuant to A. Attorney Client Sec. 610.021(1) RSMo(1986) B. Personnel Sec. 610.021(3&13) RSMo(1986) Sean Treece seconded; roll call vote was taken.

Ronald Reguly - yea, Teresa Reynolds - yea, Kenneth Biermann - yea, Sean Treece-yea, Mark Johnson-yea, John Whitworth – yea, the motion carried 6 to 0.

**III. ADJOURNMENT – PUBLIC PORTION**

Teresa Reynolds moved to adjourn the Board Meeting; John Whitworth seconded; roll call vote was taken. Ronald Reguly - yea, Teresa Reynolds - yea, Kenneth Biermann - yea, Sean Treece-yea, Mark Johnson-yea, John Whitworth – yea, the motion carried 6 to 0.

*Next Regular Board Meeting  
August 24th, 2023*

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Ronald Reguly, Chair

Submitted by Tammy Dixon

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Kenneth Biermann, Secretary/Treasurer

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL**

<u>CHAPTER</u>	Operating Policies & Procedures
<u>SECTION</u>	Transport Policies
<u>TITLE</u>	<b>CRITICAL INJURY OR DEATH OF EMPLOYEE</b>
<u>NUMBER</u>	

DISTRIBUTION  
All Employees

PURPOSE  
To establish guidelines for the utilization of the District's Line of Duty/Active Duty Death Policy regarding a District employee.

DEFINITIONS

Beneficiary: Those designated by the Department employee as recipients of specific death benefits.

Benefits Coordinator: An employee who advises the surviving family members of the benefits available and assists in applying for those benefits on behalf of the family.

Critical Incident Notification Information Form: A personal online document to identify: Emergency contacts, including family members, children, special staff members, funeral arrangements, and religious preference, etc. This document will be updated yearly during annual skills training as information may change.

Employee: (A) Uniformed personnel are defined as any District employee who holds a medically credentialed license. (B) Ancillary staff is defined as any District employee who does not hold a medically credentialed license.

Family Liaison(s): An employee(s) designee who will provide assistance to the family member(s) of the deceased employee.

Hospital Liaison: An employee whose primary responsibility is to communicate with hospital personnel, Family Liaison, and District employees.

Immediate Family Members: Spouse, children(step), parents, siblings, fiancé, or significant other of the deceased or injured employee.

Line-of-Duty-Death: Any action, accidental or felonious, which claims the life of a District employee who is performing work-related functions while on or off duty.

Line-of-Duty-Injury or Illness: Any injury or systemic illness which occurred while performing work-related functions which are serious enough that hospitalization or time away from the District is ordered by a physician for an indefinite period of time.

Non-Line-of- Duty Death: A death while off duty, when such death results from a condition, injury, or illness that was not directly related to the employee's job duty.

Notification Officer: A District employee, preferably the Chief of the Department or the



**ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL**

TITLE  
NUMBER

PROCEDURE (Continued)

5. Notification shall be made in person by the District Chief or Duty Officer, the employee's contact person listed on their **Critical Incident Notification Form**, the appointed Family Liaison(s), and the appointed Doorman.
6. The employees making the notification shall drive in two (2) separate District vehicles in case some family members need to stay at the residence (e.g., children) while others are driven to the hospital.
7. If the family resides outside of the St. Louis Metropolitan area, the notification will be made by a command level officer (if possible) of the law enforcement agency servicing the jurisdiction in which the family resides. The notifying agency will provide all details concerning the incident and will be asked to confirm the notification and advise the District that contact was made.
8. If the employee is still alive, it is of critical importance to get the family to the hospital prior to death of the employee. In this situation, the family should not be expected to wait for the Chief or Duty Officer to deliver the notification.
9. If there is knowledge of a medical condition with an immediate family member, medical personnel should be requested to respond to the residence at the time of notification.

**10. Procedures at the Home**

When most families see a police officer or ranking District officer, they will likely know something is wrong. Be prepared to:

- a) ask to be admitted into the residence. **Do not** make a notification on the doorstep.
  - b) gather everyone in the residence and ask them to sit down.
  - c) inform them slowly and clearly of the information you have on the incident.
  - d) be direct and honest but also compassionate. Never give the family a sense of false hope. It is important to refer to the employee by name and use common words such as "died" or "dead" rather than "passed away."
  - e) handle unexpected responses from family members (e.g., hysteria, fainting, chest pain, and possible physical or verbal attack)
11. If the family does not wish to go to the hospital, the Family Liaison(s) and the individual listed on their **Critical Incident Notification Information Form**, shall stay with the family until other family members or support can respond and have arrived at the residence. A family member should never be left alone.

**12. Procedures at the Immediate Family Employers**

- a) If the immediate family member is at work, the above notification team shall respond to the family member's place of employment to make notification. The notifying individual shall make every effort that the notification is in a private location.
- b) If the family requests to visit the hospital, they should be transported by District vehicle.



**ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL**

PROCEDURE (Continued)

If the family insists on driving, an employee shall request to drive the family or accompany them in the family vehicle.

- c) Prior to departing for the hospital, the Family Liaison(s) shall contact the Hospital Liaison by telephone, if possible, that a member(s) of the family is en-route.
- d) If young children are at the residence, the Family Liaison(s), or a family member, shall arrange for immediate babysitting or childcare needs. This may involve transporting the children to a relative's home.
- e) Radio traffic shall be kept to a minimum and the volume of the radio shall be turned down. Radio transmissions may cause further distress of the family members during transport.

**13. Procedures at the Hospital**

- a) If it is possible for the family member(s) to visit the injured employee before death, they should be afforded that opportunity. The District's Hospital or Family Liaison should prepare the family for what they might see in the emergency room and shall accompany the family into the room for the visit upon the family's request.
- b) If the employee has died, the family shall not be denied access to view the body. Care shall be given to ensure visual trauma is minimized to the family.
- c) If the death is a result of a felonious act, it shall be explained to the family that the deceased employee's body is considered evidence and every effort should be made to preserve it until it can be examined.
- d) Medical personnel should be made available to the family to answer any questions, inform the family of hospital visitation policies, and in the event of death, explain why an autopsy is necessary.
- e) The first ranking officer, other than the Chief or Duty Officer, first to arrive at the hospital shall be designated the Hospital Liaison until a formal Hospital Liaison has been assigned.
- f) The Hospital Liaison, at an appropriate time, shall inform the hospital personnel that all expenses relating to medical services provided to the injured or deceased employee are to be sent directly to the St. Charles County Ambulance District, care of the Human Resources Department and not the employee's residence.
- g) See the attached Liaison Manual for further information regarding additional responsibilities of the Hospital Liaison.

**14. Incident Commander**

- a) The Chief, or his/her designee, will designate an Incident Commander to coordinate and ensure all tasks involving the support and benefits provided to the family are completed.
- b) The Incident Commander will designate employees to the following assignments. The Incident Commander shall ensure that every liaison has a copy of the Liaison Manual
  - 1) Funeral Liaison
  - 2) Department Liaison
  - 3) Honor Guard Liaison
  - 4) Logistics Liaison
  - 5) Family Liaison(s)
  - 6) Doorman

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL**

TITLE  
NUMBER

PROCEDURE (Continued)

**15. Family Liaison**

- a) The Chief, or his/her designee, will assign a Family Liaison to the immediate family to ensure that all District assistance is made available.
- b) The Family Liaison(s) is an employee(s) who is on the list of pre-selected individuals found in the SCCAD Funeral Liaison Manual.
- c) A family member, who is also a District employee, should not be permitted to be the Family Liaison(s) unless requested by the family.
- d) When possible, a male and female employee shall be assigned as Family Liaisons.
- e) In the event the employee has multiple families, and/or adversarial relationship exists between families, the Chief or Duty Officer may assign a separate liaison to each family.
- f) The Family Liaison(s) should not be so emotionally attached and involved with the situation that they become ineffective. Should this conflict occur, another liaison shall be assigned.

**16. The Family Liaison(s) will be attached to the Chief/Administrative Office of the District and shall:**

- a) Act as the District's contact with the immediate family, coordinating the services of the Department with the wishes of the family. All communication with the family shall go directly through the Family Liaison(s) to prevent repetition of inquiries.
- b) Not be a decision-maker for the family.
- c) Be always available to the family for two weeks following the incident. The Family Liaison(s) shall immediately be taken off the work schedule to allow this service to the family.
- d) Be issued a District phone and vehicle by the administration as needed.
- e) In the case of a felonious death, the District will work in conjunction with the investigating law enforcement agency.
- a) The Chief of the Department, along with the Family Liaison(s), shall follow the employee's judicial process if requested to do so by the family, including meeting with the Prosecuting Attorney's Office.
- b) The District shall provide its support to the immediate family by authorizing employees to accompany family members to any court proceedings concerning the incident.

**17. Release of Information to the Public**

- a) The name of the injured or deceased employee will be released by the Director of Community Relations or Public Information Officer only after notification to and approval from the immediate family members has been obtained.
- b) If members of the media have acquired the employee's name, the Director of Community Relations, or Public Information Officer, will request them to withhold the information pending notification of the next of kin.
- c) District employees WILL NOT disseminate any information concerning a deceased or

TITLE

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL**

NUMBER

PROCEDURE (Continued)

seriously injured employee unless specifically instructed to do so by the Chief or Duty Officer. Strict observance of this procedure is mandatory to ensure the employee's family is personally notified before the information is disseminated among other District employees, the new media, social media outlets, or the general public.

- d) The Director of Community Relations or Public Information Officer will compose and release a notification that can be shared on social media.
- e) District personnel will be advised when they can "share" the approved social media post.
- f) In the event of a paramedic LODD, the Chief or Duty Officer, will notify St. Charles County Fire and EMS dispatch. Once funeral arrangements have been finalized, another communication shall be sent to include:
  - 1) Name, rank, and DSN of the deceased
  - 2) Date and time of death
  - 3) Circumstances surrounding the death
  - 4) Funeral arrangements (stating private or a first responder funeral)
  - 5) Uniform to be worn
  - 6) Expressions of sympathy in lieu of flowers (if applicable)
  - 7) Name and contact information of the District Liaison Officer, to facilitate interagency communications
- g) In the event the family should decide to grant an interview, the Director of Community Relations or Public Information Officer shall attend and offer to screen all questions presented to the family, which will help ensure any upcoming legal proceedings are not jeopardized.

**18. Funeral Protocol and Honors Provided**

**A. Line of Duty Death Honors to be Provided:**

- 1) A Family Liaison(s) shall be assigned to the immediate family to ensure District assistance is made available. The Family Liaison(s) shall be detached to the Chief/Office of Administration.
- 2) Death Watch
- 3) Motorcade with Intersection and Traffic Control
- 4) Honor Guard and Pallbearers
- 5) Bugler or Pipes and Drums
- 6) Flyover (missing man formation, if served in military)
- 7) Flag folding ceremony with presentation to the family
- 8) Shadow Box
- 9) 21 Gun Salute (if served in military)
- 10) Fire Department cross ladders w/ American Flag
- 11) Last Alarm
- 12) Parking Control

TITLE

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL**

NUMBER

PROCEDURE (Continued)

B. Non-Line of Duty Death/Suicide Honors to be Provided:

- 1) A Family Liaison(s) shall be assigned to the immediate family to ensure District assistance is made available. The Family Liaison(s) shall be detached to the Chief/Office of Administration.
- 2) Honor Guard
- 3) Bugler or Pipes and Drums
- 4) Fire Department Cross Ladders with American Flag
- 5) Flag presented to the company
- 6) 21 Gun Salute (if served in military)
- 7) Shadow Box
- 8) Parking Control

C. Retiree Honor / Board of Director to be Provided:

- 1) Motorcade assistance. To request this service the Deputy Chief of Special Operations and Logistics shall be contacted.
- 2) The honors included in this section will only be provided to District employees if desired by their family members and authorized by the Chief of the District.

D. The Chief / Administrative Office of the District may:

- 1) Authorize the wearing of the Districts uniform for burial, if the family so desires
- 2) Authorize the wearing of the black mourning band **(or pin for professional staff)** from the time of death through the day of the funeral.
- 3) Request the national and other flags flow over St. Charles County Ambulance District facilities be lowered to half-staff from the time of death through the tenth day following the funeral.
- 4) Request black bunting be draped over all entrance doors to District facilities. Black bunting draped over the bay doors at the station where the paramedic served. (Black bunting to be draped over HR main entry door for professional staff).

**19. Critical Incident Counseling Services**

- A. The death, suicide, or serious injury of an employee has a profound emotional affect on the employee's coworkers. In some instances, the affects may be devastating. The District fully recognizes its obligation to tend to the needs of employees closely associated with the victim employee.
- B. Department Chaplains may provide counseling, post-traumatic assistance, and spiritual guidance to any District employee, and their immediate family members, as requested.
- C. The Chief / Administrative Office of the District shall ensure that the Employee Assistance Program (EAP) is notified of the incident.
- D. The Chief / Administrative Office of the District shall contact a member of the Peer Support leadership team and advise them of the incident. The Peer Support team, with the severity of the situation, may contact the St. Louis Region Critical Incident Stress Management Team for defusing and debriefing assistance.

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL**

TITLE  
NUMBER

PROCEDURE (Continued)

**20. Continued Follow Up with Family**

A. Posthumous Awards

- c) When plaques or memorabilia are given to the surviving spouse, consideration should be given to making the same available to the surviving parents. Children from a former marriage should also be considered where appropriate.
- d) There will be a one (1) year waiting period before any plaque or memorial is to be displayed on District property. Surviving family members will be invited to attend the ceremony.

B. Invitations to District Functions

- e) Surviving family members should be invited to attend appropriate District functions to provide them with continued contact and support.

C. Duration of Support Activities

- f) The District should maintain support until the family expresses they no longer want or need assistance.

D. Participation in State and Federal Memorial Services

- g) The Deputy Chief of Special Operations and Logistics will coordinate involvement in state and federal EMS and IAFF memorial event.

Adopted by the Board of Directors

ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL

#5

CHAPTER 800 Financial Division Policies and Procedures

SECTION 01

TITLE

**GIFT OR FAVORS: ACCEPTANCE AND SOLITATION**

NUMBER

801-7

DISTRIBUTION

All Employees

PURPOSE

To establish guidelines regarding acceptance or solicitation of Gifts or Favors by District staff. The District's relationship with its vendors / suppliers / hospital partners is a high-profile opportunity to show our citizens the District protects their tax dollars. The District will use funds wisely and the decisions made about purchasing good and services are fair and free of bias. Any circumstances which could cast doubt or the appearance of doubt upon an employee's ability to act with objectivity about the District's interests presents a potential conflict of interest situation.

DEFINITIONS

For purposes of this policy, the following definitions shall apply:

Game of Chance – any game or contest where the outcome depends on chance, regardless of whether there is a cost to participate (e.g., raffles, sports pools, gambling games, random drawings)

Gift – any tangible object of value, such as cash, gift cards, lodging, trips, merchandise, jewelry, rebate of funds, negotiable instrument, in-store credit, or use of facilities or property.

Favors – taking an action or refraining from taken an action in a manner advantageous to an employee, such as waiving charges, or providing non-public information an Employee could use for financial gain. A Favor does not include any action toward an Employee that is unrelated to the Employee's job Duties.

Job Duties – an employee's job responsibilities and the tasks the employee performs in their job position.

Single Source – the same Person, or different Persons acting on behalf of the same individual or organization.

Solicit and Solicitation – any form of direct or indirect request for a Gift or Favor.

Ticket – any complementary or discounted admission to an event or activity.

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL**

POLICY

1. Employees shall not accept gifts or cash, gift cards, in-store credit through rebates, rebate of funds, or any other items that can be used to make purchases.
2. Employees shall not accept any Gifts or Favors of any kind, if:
  - a. The Gifts or Favors from a Single Source during a 12-month period have an aggregate annual value of \$100.00 or more.
  - b. The Gift or Favor is received in the form of cash or negotiable instrument of any dollar value.
3. Employees should avoid using Reward Programs for personal gain in conjunction with a District credit card. Airline, rental cars services, and hotel Reward Programs are permissible while using a District credit card.

Conference and Events / Awards / Invitations

1. At times, events such as EMS Week, National Accounting Day, Construction Appreciation Week, National Mechanics' Day, Executive Assistant Day, etc. may afford hospital partners / vendors / suppliers an opportunity to show appreciation to District employees. Meals, treats, and small tokens of gratitude are acceptable for all levels of Staff.
2. The provision of discounted or complimentary attendance, meals, or lodging at a conference or event to an employee who is participating at that conference or event is not considered a Gift under this policy.
3. Resource material or other tangible items of value received by an employee, who is attending a conference on behalf of the District, or at the District's expense, are the property of the District. The Assistant Chief of Administration / Director of Finance or his / her designee may determine the appropriate disposition of such items.
4. Professional award of recognition given to an employee that does not result from a Game of Chance is the property of the employee and is not considered a Gift under this policy.
5. District employees are permitted to attend working groups or similar meetings where a meal is served and lunches or other meals of reasonable value to discuss business.

Games of Chance

1. An employee who is representing the District at a conference or event, or is attending the conference or event at District expense, cannot accept a prize or award (over \$100.00 in value) from a Game of Chance drawing associated with that conference or event.

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL**

TITLE           **GIFT OR FAVORS: ACCEPTANCE AND SOLITATION**  
NUMBER       801-7

POLICY       (Continued)

Solicitation and Acceptance of Tickets

1. Any Ticket received by an employee as a result of their District employment is the property of the District and shall be used in accordance with this policy.
2. Employees are required to report (Parts B and C) all Tickets received to their Department Director, Deputy Chief, Assistant Chief, or Chief.
3. The Assistant Chief of Administration / Director of Finance or his / her designee shall review the facts and circumstances concerning Tickets received by their Departments and shall designate the appropriate disposition of the Tickets based on the standards in this policy. Such designation may include attendance by employees for whom the event is relevant to their job duties or use as part of the Department Awards and Recognition program.
4. Chief, Assistant Chiefs, Deputy Chiefs, or Department Directors may solicit tickets or discounted admissions to events if their business purpose for the District representative to attend the event, and shall designate how such tickets may be used.
5. Chief, Assistant Chiefs, Deputy Chiefs, or Department Directors should make every effort to include appropriate event admission in related District contracts to minimize the need to solicit or accepts donated tickets.

Solicitation of Gifts and Favors by Employees

1. Employees can never solicit Gifts or Favors for their own benefit from a District vendor or any person regulated by the District, even if the Employee is not directly involved in the regulation of a contract with the vendor or person solicited.
2. Chief, Assistant Chief, Deputy Chief, or Department Directors may authorize the solicitation of Gifts or Favors by Employees on behalf of the District under the following circumstances:
  - a. The solicitation must be for the benefit of the District only, and no employee or other person shall receive any direct benefit from the solicitation; and
  - b. The Department Director shall provide the Chief with assurance that the proposed solicitation will serve an important District purpose, and report to the Chief on any matters that the persons to be solicited have pending before the District; and
  - c. The Chief or designee must approve the solicitation in writing.



**ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL**

TITLE           **GIFT OR FAVORS: ACCEPTANCE AND SOLITATION**  
NUMBER       801-7

POLICY       (Continued)

3. Any Gift or Favor received by an employee resulting from a solicitation on behalf of the District is the property of the District. Employees shall report all such Gifts or Favors received to their supervisor (Parts B and C) within two (2) business days of receipt. Department Directors shall promptly report to the Chief all such Gifts or Favors received.
4. Gifts or Favors received by the District from an authorized solicitation under this policy shall be subject to the District's policies, concerning inventory control, use of District property, disposal of surplus property, accounting, budgeting, appropriation, and cash handling.

PROCEDURE

1. Reporting of Gifts and Favors:
2. Employees are required to send a completed Notification of Gift or Favor form that reports the receipt of all Gifts or Favors and the receipt of any materials from a conference or event as described in Parts B and C to their supervisor within two (2) business days of receipt.
3. Chief, Assistant Chiefs, Deputy Chiefs, Department Directors, shall review the facts and circumstances concerning Gifts and Favors received by their Departments and shall decide the appropriate disposition based on the standards in this policy.
4. Prior to accepting any invitation, an employee should consult with his or her supervisor regarding the appearance of a conflict of interest. If prior consultation is not reasonably practicable, the employee should exercise prudent judgment in evaluating the invitation and promptly disclose the action taken.
5. Employees shall follow the District's Code of Conduct Policy in conjunction with this policy.
6. When in doubt, contact your Department Director, Deputy Chief, Assistant Chief, or Chief.
7. Failure to report a gift may result in discipline.

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL**

**TITLE**            **GIFT OR FAVORS: ACCEPTANCE AND SOLITATION**  
**NUMBER**        **801-7**

PROCEDURE (Continued)

**Part B**

**Notification of Gift (Email Notification) – List of Supervisor Staff**

<b>Department / Division</b>	<b>Report to:</b>
Accounting	Director of Finance
Admin Assistants, Asst. Chiefs	Chief
Deputy Chiefs / Admin Ops / Med Director	Assistant Chief of Administration
Facilities	Director of Facilities
Human Resources	Director of Human Resources
Information Technology	Director of Information Technology
Logistics / Mechanics / Custodial	Deputy Chief of Logistics
Mobile Integrated Health	Assistant Chief of Administration
Public Relations	Director of Community Relations
Quality	Deputy Chief, Medical Officer
Road Paramedics – All Ranks	Deputy Chief of Operations
Training Staff / Admin Assist - Front	Division Chief of Education

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL**

TITLE            **GIFT OR FAVORS: ACCEPTANCE AND SOLITATION**  
NUMBER        801-7

PROCEDURE (Continued)

PART C

**NOTIFICATION of GIFT**

Employee Name \_\_\_\_\_

DSN \_\_\_\_\_

Cell Phone \_\_\_\_\_

Estimated Total Dollar Value            \$ \_\_\_\_\_

Description of Gift / Ticket

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Organization Name Providing Gift / Ticket  
\_\_\_\_\_

AC/DC/ Director \_\_\_\_\_

Employee  
Signature \_\_\_\_\_

Date \_\_\_\_\_

OFFICE USE

Adopted by Board of Directors:  
Effective Date: