

Ambulance District New Director Checklist

- Take Oath of Office and file Oath of Office with Ambulance District (AD)
- If necessary, file surety bond with AD*
- Attend AD board member training within 12 months of being elected
- As appropriate, notify the following of a new Director:
 - Insurance agent
 - Media contacts
 - Financial institutions
 - Other agency and government officials including any organizations of which the AD is a member
 - AD attorney and auditor and other AD retained professionals
 - Vendors/merchants (change who is authorized to charge)
 - Utility companies (change who is authorized to make changes)
 - Labor organizations
 - Security monitoring company and locksmith
- As appropriate, receive**:
 - Pager, wireless telephone, scanner, and/or radio
 - Credit, purchase, fuel, and/or telephone calling cards
 - Badge/ID and/or keys
- Receive files and manuals**:
 - Standing Rules, Special Rules, Bylaws, and/or parliamentary law
 - Resolutions and Ordinances
 - Policies
 - Rules and Regulations
 - Operating Procedures/Practices/Guidelines
 - Labor contracts
 - Current reports from Treasurer, EMS Chief, committees, etc.
 - Most recent financial statement and audit reports
 - State statutes or subsets thereof, e.g., Sunshine Law
 - Photocopy of the Sales/Use Tax Exemption Letter**
 - Pending files of candidates, lawsuits, and other closed records**
- If paying attendance fees, provide Treasurer with IRS W-4 and MO W-4
- Be provided with appropriate, key AD-related information (see list)

* If authorized to receive or retain the custody of money or to sign vouchers, checks, warrants or evidences of indebtedness binding upon the district

** Be sure to get these items from the former Director!

Ambulance District New Director Checklist, cont.

- Key District-related information (as appropriate):
 - Radio frequency(ies)
 - Roster(s) with contact information for key personnel, e.g. EMS Chief
 - AD mailing address; telephone number; fire station address(es) and telephone number(s); dispatch address and telephone number; and website
 - History of the AD, including the court case number assigned to creation of the AD
 - AD boundaries and master street address guides (MSAGs)
 - Census-type statistics, e.g., population; registered voters; average education, salary, housing values; square miles; zoning; etc.
 - Dimension-type statistics, e.g., number and types of calls for service; number of positions; budget; tax rate levy(ies) and ceilings; aggregate assessed valuations; etc.
 - Educational information, e.g., acronyms, definitions, dispatch protocols, etc.
 - List of mutual aid and interfacing agency(ies) and contacts for their corresponding official(s), e.g., emergency medical response agencies; hospitals; etc.
 - List of other city, county, special purpose, state, and federal elected officials and contacts thereof
 - Contact information for:
 - Insurance agent
 - Media contacts
 - Financial institutions
 - Other agency and government officials including any organizations of which the AD is a member
 - Other directors, Secretary, and Treasurer
 - AD attorney and auditor and other AD retained professionals
 - Vendors/merchants
 - Utility companies
 - Labor organizations
 - Security monitoring company and locksmith