

- b.** Ordinance No. 25-1998 – Adding a New Chapter 18.42 Entitled “Private Ambulance Services” to the Ketchikan Municipal Code – Second Reading

TRANSMITTAL MEMORANDUM

6b

TO:	The Honorable Mayor & City Council	Initials:	
FROM:	Lacey Simpson, Acting City Manager	File #:	MGR25-138
DATE:	February 28, 2025	Mtg. #:	03/06/25 UBb
RE:	<b>Ordinance No. 25-1998 - Adding a New Chapter 18.42 Entitled “Private Ambulance Services” to the Ketchikan Municipal Code; and Establishing an Effective Date</b>		

At the meeting of February 6, 2025, the City Council adopted a motion approving in first reading Ordinance No. 25-1998. The motion detailed below was prepared at the request of Fire Chief Rick Hines, who asked that it be placed before the City Council for consideration at its meeting of March 6, 2025. If adopted, the motion provides for approval of Ordinance No. 25-1998, in second reading which establishes comprehensive guidelines and regulatory measures for private ambulance providers operating within the City of Ketchikan. This ordinance, drafted by City Attorney Mitch Seaver at the request of the Fire Department, adds a new Chapter 18.42 to the Ketchikan Municipal Code entitled “Private Ambulance Services.”

Also attached is a report from Chief Hines outlining the purpose and rationale behind this proposed ordinance. As the Chief explains, this legislation aims to ensure that any private ambulance services operating in Ketchikan adhere to the highest standards of care and operational integrity, meeting or exceeding the service levels currently provided by the Ketchikan Fire Department (KFD). Ketchikan does not currently have any private ambulance services and Chief Hines is being proactive as that is certainly a possibility for future transport.

**Recommended Motion:**

I move the City Council approve in second reading Ordinance No. 25-1998, adding a new chapter 18.42 entitled “Private Ambulance Services” to the Ketchikan Municipal Code; and establishing an effective date.



## **KETCHIKAN FIRE DEPARTMENT**

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# **Memorandum**

TO: Delilah Walsh, City Manager

FROM: Rick Hines, Fire Chief

DATE: 04/10/2023

SUBJECT: Introduction of a New Chapter in the Ketchikan Municipal Code for Regulating Private Ambulance Providers

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Manager Walsh,

I am pleased to present for your consideration the introduction of a new chapter to the Ketchikan Municipal Code that will establish comprehensive guidelines and regulatory measures for private ambulance providers operating within the City of Ketchikan. The City Attorney Mitch Seaver prepared this ordinance at the request of the Fire Department.

### **Purpose and Rationale**

This proposed ordinance is in line with similar legislation that has been successfully enacted in other communities across Alaska, providing a framework that ensures private ambulance services adhere to the highest standards of care and operational integrity. The primary aim of this ordinance is not only to regulate private ambulance companies but also to safeguard the interests of the residents of Ketchikan by ensuring that these providers meet or exceed the service levels currently offered by the Ketchikan Fire Department (KFD).

By establishing clear guidelines for private ambulance operations, the City of Ketchikan will:

**Ensure Quality of Service:** Private ambulance providers will be required to meet stringent operational standards, including response times, personnel training, equipment requirements, and patient care protocols, aligning with the exemplary standards that the KFD already upholds.

**Maintain Public Safety:** The ordinance will guarantee that private ambulance services complement, rather than replace, the essential emergency medical services

already provided by the KFD. Ensuring that these services are consistent, reliable, and accessible will directly benefit residents, especially in times of critical need.

Promote Accountability: This ordinance will establish clear oversight mechanisms for private ambulance services, including regular inspections, licensure, and reporting requirements, ensuring that any service operating in Ketchikan maintains a high level of transparency and accountability.

Enhance Community Health and Safety: By enabling private ambulances to operate under the same standards as public services, we ensure that Ketchikan residents receive timely, high-quality, non-emergency medical care no matter which provider responds to a call.

Thank you for your time and consideration of this important ordinance. I am happy to answer any questions or provide further details on this proposal as needed.

**Recommended Motion:**

I would like the Ketchikan City Council to adopt Ordinance 25-1998, adding a new chapter 18.42 Ketchikan Municipal Code entitled “Private Ambulance Services”

**THE CITY OF KETCHIKAN, ALASKA**

**ORDINANCE NO. 25-1998**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF KETCHIKAN, ALASKA; ADDING A NEW CHAPTER 18.42 ENTITLED “PRIVATE AMBULANCE SERVICES” TO THE KETCHIKAN MUNICIPAL CODE; AND ESTABLISHING AN EFFECTIVE DATE.**

**RECITALS**

**WHEREAS**, citizens of the City of Ketchikan demand and deserve the best available emergency medical care; and

**WHEREAS**, private ambulances operating within the city limits should provide the highest quality service available; and

**WHEREAS**, the City of Ketchikan recognizes the need to have supervision of private ambulances that are providing care within the City of Ketchikan area of jurisdiction to ensure that the highest quality is being offered and maintained; and

**WHEREAS**, the City of Ketchikan does not have any regulations on the operation of private ambulances within the city limits.

**NOW THEREFORE**, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KETCHIKAN, ALASKA, AS FOLLOWS:

**Section 1: New Chapter.** A new chapter, to be numbered 18.42, entitled “Private Ambulance Services,” is added to Title 18, of the Ketchikan Municipal Code, to read as follows:

“Chapter 18.42  
Private Ambulance Services

Sections:

- 18.42.010 Definitions.
- 18.42.020 License required.
- 18.42.030 Types of licenses.
- 18.42.040 Contents of application for license; term of license; non-transferability.
- 18.42.050 Renewal of license.
- 18.42.060 Suspension or revocation of license.
- 18.42.070 Appeals of license denial.
- 18.42.080 Insurance required.

- 18.42.090 Number of vehicles operated per license; removal from use.
- 18.42.100 Availability of service.
- 18.42.101 Eligibility for transport; permitted transport.
- 18.42.102 Ambulance dispatch.
- 18.42.103 Ambulance markings.
- 18.42.104 Ambulance equipment.
- 18.42.105 Vehicle inspection.
- 18.42.106 Ambulance personnel.
- 18.42.107 Emergency and disaster operations.
- 18.42.108 Training requirements.
- 18.42.109 Records; inspection.
- 18.42.110 Penalty for violation of chapter.
- 18.42.111 Fees and insurance amounts.
- 18.42.112 Ambulance transport fees.

**18.42.010 Definitions.**

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

“Ambulance Service” means a service which provides ground transportation to persons who require medical monitoring and does not include stationary emergency aid services at a particular location.

“Dispatch” means the receipt of a request for ambulance service or the arrangement for a licensee to fulfill a request for ambulance service.

“Emergency” means; a) Patients not previously evaluated by a qualified healthcare professional (QHP) including patients who have been treated for an existing problem but who develop new, acute symptoms which have not been evaluated previously by a QHP; b) Any patient condition which could reasonably lead to loss of life or limb or could cause the person significant harm if not treated immediately by a QHP.

“Fire Chief” means the chief of the Ketchikan Fire Department or designee.

“KECC” means the Ketchikan Emergency Communications Center.

“KFD” means the Ketchikan Fire Department.

“Ketchikan Area EMS” means response apparatus, transport ambulances, and EMS personnel assigned or belonging to KFD, South Tongass Volunteer Fire Department

and North Tongass Volunteer Fire Department.

“KFD EMS Patient Transport” means Ketchikan Fire Department (KFD) ambulance transports of previously unevaluated patients. Emergency Medical Services (EMS) transports may be of patients considered with emergent or non-emergent. Providers, patients, or other parties that call 911 for response and service are KFD EMS transports.

“KPD” means the Ketchikan Police Department.

“Licensee” means a person or entity in possession of a current and valid ambulance service license issued pursuant to this chapter.

“Non-emergency ambulance services” means providing ground ambulance services for transports that originate inside the city of Ketchikan limits.

“Non-emergency call” means a request for an ambulance to transport or assist patients that would not constitute a 911 call.

“PAS patient transport” means PAS transports of patients who meet the eligibility criteria in Section 18.42.101, are deemed stable for the transport, require medical monitoring, and whose transport would not require the use of any other method of transportation given the patients’ condition.

“Patient” means a person who requires medical monitoring transport by an ambulance service.

“Private Ambulance Service (PAS)” means a service which provides ground ambulance transportation to persons who require medical monitoring.

“Qualified Healthcare Professional (QHP)” means a health care professional who is qualified by education, training, licensure/regulation (when applicable) and facility privileging (when applicable) who perform a professional service within their scope of practice and independently reports that professional service.

#### **18.42.010 License required.**

(a) It is unlawful for any person or entity to provide non-emergency ambulance service within the city limits unless that person or entity is in possession of a valid PAS license issued in accordance with this chapter.

(b) It is unlawful for any person other than the Ketchikan Fire Department to provide emergency ambulance service within the city unless standing mutual aid agreements are activated by the Ketchikan Emergency Communications Center (KECC).

(c) It is unlawful for a licensee to provide or to allow another person to provide ambulance service under the authority of that licensee's license.

**18.42.020 Types of licenses.**

(a) An entity may apply for one of three different licenses under this chapter:

(1) a Type 1 license authorizes private ambulances to transport previously evaluated patients, including critical care patients, urgent hospital-to-hospital transfers, as well as all Type 2 and 3 license authorized transports;

(2) a Type 2 license authorizes private ambulances to transport previously evaluated patients requiring advanced life support, as well as all Type 3 license authorized transports; or

(3) a Type 3 license authorizes private ambulances to transport previously evaluated patients requiring basic life support only, as well as patient transports with an accompanying medical escort team.

(b) An entity can change the type of license it holds to another type by following the procedures and paying the required fee(s). No refund will be issued for downgrading licenses.

**18.42.040 Contents of application for license; term of license; non-transferability.**

(a) An application for PAS license shall be made to the fire chief on an approved form and shall be accompanied by the following:

(1) Payment of fee(s) pursuant to Section 18.42.111.

(2) Proof of insurance for all vehicles to be operated as ambulances pursuant to the license as required by Section 18.42.080.

(3) A complete list of the name, address, email address, and telephone number for every person who shall have a financial or proprietary interest in the license.

(4) Proof that the applicant is at least 18 years of age.

(5) Proof of current State of Alaska business license.

(6) Proof that the personnel required to operate the ambulance service are available as of the effective date of the license.

(7) Proof that the applicant has acquired and installed the equipment that section 18.42.104 requires for each vehicle to be operated as an ambulance as of the effective date of the license.

(8) Identification of the EMS medical director required by Section 18.42.106(b).

(9) Identification of the vehicles to be operated as ambulances by vehicle registration number, VIN number, make, model, and year; proof that both the body and mechanics of each vehicle is in good repair; and proof that the applicant is lawfully entitled to use each vehicle for the purpose of an ambulance service.

(10) Proof that any new or used ambulances purchased after July 27, 2021, or any ambulance remounts completed after that date, are certified as meeting one or more of the following nationally recognized standards for ambulance design:

a. the most recent published version of the U.S. Department of Transportation Federal Specification for Star-of-Life Ambulances (KKK-A-1822);

b. the Commission on Accreditation of Ambulance Services Ground Vehicle Standard v. 3.0 (CAAS-GVS), or

c. the National Fire Protection Association Standard for Automotive Ambulances (NFPA 1917).

(11) A complete description of the ambulance markings and color scheme to be used in compliance with Section 18.42.103.

(12) Proof of current registration with the State of Alaska as an emergency medical service ground ambulance service.

(13) Attestation by the PAS's EMS director or medical sponsor that PAS personnel have, and will continue to receive, the necessary training and certification (if applicable) to know how to use current Standing Orders published by the Southeast Region Emergency Medical Services (SREMS) and KFD Standing Orders, and will practice within their scope and according to the current SREMS and KFD standing orders.

(14) Certification by the city's finance director or designee that the entity and person(s) applying for license are not reported as being delinquent on any city taxes or fees and have no outstanding judgments or debts owed to the city or borough.

(b) The fire chief shall issue a license if the applicant complies with all the requirements of subsection (a) of this section, unless good cause exists for denial. A license issued pursuant to

this section is nontransferable and shall be valid for one year unless revoked or suspended pursuant to Section 18.42.060

(c) A licensee is under a continuing obligation to keep information on their application for licensure current. Failure to do so will be a violation of this chapter. A licensee shall give written notice to the fire chief of any change to be made to their application within ten days and the fire chief shall amend the application accordingly.

(d) No person may knowingly make a false or misleading statement on an application for a license under this chapter.

#### **18.42.060 Suspension or revocation of license.**

(a) License. A license issued under the provisions of this chapter may be revoked or suspended by the fire chief if the licensee or any partner or principal of the licensee has violated any of the provisions of this chapter. In addition to any other remedy, the licensee shall be suspended in accordance with the following schedule:

- (1) First violation - 60 day suspension of license;
- (2) Second violation - 120 day suspension of license;
- (3) Third violation - revocation of license for two years.

(b) Notice. The fire chief shall give the licensee written notice of the revocation or suspension of the license and the appeal rights under this section. The notice must be served personally or by certified mail, return receipt requested. If the fire chief determines that the reason for the revocation or suspension may endanger the public health or safety or welfare, the revocation or suspension may take effect immediately. If the fire chief determines that the reason for the revocation or suspension does not endanger the public health or safety, the effective date of the revocation or suspension may be delayed until the date set for an appeal hearing.

(c) Appeal Hearing. The licensee may appeal the decision of the fire chief to the city manager and request a public hearing by filing a written notice of appeal with the fire chief not later than ten days after receipt of the written notice of proposed revocation or suspension. The city manager or designee shall serve as the hearing officer for the appeal. Upon receipt of the notice of appeal, the hearing officer will inform the appellant of the time and place of the hearing. After the appeal hearing, the hearing officer may modify, revoke, rescind, or affirm the decision from which the appeal is taken. If the licensee does not appeal the fire chief's decision, the revocation or suspension shall become final at the end of the appeal period.

(d) Hearing Procedures. The following procedures apply to appeals before the hearing officer:

- (1) Date. When a licensee has been immediately suspended, the hearing shall be

conducted within 24 hours after written request is filed with the fire chief, unless that right is waived or the appellant requests a delay. Saturdays, Sundays and city holidays shall be excluded from the 24 hours period. In all other instances, otherwise agreed by the appellant and the hearing officer, any hearing requested pursuant to this section shall take place no later than 15 days from the date the written notice of appeal is filed with the fire chief.

(2) Procedure. The administrative hearing shall be conducted informally and may be governed by such rules and procedures as the hearing officer may choose to establish, except that:

(A) Parties may appear in person or through counsel;

(B) Parties may present witnesses and evidence on their own behalf;

(C) Parties or their counsel may cross-examine opposing witnesses on matters relevant to the issues, impeach witnesses regardless of which party first called the witness to testify, and rebut evidence against himself;

(D) Relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of a common law or statutory rule which makes improper the admission of the evidence over objection in a civil action. Hearsay evidence may be considered, provided there are guarantees of its trustworthiness and that it is more probative on the point for which it is offered than any other evidence which the proponent can procure by reasonable efforts;

(E) All proceedings shall be open to the public;

(F) All parties shall have the right to subpoena witnesses and documents using a form provided by the city clerk and submitted to the clerk for issuance at least five working days before the date of the hearing;

(G) The hearing shall be memorialized by an electronic recording or a stenographic record;

(H) Failure of an appellant to appear at a hearing when such hearing has been requested by appellant shall waive all right to a hearing and shall render the action of the fire chief final.

(3) Decision. Promptly following the hearing, the hearing officer shall issue a written decision based on findings and conclusions adopted by the hearing officer. Such findings must be in writing and must be reasonably specific so as to provide interested persons and, where appropriate, reviewing authorities, a clear and

precise understanding of the reasons for the decision entered. The decision, findings of fact and conclusions of law shall be forwarded to all parties to the appeal.

(4) Court Appeal. The hearing officer's decision may be appealed to the superior court within thirty days of the date the decision was mailed or delivered to the parties.

(e) Revocation of a license shall result in cessation by the licensee of all permitted activities during the year for which that license is issued.

(g) Suspension of a license shall result in cessation by licensee of all activities under the license for a specified period of time and that the holder may not be issued any other license.

#### **18.42.070 Appeals of license denial.**

(a) If the fire chief determines that an application for an ambulance license does not meet the requirements of this chapter, the fire chief shall deny the application. The fire chief shall issue a written decision to the applicant stating the specific reason(s) for the denial and serve that decision on the applicant personally or by certified mail.

(b) A person aggrieved by the denial of a private ambulance license by the fire chief pursuant to this chapter may appeal to the city manager by filing a written appeal with the fire chief no later than 10 days after service of the fire chief's decision.

(c) The appeal shall be conducted as set forth in subsections (c) and (d) of Section 18.42.060 except that the hearing will take place no later than 15 days from the date the written notice of appeal is filed with the fire chief, unless otherwise agreed upon by the appellant and the hearing officer.

#### **18.42.080 Insurance required.**

(a) It is unlawful to provide private ambulance services with a vehicle that is not insured according to the requirements of this section.

(b) A schedule of PAS insurance requirements will be established pursuant to Section 18.42.111, and will be available for inspection at the fire chief's office and the city's website.

(c) Before any license is issued for a PAS, the applicant shall furnish one or more policies or certificates of insurance issued by an insurance company authorized to do business in the state for the following coverage for each vehicle to be operated as an ambulance:

(1) Worker's compensation and employer's liability insurance required by the laws of the State of Alaska.

(2) Commercial general liability insurance, including coverage for:

- a. Products/completed operation;
- b. Personal and advertising injury;
- c. Each occurrence; and
- d. Medical payments.

(3) Commercial automobile liability insurance, to include owned, non-owned, and hired vehicles.

(4) Excess liability insurance.

(5) Professional liability (medical malpractice) insurance covering all physicians and emergency medical technicians.

(6) Cyber/privacy liability insurance. The cyber coverage shall include, but not be limited to, claims involving invasion of privacy violations (including HIPAA), information theft, and release of private information. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses.

(7) With the exception of workers compensation and professional liability each policy shall name the city as an “additional insured” and the actual policy endorsement shall accompany each certificate of insurance.

(8) General liability, workers compensation, and automobile policies shall be endorsed to waive all rights of subrogation against the City of Ketchikan by reason of payment made for claims under the above coverage. This policy endorsement shall accompany each certificate of insurance.

(9) All policies for general liability shall be primary and non-contributing with any insurance that may be carried by the city.

(10) If the licensee maintains broader coverage and/or higher limits than the minimums shown above, the city requires, and shall be entitled to, the broader coverage and/or the higher limits maintained by the licensee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the city.

(d) The insurance policies must be verified as to substance and form by the fire chief.

(e) Every insurance policy or certificate shall contain a clause obligating the insurer or surety to give the fire chief written notice no less than 30 days before the cancellation, expiration, non-renewal, lapse, or other termination of such insurance. A lapse, cancellation, expiration, non-renewal, or termination of insurance coverage will result in an automatic suspension of

any license for so long as the licensee is without insurance as required by this section.

**18.42.090 Number of vehicles operated per license; removal from use.**

(a) A licensee may operate multiple vehicle as ambulances so long as each such vehicle is operated in compliance with the requirements of this chapter while it is in service as an ambulance.

(b) Whenever a licensee removes a vehicle from service as an ambulance for reasons other than regular maintenance, they shall notify the fire chief of the reasons for such action within 24 hours thereafter. In the absence of such notice, a vehicle shall be considered in service for the purpose of enforcing this chapter. Once removed from service, a licensee shall not use the vehicle as an ambulance until the fire chief has approved such use.

**18.42.100 Availability of service.**

(a) A PAS must be available to transport patients at all times of every day without exception.

(b) A PAS shall not discontinue service without 90-day advance notice to the fire chief.

**18.42.101 Eligibility for transport; permitted transport.**

(a) Private ambulance services are eligible to transport patients if the patient is deemed stable before and during the duration of the transport and if the patient requires medical monitoring, and either:

(1) The patient has a diagnosed or confirmed pre-existing medical condition that meets medical necessity for requiring medically monitored stretcher transport to a routine scheduled appointment at a doctor's office or clinic, or is moving between extended care facilities, assisted living facilities, private residences, or hospital-affiliated hotels and extended stay motels; or

(2) The patient has been diagnosed with, is being treated for, or is suffering from a mental health disorder that a QHP has determined requires or may require, physical restraints to protect the patient, the public, or PAS personnel. If warranted, physical restraints should be used minimally and for the sole purpose of providing protection. Allowable physical restraints include handcuffs, a lap belt, and/or leg restraints. The use of firearms or any chemical agent is absolutely prohibited for the purpose of restraining a patient. Patients should not be transported with their arms restrained behind their back unless medically necessary.

(b) Notwithstanding guidance provided in this section, the fire chief has the authority to determine which patient can be transported by a private ambulance service.

(c) PAS operators will contact KECC dispatch immediately if there are changes to the patient's condition, PAS or PAS personnel, or if there are any other changes that may threaten safe transport.

(d) A PAS may transport patients only as follows:

(1) transport of a person to a private residence from a hospital;

(2) transport of a person between a hospital and an airport or helipad;

(3) transport of a neonatal patient and equipment along with neonatal intensive care team between hospitals, from a hospital to an airport or helipad;

(4) transport of a recurring dialysis patient from their home to their treatments and then back to their home;

(5) any transport of patients for whom the fire chief requests transportation.

#### **18.42.102 Ambulance dispatch.**

(a) It is unlawful for any person other than the fire chief or their designee to dispatch a vehicle used as an ambulance within the city. Once a private ambulance has been dispatched by KECC or KPD, it is the private ambulance service's responsibility to coordinate patient movement details directly with the requesting facility, agency, or provider.

(b) It is unlawful for any PAS to respond to an emergency call within the city except as set forth in Section 18.42.107.

(c) Any patient transport requests originating with KECC or KPD dispatch will be dispatched to Type 1, Type 2, or Type 3 licensed ambulances for non-emergency service by use of a rotation system unless the person requesting service designates a particular ambulance service.

#### **18.42.103 Ambulance markings.**

(a) Every private ambulance shall bear the trade name under which it is operated on each side of the vehicle by use of permanent letters no less than four inches high.

(b) Every private ambulance shall bear its city-issued license, as assigned to it by the fire chief in a conspicuous location that is visible at all times from the outside of the ambulance.

(c) Every private ambulance shall use a distinctive and unique color scheme approved by the fire chief.

(d) Every private ambulance shall have "emergency call 911" language on the back and

sides of the outside of the vehicle and must display the “star of life” symbol.

(e) It is unlawful to transfer ownership of a vehicle which has been used as a private ambulance until all marking, signs, and insignia and the color scheme associated with the ambulance service have been removed, unless such vehicle is transferred as part of a transfer of the ambulance service itself.

#### **18.42.104 Ambulance equipment.**

(a) Generally. A licensee shall ensure that all private ambulances are operated pursuant to state guidelines and that all private ambulances:

(1) Meet the equipment standards established by state law for a certificated emergency medical service.

(2) Are equipped with a fully operational two-way radio communication system capable of using the emergency medical service radio frequency as designated by the State of Alaska and the fire chief. An ambulance service shall restrict its use of the emergency medical radio frequency unless operating during an emergency event when the PAS ambulances have been directly requested to assist KFD.

(b) Cell phones. A licensee shall ensure that all personnel assigned to work on an ambulance are in possession of a cell phone or other electronic device approved by the fire chief.

(c) Use of emergency signals. It is unlawful for a licensee to operate any lights, sirens, or audible signal on an ambulance which is commonly understood to be an emergency signal or for a licensee to permit another person to do so, unless the particular ambulance service transport for which such signal is used originated in an area outside of the city or is otherwise approved by the fire chief.

#### **18.42.105 Vehicle inspection.**

(a) At least once per year all licensed PAS ambulances must undergo a certified mechanical inspection. Licensed PAS ambulances must be made available for inspection upon demand of the fire chief.

(b) In addition to accident reports required by state statute, the owner of an ambulance vehicle licensed under this chapter shall immediately notify KECC dispatch of any mechanical failure or damage sustained in a collision when such mechanical failure or damage causes the ambulance to be inoperable.

(c) The fire chief may prohibit the operation of a vehicle as an ambulance if determined that the ambulance does not comply with the requirements of this chapter or is otherwise unsafe. No person may operate such a vehicle as an ambulance until the fire chief approves such use in writing.

**18.42.106 Ambulance personnel.**

(a) *Ambulance staff.* Each private ambulance shall be staffed in accordance with 7 AAC 26.230(b)(2).

(1) At the time of the PAS licensee's application for licensure or within 45 days of an individual's employment as ambulance vehicle operator, the PAS licensee shall provide proof to the fire chief or his designee that an ambulance vehicle operator has successfully completed a recognized emergency vehicle driver's safety program approved by the city's fire chief.

(b) *EMS medical director.* Each PAS shall have an EMS medical director whose duties shall include the following:

(1) Review all run reports on a monthly basis and send a quarterly letter to the fire chief certifying monthly review;

(2) Provide a set of standing orders for ambulance personnel that are approved by the Southeast Region Emergency Medical Services Council, Inc;

(3) Develop an educational program approved by the protocols board to teach and use the standing orders and develop an educational curriculum for all personnel to review run reports, discuss specific medical topics, and review basic medical skills. An education review should occur at least quarterly;

(4) Verify that current certification or licensing of ambulance personnel is in compliance with the laws of the State of Alaska;

(5) Ensure that all medical equipment required by this chapter is in good working order;

(6) Be reasonably available to give medical advice to the licensee and name a temporary physician to serve as a physician sponsor during any absence for more than three consecutive days;

(7) Maintain a current license as a physician in Alaska, including maintaining continuing medical education requirements required by the State of Alaska in order to remain licensed to practice medicine and in good standing in the state;

(8) Carry professional liability insurance, which includes coverage for the duties of a physician sponsor/medical director as defined in this chapter;

(9) Provide a quarterly report, educational review, and medical operations review of the licensee's ambulance service to the fire chief.

### **18.42.107 Emergency and disaster operations.**

In the event of a declared disaster or other local emergency, the ability of the KFD to provide necessary pre-hospital emergency ambulance care and transportation may be disrupted or inadequate. It is necessary, therefore, that private ambulances permitted in the city be available to assist with medical needs when there is a declared disaster or other local emergency. In these events, the fire chief will determine the amount of assistance needed, determine accessible acceptable ambulance staffing and configuration, and may authorize the dispatch of any ambulance as permitted by law. Each PAS shall make available any in service vehicles immediately and will recall personnel to make all permitted units staffed and available within four hours at the request of the fire chief. The fire chief shall coordinate all medical assistance requests through KECC dispatch, when applicable.

### **18.42.108 Training Requirements.**

(a) Private ambulance services licensed under this chapter shall provide and document training on the requirements of this chapter as follows:

- (1) Initial training for new employees within 30 days from the effective date of hire; and
- (2) Annual training for all employees.

### **18.42.109 Records; Inspection.**

(a) Every licensee shall maintain current and accurate vehicle and medical reports for each patient transported in accordance with AS 18.08.015 and an electronic patient information system.

(b) The records maintained pursuant to subsection (a) of this section , as well as any other records related to the operation of any ambulance, must be retained by the licensee, and must be made available for inspection upon request of the fire chief.

(c) Quarterly reports are due to the fire chief to show how many transports were done for that quarter. These reports will show the following information:

- (1) date of transport;
- (2) transport run number;
- (3) location where patient was picked up;
- (4) destination of patient;
- (5) loaded miles for transport;
- (6) whether the transport was advanced life support or basic life support.

(d) The licensee shall provide all records requested by the fire chief and submit to on-site inspections within 14 calendar days to ensure compliance with this chapter.

**18.42.110 Penalty for violation of chapter.**

(a) In addition to any other penalty specifically provided in this chapter, the violation of any provision of this chapter or a municipal regulation promulgated under this chapter shall be a violation, and any person convicted of such a violation shall be subject to the penalties set forth in Section 1.02.030.

(b) Each day during which a violation described in this section occurs shall constitute a separate offense.

**18.42.111 Fees and insurance amounts.**

(a) *License.* Each Type, 1, 2 and 3 ambulance service must pay an annual license fee to the city in accordance with city council resolution.

(b) *Patient transport.* Each ambulance service must pay an administrative fee on a quarterly basis for each patient transport. This fee will be assessed for each patient transported within the city.

(c) *Fee and insurance schedule.* The fees and insurance amounts required by this chapter shall be established and may be changed from time to time as set forth in a private ambulance fees schedule established by resolution of the council. Prior to the council approving a resolution under this section, the fire department shall post a copy of the proposed resolution at the Ketchikan City Hall, Ketchikan Fire Station 1, and the city’s website at least 14 days prior to the next city council meeting inviting written public comments to be submitted to the fire chief within seven days of such posting. Any such public comments shall then be presented to the city council for its consideration before it approves the resolution. This section does not limit written or oral public comments being made to the city council at any time. The city council may make amendments to the proposed resolution without providing for additional public comments.

**18.42.112 Ambulance transport fees.**

A PAS may set its own fees for services rendered to be paid by the patient.”

**Section 2: Effective Date.** This ordinance is effective one (1) month after its final passage and publication.

PASSED ON FIRST READING \_\_\_\_\_.

FINAL PASSAGE \_\_\_\_\_.

\_\_\_\_\_  
Robert Sivertsen, Mayor

ATTEST:

\_\_\_\_\_  
Kim L. Stanker  
City Clerk

FYI: Bracketed language is intended to be removed from the existing ordinance, and underlined language in bold type is intended as an addition to the existing Ketchikan Municipal Code.

EFFECTIVE		DATE:	
ROLL CALL	YEA	NAY	ABSENT
COOSE			
FINNGEAN			
FLORA			
GASS			
KISTLER			
MAHTANI			
ZENGE			
MAYOR			