

Ground Ambulance and Highway Rescue Funding Program Guidelines

Introduction

The Ground Ambulance and Highway Rescue Funding Program is a territorial government initiative that provides financial assistance to community governments to help support the delivery of effective, coordinated, and sustainable community-based ground ambulance and rescue services. It encompasses the provision of ambulance service within communities and on adjoining seasonal and year-round highways, and rescue services on adjoining seasonal and year-round highways or at nearby remote locations.

Community governments decide what services are necessary to ensure the safety of residents; whether to extend such services beyond municipal boundaries; and whether to administer a fee to recover costs.

Ground Ambulance and Highway Rescue Funding is limited and applications will be ranked in order of priority to determine which will receive funding. It is therefore important that applications be prepared in accordance with the following guidelines.

Assistance with the Ground Ambulance and Highway Rescue Funding Program is available from MACA's Regional Offices or visit Municipal and Community Affairs' website for an application form and funding policy.

General

- Proposals must be completed using the approved application form available from Municipal and Community Affairs.
- Proposals must describe how the planned investment will help develop or sustain a service appropriate for the population it serves;
- An annual call will be issued for proposals. Application forms and supporting documentation must be received by MACA's regional office by the identified deadline;
- Applications must be accompanied by an approved Council Resolution;
- Applications with missing or incorrect information cannot be processed and will be returned to the applicant with comments and a specified deadline with which to provide the information. Ensure applications are complete to avoid delays or a missed opportunity to receive funding ; and

- Projects must be completed in the fiscal year in which funding is received. For Multi-year projects, applicants must specify which portion of the project will be completed during the each fiscal year. Multi-year projects are permitted to a maximum of two years.

Proposal Review

Community governments are eligible to receive a maximum of \$50,000 per fiscal year. The following priorities will be taken into consideration when reviewing applications:

- I. Projects that are intended to establish a ground ambulance or rescue service currently not available.
- II. Projects that are intended to help sustain existing services available within municipal boundaries, on adjoining seasonal and year-round highways, or for residents in need of medical care at nearby remote locations.
- III. Proposals that combine funding with other sources, assuming the intended service levels are appropriate for the applicable community.
- IV. Proposals which demonstrate intent to share resources and/or knowledge between communities.
- V. Proposals which seek to achieve an established goal defined in a formally approved community strategy or plan.

Proposals will be reviewed to ensure the appropriateness of the established or proposed service level relative to the descriptions identified in Appendix "A".

If all budgeted funds are not fully allocated after the call for applications, the remaining funds may be allocated to community projects approved in the same fiscal year, provided those projects can be completed by fiscal year-end.

Multi-year Projects

Although funding for the Program is conditional on approval of funds in the Main Estimates by the Legislative Assembly, the Department may grant notional approval for projects requiring two fiscal years to complete with a single application form. Project applications must clearly indicate what activities will be completed in each fiscal year funds are used.

Service Levels

Each application is required to specify which of the following service levels the community wishes to maintain or develop. Identified service levels should be consistent with the first response needs of the community and surrounding area, the financial and human resource capacity of the community, and the community's ability to sustain the service:

- Level One Basic First Responder;
- Level Two Standard Emergency Responder;
- Level Three Advanced Emergency Responder; or
- Level Four Professional Emergency Responder.

Service levels are described in Appendix “A”. Applications will be assessed based on the appropriateness of the service level specified for the corresponding community.

Expenses

Examples of eligible expenses include:

- Costs for the development of a related strategy or plan; including needs assessment and service level and equipment identification (e.g. consulting fees);
- Cost of vehicles, (including transportation; set-up; initial stocking of medical supplies; and related technical training);
- Cost of equipment (including automated external defibrillators; portable communications; extrication devices; and trauma kits).
- Development and implementation of standard operating procedures, fee structures, or related administrative instruments and processes;
- Cost of training (instructors; facility rental; training equipment and supplies; and student travel, food and accommodation pursuant to GNWT rates);
- Minor capital upgrades or renovations to municipal infrastructure used to shelter and maintain ground ambulance, remote medical and highway rescue equipment and vehicles.

Examples of ineligible expenses include:

- All expenses incurred prior to the fiscal year in which the funding is requested;
- Functions and equipment which are considered to be the responsibility of other first response agencies, such as fire;
- Ongoing operating and maintenance costs including replacement of stock medical supplies;
- Administrative support costs;
- Dispatch or human resource activities;

- Travel to attend conferences, symposiums; or
- Major capital costs which are considered to be the responsibility of community government (buildings, extensions to buildings and other complex capital projects).

Annual Reporting

Funding recipients are required to provide an itemized list of expenses supported by paid invoices, receipts, etc. from the community government on or before March 31 during the fiscal year in which funding is received. For multi-year projects, applicants must report progress in the manner specified above after each year in order to retain eligibility for the second year of the project.

A copy of all reports, studies, training manuals, etc. produced by the recipient using funding under this policy must be provided to the Department of Municipal and Community Affairs.

Future funding requests will not be accepted unless previous year reporting is satisfactorily complete.

Contacts

Communities are encouraged to contact MACA's Regional Office for assistance. Contact information is available on MACA's website at www.maca.gov.nt.ca.

Appendix A

Service Level Descriptions

The following descriptions illustrate what training, equipment, vehicles, and administrative oversight is necessary to operate various levels of ground ambulance and/or highway rescue services. The descriptions do not provide an exhaustive list of requirements for each level and applicants are encouraged to contact Municipal and Community Affairs' Regional Office for further information.

Level I (Basic First Responder)

A level one community would likely receive community government support to establish a basic service that would be operated using a non-dedicated van or pick-up truck equipped with basic response equipment. A valid driver's licence and basic first response training are necessary to help provide for responder and patient safety and scene management.

A municipal bylaw is recommended for response activities outside municipal boundaries. Where possible, mutual aid agreements should be established with neighbouring communities capable of providing more advanced services or expertise. In-service training is required and standard operating procedures should reflect operational capability of the available staff or volunteers (e.g. scene assessment, vehicle stabilization, etc.)

Level II (Standard Emergency Responder)

A *Level II* community will offer a slightly more advanced service than a *Level I* provider. Training will generally include items such as Advanced First Aid/CPR, certified rescue and scene management, familiarity with advanced rescue equipment and some form of in-service training for volunteers to practice the necessary recurring skills. Vehicles at this level may include a small stretcher bearing ambulance and a pickup truck/small van for rescue related services. Equipment often purchased at this level includes advanced first aid equipment such as bandages, splints, neck braces, etc. for ambulance services and basic cutting and spreading tools related to rescue activities.

The community should have a by-law in place allowing for the provision of services outside municipal boundaries and consideration should be given to mutual aid agreements with neighbouring departments to receive more advanced services or expertise when necessary.

Level III (Advanced Emergency Responder)

A *Level III* community will offer an ambulance and highway rescue component with significant amounts of medical and rescue training for the operators of those services. At this level, a community should progress to a formal training program for its ambulance operators at an Emergency Medical Responder (EMR) level or equivalent. Often, there is a requirement for a medical director to guide services. It is also typical for communities to administer a fee structure for the provision of these services, especially in cases where travel outside community boundaries is required.

Vehicles at this level will include a full ambulance and/or dedicated rescue vehicle. Equipment will include advanced medical equipment based on the level of training or certification obtained by operators (E.g. oxygen systems, defibrillators, trauma kits, etc.) and for rescue services, based on the level of operator training, items such as pneumatic tools, hydraulic tools, etc.

At this level, community governments should consider entering into mutual aid agreements with smaller surrounding communities who may lack a similar service.

Level IV (Professional Emergency Responder)

A *Level IV* community will offer all ambulance services as well as a dedicated and robust rescue system. At this level, ambulance operators are working under the direction of medical director and trained to the level of a Primary Care Paramedic and licensed accordingly.

Vehicles at this level will include at least one ambulance and/or advanced rescue vehicle. Equipment will include advanced medical equipment based on the level of training or certification obtained by operators (similar to a level three) and Primary Care Paramedics may perform advanced medical procedures if required when dealing with trauma patients.

Rescue equipment at this level will be based on the level of training as well. It will often include hazardous material suites, air bags, ice rescue, etc. Standard operating procedures will consider a full rescue service and an asset management system for equipment and vehicles.