

# AARS

## Constitution

### Article I

**Section 1:** The name of the organization shall be: "The Alabama Association of Rescue Squads, Incorporated", and shall hereinafter be referred to as the "Association".

### Article II

**Section 1:** The objectives of the Association shall be as follows:

- (1) To promote a better understanding of our mission between the various Rescue units, Emergency Medical Services (EMS) Units, the general public, and the State of Alabama.
- (2) To increase efficiency through continuing education / training and personal contact through holding conferences, training, competitions, and through a publication dealing with the subjects of interest to all rescue units in Alabama on life saving procedures, and all other emergency services.
- (3) To establish lifesaving and Emergency Medical Responses in the State of Alabama on a basis comparable to that of other organizations whose work is statewide in character.
- (4) To foster a program of accident prevention throughout the State of Alabama.
- (5) To give rescue units in Alabama the most current up to date information pertaining to equipment and manpower which would be available to any unit in the event of major catastrophe or calamity beyond the power of a single unit to satisfactorily handle.
- (6) To cooperate in, foster, and conduct research designed to advance the science and art of rescue, Emergency Medical Responses and to encourage the standardization of practice and equipment, when such standardization is found to be practicable.
- (7) To develop and maintain a code of high ethical standards among Rescue First Responders and Emergency Medical Responders.
- (8) To bring together in a common Association all organizations and individuals in the State of Alabama interested in the aforementioned objectives.

### **Section 2:**

- (1) The Association prayer shall be; " God grant that we may be where we are needed, with the knowledge, ability and equipment to do what is necessary"

## Article III

**Section 1:** Membership in the Association shall be open to any organization or individual supporting and sustaining the objectives set forth in Article II of this Constitution and conforming to the requirements hereinafter set forth in the By-laws.

**Section 2:** Application for membership in the Association shall be made in writing on the regular application form provided by the Association. Approval of all applications shall be prescribed in the By-Laws.

## Article IV

**Section 1:** The officers / Executive Board of the Association shall be: President, First Vice- President, Second Vice-President, and Executive Secretary-Treasurer.

**Section 2:** The Board of Directors of the Association shall consist of the President, First Vice-President, Second Vice-President, Executive Secretary-Treasurer, and one (1) Director from each affiliated rescue unit. Each unit Director shall be appointed by the unit to represent said unit at all meetings of the Board of Directors (BOD) and General Business meetings of the Association. The Unit Director may also serve as an Association official.

**Section 3:** All officers shall be elected by ballot at the annually conference and shall assume the duties of their respective offices on the first day of January following the annual conference with the exception of the Executive Secretary-Treasurer who shall be appointed by the Executive Board annually and is a compensated position. Elected Officers are limited to one (1) term, consisting of two consecutive years and are not eligible to serve in that position again for one year.

## Article V

**Section 1:** The Association shall meet in conference once each year.

## Article VI

**Section 1:** Proposed amendments to this Constitution must be submitted in writing, by an affiliated unit member through its Director, to the Resolutions Committee prior to the opening of the annual conference. A two-thirds vote of the membership present and voting at the conference shall be required for the adoption of an amendment to this Constitution.

# **AARS By-Laws**

## **Article I**

### **Duties of Officers**

#### **Section 1: President:**

- (1) Shall preside at all meetings of the Association and the Board of Directors.
- (2) Shall be directly responsible for the performance of the work entrusted to the Vice-Presidents, Executive Secretary-Treasurer and all appointed committees.
- (3) Shall have the power to require such written reports of officers and committees as deemed necessary to accomplish all programs.
- (4) Shall report all non-active units, officers, and committees to the Board of Directors.
- (5) Shall make a written and /or verbal report to the Board of Directors at the annual conference.
- (6) Shall have the power to appoint a Sergeant-at-Arms and other officers deemed necessary for Association meetings.
- (7) Shall have the authority to call emergency Board meetings when deemed necessary.
- (8) Shall have the power to suspend any officer, chairman, or committee for a period of thirty (30) days for misconduct or failing to discharge their duties. If the alleged misconduct and / or failures to perform are resolved satisfactorily, the President may reinstate said officer, chairman, or committee, or arrange for them to have an open hearing before the Board of Directors.
- (9) The President shall serve as chairman of the Board of Directors, having a vote as President only in the event of a tie vote.
- (10) The President shall appoint committees as called for in the By-Laws. The President shall also have the authority to appoint other committees deemed necessary.

#### **Section 2: First Vice-President:**

- (1) Shall, in the absence of the President, assume all the duties of the President.
- (2) Shall serve as chairman of the Membership Committee. Upon receipt of a new

application for membership, he/she shall be responsible for either meeting with or assigning someone to meet with said applicants and after an inspection verify that said applicants meets all AARS requirements for membership and reporting the same to the AARS Executive Board / Board of Directors.

- (3) Shall be responsible for the handling of any and all issues regarding membership.
- (4) Shall make a written or verbal report to the Board of Directors at the annual conference.

**Section 3: Second Vice-President:**

- (1) Shall be in charge of Publicity and Public Relations pertaining to the Association.
- (2) Shall in the absence of the President and First Vice-President assume the duties of the President.
- (3) Shall be responsible for coordinating all Training and Education provided by the Association and may appoint a Training Committee to assist with said training as approved by the Executive Board.
- (4) Shall facilitate a training coordinators appointment by the Executive Board to serve as Chairman of the Training Committee.

**Section 4: Executive Secretary-Treasurer:**

- (1) Shall Implement and comply with all policies established by the Executive Board and/or Board of Directors as established and amended in the Association By-Laws.
- (2) Maintain appropriate records and documentation as to any and all proceedings and actions of the Association taken at any and all meetings, including Quarterly Meetings, Conference, Board of Directors and any special called meetings.
- (3) Handle all office correspondence related to the Association and to preserve and coordinate all the necessary records pertaining to the operation of the Association as directed by the President and/or Vice Presidents.
- (4) Be responsible for the funds of the Association and act as the treasurer within the policies as established by the Executive Board and/or Board of Directors. To provide a verbal or written financial report at all quarterly meetings and at the annual conference. To record all financial transactions as required and to file with the Internal Revenue Service annually as required by law.
- (5) To conduct an annual random (Cash Balance) review of all financial records and report the results to the Board of Directors.

(6) In the event a new Executive Secretary-Treasurer is appointed by the Executive Board, an audit of all financial records **WILL** be conducted to protect the integrity of both the outgoing and in-coming Officer and the interest of the Association.

(7) Deposit all funds in a bank whose deposits are guaranteed by the Federal Deposit Insurance Cooperation.

(8) Pay all bills by check only. Said check to be signed by the Executive Secretary-Treasurer and countersigned by the President.

(9) Any electronic payment, Association Credit Card or electronic checking, etc. must be approved by the Executive Board.

(10) Attend all Association Meetings and any other meeting as directed by the President / Executive Board.

(11) Help organize and promote rescue work in accordance with the objectives as established by the Associations Constitution and By-Laws.

(12) Assist in the coordination of rescue missions' state wide when requested by the President /Executive Committee and/or any member unit.

(13) Provide an annual report, either written or verbal to the Executive Committee prior to the annual conference.

(14) Shall make all records available for inspection upon request by a majority of the Board of Directors.

(15) Shall arrange for and audit of all financial records if deemed necessary by a majority of the Board of Directors.

**Section 5: Chaplain:**

(1) Shall direct the religious exercises of the Association.

(2) Shall provide the opening prayer at all association meetings

(3) Shall assist the Honor Guard with Memorial Services at the Annual Conference.

## **Article II** **Organization**

### **Section 1: Executive Board:**

(1) Shall consist of the President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice President and the Executive Secretary-Treasurer.

(2) The Executive Board shall have the power to authorize payment from the Association funds any expenses incurred by designated persons for promotion of Association activities so long as such expenses are reasonable. Reimbursements for such expenses will be limited to travel expenses, food and lodging. The designated person(s) must present an itemized list of expenses for which reimbursement is requested.

### **Section 2: The Board of Directors (BOD):**

(1) Each Member Unit shall notify in writing the Secretary-Treasurer the name and address of the appointed Director to represent the unit for the coming year when returning their renewal application and also state that the appointed Director is authorized to vote proxy of that unit in all matters of business coming before the BOD, general business meeting, or annual convention for action.

(2) If the notification of a named Director is not received, the person present and answering roll call at said meetings will be recognized as the units' representative with the authority to cast the units' votes in all matters of business coming before the Association.

(3) Directors shall hold office for a period of one (1) year.

(4) Directors shall be eligible for re-appointment.

(5) The BOD shall only have the authority to make recommendations to the general business meeting in any and all cases except emergencies.

(6) The BOD (in case of emergencies) shall have charge of the interest and all affairs of the Association. They shall have the power, authority, rights, and privileges to do any and all acts which the members of the Association might do pertaining to the affairs of the Association which must be handled between quarterly meetings.

(7) Special BOD meetings may be held when called for by the President or upon written demand of three members of the BOD, at such time, date, and place as designated by the President or said three members calling the meeting.

(8) At every such meeting, each Director shall be entitled to cast one (1) vote on each matter of business.

(9) A majority of the members of the BOD present at all regular or called special board meetings shall constitute a quorum.

(10) No person shall serve on the BOD of the Association unless he is an active member, in good standing, of the Association.

(11) The name of the Alabama Association of Rescue Squads shall not be used by any member for personal gain, nor in any other manner, except as specifically approved by the Board of Directors.

## **Article III**

### **Membership**

**Section 1:** Application for membership in the Association shall be received by and under the supervision of the Membership Committee.

**Section 2: Active Membership:**

(1) Shall consist of those units actively engaged in response to rescue calls, lifesaving procedures (Emergency Medical Response) and any another emergency services work.

(2) Individual membership shall consist of those individuals actively engaged in rescue and emergency services movements and who are members of Association unit members.

(3) Lifetime Membership is awarded by the Board of Directors for any active member of the AARS in recognition of distinctive service and contributions to the AARS or Rescue Services Statewide.

**Section 3: Associate membership**

(1) Shall consist of those individuals or concerns that manufacture or sell rescue equipment or medical equipment / supplies or who are otherwise interested in financially supporting the Association.

**Section 4: Requirements for admission:**

(1) Units applying for membership shall submit acceptable evidence of adequate organization, trained membership, and equipment as required by minimum list approved by Association, and proper provisions for meetings and acceptance of calls.

(2) Any organization making an application to the AARS for membership that has met the requirements to become a member **shall not** be voted on for membership if a representative of said organization is not present at the quarterly meeting when their nomination is made. Failure to have a representative present shall result in the application being tabled until the next quarterly meeting. If no representative is present at the next quarterly meeting, said application shall be removed from any further consideration and said unit shall not be eligible to submit another application for six (6) months.

(3) All unit applications for membership in the Association which are received from rescue units that are located in counties where other rescue units are current unit members of this Association, the applications for membership shall be handled according to the following procedures, respectively:

- (A) Upon receipt of application, the Association Executive Secretary-Treasurer shall immediately notify the person(s) in charge of such unit's which are current member units of the Association. This notification shall be in writing and shall contain the Name of the unit applying for membership, the unit's mailing address, and any other information deemed necessary.
- (B) Upon receipt of notification from the Executive Secretary-Treasurer, the current member unit's shall immediately make recommendations in writing to the Membership Committee concerning the acceptance or rejection of the application. Such recommendations must be received by the Membership Committee no later than the next regular scheduled quarterly meeting or annual conference of the Association.
- (C) Upon receipt of the recommendations from the current unit members, the Membership Committee shall then make recommendations to the Board of Directors concerning the acceptance or rejection of such application. The recommendations of the Membership Committee shall be presented to the Board of Directors during the next scheduled Board of Directors meeting. The Membership Committee can at its discretion recommend a unit which has been rejected by a current member to the Board of Directors for the Board's consideration.
- (D) All unit membership applications subject to the foregoing procedures shall be accepted or rejected by a vote at the general business meeting. A majority shall be constituted as those members present.

#### **Section 5: Dispute Resolution**

- (1) Should any unit's request for membership be rejected under the foregoing procedures, such units may request, in writing, a hearing for the purpose of rebuttal. Such a request must be submitted to the Membership Committee and scheduled no later than the next regular quarterly meeting or annual conference of the Association.
- (2) The decision of the Membership Committee in granting such a hearing or the decision of the general business meeting after such a hearing has been held shall be final.
- (3) The unit shall accept all regulations of the Association which are in force at the time they apply for membership. Acceptance of these regulations will be by vote of its active members.

- (4) Every application for membership must be endorsed by its unit Director and be approved by the Association Membership Committee.
- (5) A check for the dues shall accompany application.
- (6) A copy of each of the following items shall also be attached to the application for unit membership: List of currently owned equipment, membership roster (give name and mailing address of each member), Constitution and By-Laws, and the name of one member to serve on the Association's Board of Directors.

**Section 6:** Regulations concerning dismissal of units and individuals from membership in the Association shall be as follows:

- (1) Any unit shall be dismissed from the Association by action of the Board of Directors when it has become known that the unit has ceased to function or has reached a condition rendering it unfit to give the service it claims to offer.
- (2) In the event any squad is placed on probation or suspension for any reason deemed necessary by the Association, they shall, for a period of one (1) year, be considered as "not in good standing" and will be excluded from receiving AARS funding, benefits and shall also forfeit all voting privileges.
- (3) Any unit or individual member shall be dismissed if judged by the Board of Directors to be guilty of behavior unsuitable to such an organization.
- (4) Units or individuals failing to comply with the By-laws and Constitution shall be automatically suspended from membership in the Association and representation at all association meetings, including Board of Directors meetings.
- (5) Units officially charged with delinquency not requesting a hearing within 30 days may be temporarily suspended by action of the President until the following Board meeting.
- (6) Any unit charged with delinquency shall have a right to a hearing before the Board of Directors if it so desires.
- (7) Any member of the Association who appears in public while representing the Association, or while attending any meeting or gathering of the Association, and in a three-fourths majority opinion of the Board of Directors of the Association present and voting is deemed to be demonstrating conduct unbecoming, defined as any conduct that is unattractive, unsuitable, or detracting from ones character or reputation or creating an unfavorable impression of oneself or the AARS, shall be immediately dismissed from the Association and said member shall not have recourse to the decision of the Board of Directors.
- (8) Any unit or individual member who fails to pay their annual dues within

60 days following the due date shall be automatically dismissed as a member of the Association and re-instatement as a member shall be handled as a new member according to Article III which pertains to membership.

(9) Unit members must be represented at two (2) of the Association meetings each calendar year to maintain active membership. Any unit failing to meet this requirement will be placed on probation for a period of two (2) years, during which time the unit member must be present at two (2) meetings per year during the probationary period to regain active membership. Unit members failing to be represented at two (2) meetings during the probationary period will be dropped from membership and must file application for membership as a new member if the unit wishes to remain a part of the Association.

## **Article IV**

### **Finance**

#### **Section 1: Executive Secretary-Treasurer**

The Executive Secretary-Treasurer position is a compensated position. The amount of compensation is to be determined by the Executive Board and presented to the BOD for approval.

#### **Section 2: Active Membership Dues.**

- (1) Individual dues shall be \$20.00 per year, due December 1 of each year.
- (2) Unit renewal dues shall be \$30.00 per year, due December 1 of each year.
- (3) Renewal dues received after December 1<sup>st</sup> shall be \$50.00.
- (4) Unit dues for new applications are \$50.00.

#### **Section 3: Waiver of Dues**

- (1) The Board of Directors may at its discretion, waive payment of all dues and assessments for any one year.
- (2) Lifetime members are exempt from individual membership dues.

#### **Section 4: Associate Membership**

- (1) Associate individual dues shall be \$25.00 per year, due December 1 of each year.
- (2) Associate organization dues shall be \$50.00 per year, due December 1 of each year.
- (3) Individual and organization associate dues shall also be subject to waiver by the Board of Directors.

**Section 5:** Any expenditures of the Association exceeding \$1,000.00 shall have the prior approval of the Board of Directors. All other expenditures must have approval of the Executive Board.

**Section 6:** All membership dues shall be due and payable on the first day of December for the coming year.

(1) Squad membership will only be accepted during renewals to be eligible to receive an "RS" tag for the coming year. This does not affect new units that wish to join the Association during the year or member squads that update their roster during the month of July.

(2) It is requested that all member squads hold their local elections for offices in November for the coming year to coincide with the State Association.

**Section 7:** The Association Executive Secretary-Treasurer shall mail a statement of annual dues to all members of the Association at least 30 days prior to due date.

**Section 8:** The Association shall make available to all individual members, at a nominal fee an official Association shoulder patch to display on their individual uniform. Proceeds from the shoulder patches will be deposited in the Association's treasury.

## **Article V**

### **Committees**

#### **Section 1: Committees and their duties.**

(1) The **Membership Committee** shall consist of the First Vice-President who is designated as Chairman, and two other members appointed by the President from the active membership of the Association. They shall endeavor to strengthen the membership of the Association, conduct such investigations as is necessary to provide needed information to the Board of Directors concerning active prospective member units, and make recommendations to the Board of Directors for disposal of matters regarding membership.

(2) The **Public Relations and Publicity Committee** shall carry out a program of favorable publicity and shall serve as the Editor of the Rescuer.

(3) The **Ways and Means Committee** shall cooperate with the Board of Directors and perform such duties as may be delegated to it by that body.

(4) The **Educational / Training Committee** shall be appointed by the 2<sup>nd</sup> Vice-President to assist with training / Education as approved by the Executive Board. A training coordinator appointed by the **Executive Board** shall serve as Chairman of the Training Committee and will be responsible to the Executive Board for the development and implementation of all Rescue Training Disciplines. Said Coordinator shall be responsible for appointing training Instructors approved by the Executive Board, maintaining all training records including but not limited to; scheduling, distribution of training materials and issuance of certificates, etc. Said coordinator shall keep the Executive Board updated on ongoing training classes and discuss with said Board any new class developments prior to implementation.

(5) The **Resolution Committee** shall consist of three members appointed by the President to receive all resolutions presented by the units through their Director and shall after due consideration, report on such resolutions at the third quarterly general business meeting and to be voted on at the annual conference.

(6) The **Nominating Committee** shall consist of the preceding President serving as Chairman and three active association members appointed by the current President and they shall present to the conference, the nominations for all elective offices of the Association when called for by the President.

(7) The **Legislative Committee** shall be appointed by the Executive Board to act as a liaison with the State Legislature and represent the interest of the Association regarding any pending or new Legislation that may impact the Association.

(8) The **COMMUNICATIONS COMMITTEE** shall see that the licensed frequencies of the association are maintained and all license requirements are current. Shall assist and coordinate with each member unit on any communications questions. To communicate the requirement of each member unit maintaining a VHF frequency in order for them to have interoperability communications state wide. To provide the approved Association frequencies when requested.

(9) The **Honor Guard**

- a) Shall consist of 6 members selected by the Commander / Captain Officer who shall be appointed by the Executive Board.
- b) They shall represent the Association at all meetings by posting Association colors prior to the opening of each meeting and then retiring said colors at the conclusion.
- c) They shall be available if scheduling permits to each requesting member unit to participate in Funerals of fallen members and to present an Association Flag / Banner at the service if requested.
- d) They shall along with the association Chaplain present a Memorial Service at the Annual Conference honoring fallen member(s) during the year.

## **Article VI** **Elections**

**Section 1:** The Nominating Committee will make its report in August or at the third quarterly meeting, nominating one person for each elective officer's position with the exception of Executive Secretary-Treasurer who is appointed by the Executive Board after the election.

**Section 2:** All nominations from the floor for each office will be made at the third quarterly meeting. No nominations will be made at the annual conference.

**Section 3:** A list of nominees for all offices will be forwarded to all member units immediately following the third quarterly meeting.

**Section 4:** If member unit is unit member only, unit will have five (5) votes; if member unit is partial member, the unit will have ten (10) votes; if member unit is 100% in membership, the unit will have fifteen (15) votes.

**Section 5:** Unit's representative will bring unit's consent and cast secret ballot of unit's vote at the Annual Conference. Said representative must be an active member, in good standing and present their current Association Membership card (Green Card) and another form of identification if requested by committee in order to vote. An electronic copy of green card will be accepted. Said representative is limited to voting for one Unit only.

**Section 6:** Unit(s) must have at least one (1) representative present at the annual conference to cast the ballot. In the event of dual membership, said representative can only vote for the unit in which their dues are paid. **There will be no vote by proxy.**

**Section 7:** Nominating Committee will count votes and give report at the general business meeting.

## **Article VII** **Conferences**

**Section 1:** Conferences shall be held annually to promote the organization, its mission and to recognize/ honor the achievements of various Member Units and individual Rescue members.

**Section 2:** Annual conference shall be directed and conducted by those officers who have held office for the preceding (current) year and up to that time.

## **Article VIII** **Parliamentary Procedures**

**Section 1:** Parliamentary procedure of Association meetings and conference shall be [the] Robert's Rules of Order, revised, unless otherwise provided.

## **Article IX** **Amendments**

**Section 1:** Any member unit shall have the right to propose an amendment to any Article or Section of the By-Laws to the Board of Directors. Any amendment must be approved by a two-thirds majority of the Board of Directors present at regular or special Board of Directors meetings to become effective.

**Section 2:** Amendments shall become effective immediately upon approval of the membership of Directors and notification shall be forwarded to each unit member in the Association.

**Section 3:** All committees shall have the authority to develop guidelines, policies or procedures that they deem necessary for them to effectively carry out their duties. All proposals must be presented to the Executive Board by the committee chairman and approved by a majority of the BOD present and voting. If approved they will become effective immediately.

# AARS POLICIES

## **AARS P- 1: Minimum Membership and Equipment Requirements**

1. To establish a standard **minimum** membership and equipment requirement for New Member Applicants. **(SEE ATTACHED POLICY)**

## **AARS P- 2: AARS Standard Operating Procedures (SOP)**

1. It is the consensus of the Association that, if all affiliated squads will practice the SOP while performing multi-squad missions, it will greatly enhance the prompt accomplishment of missions through organization. Therefore, the Association asks that all squads become familiar with the following Standard Operating Procedures and put them into use when assisting or being assisted by another rescue squad. **(SEE ATTACHED SOP POLICY)**

## **AARS P- 3: Benevolent Death Benefit Policy**

1. **Purpose:** To provide financial aid to the beneficiary and or immediate family of any member at the time of death who is a participating member in good standing as a member of the Death Benefit Plan. **(See attached Policy)**

## **AARS P- 4: Ambulance Operations, Rules, Regulations and Standards**

1. Regarding any member unit that provides ambulance services in their coverage area. The Association adopts the Rules, Regulations, Standards and Protocols as established by the Alabama Department of Public Health / EMS Division.
2. The Alabama Department of Public Health / EMS Division, the EMS Authority for the State of Alabama provides in 420-2-1-.26,(effective April 14,2022) under **EXEMPTIONS**;
3. These rules **shall not apply** to transport services referred to in Title 22-18-2, Code of Ala. 1975, and listed below, except when the services listed in (a) or (e) are offering or proposing to offer ALS Services, as defined in these rules, to the public. All transport ambulance services offering or proposing to offer ALS services to the public **Shall** become licensed as emergency medical provider service operators under these rules.
4. "Volunteer rescue squads that are members of the Alabama Association of Rescue Squads, Inc., that are **NOT** offering ALS services and that are not voluntarily licensed as a BLS transport service.

## **AARS P- 5: EQUIPMENT / EDUCATION GRANT POLICY**

### **Purpose:**

1. To establish a policy that sets forth the procedure and guidelines governing grant request for member units for training, equipment and education.

**(SEE ATTACHED POLICY / APPLICATION)**

## **AARS P-6: EDUCATION / TRAINING GOALS**

- (1) To provide knowledge through training and develop an approved Standard of Training for multiple disciplines for the Association and its members.
- (2) To enhance the trainees skills and abilities through testing and practical hand on skills evaluations.
- (3) To offer training on Awareness, Operations and Technical levels.
- (4) To establish a certification process for all trainees.
- (5) To provide training in the following discipline(s):

- **Land Search and Rescue**
- **Land Navigation**
- **CalTopo / SarTopo**
- **Helicopter Search Protocols**
- **Rope Rescue**
- **Single Rope Technique**
- **Swift Water Rescue**
- **Dive Rescue**
- **Canine Search Operations**
- **Aerial Drone Operations**
- **Urban Search Operations**
- **Search and Rescue / Medical**

(6) To require all instructors credentials be approved by Executive Board and to require that they meet and abide by all policies set forth by the Association.

(7) To be vigilant in staying current on the latest tools, technology and techniques as they relate to the various disciplines of Emergency Rescue Responses and Procedures.

(8) The Education / Training Committee should develop a standardized curriculum for each discipline as needed and present to the Executive Board and the BOD for Approval and implementation.

# AARS

## MINIMUM MEMBERSHIP

AND

## EQUIPMENT REQUIREMENTS

### Membership:

1. Minimum membership required is 10 members with elected officers.
2. All members should be 18 years of age or older.
3. All members should wear squad identification on clothing when on calls.
4. At least 50 % of membership should be certified as an Emergency Medical Responder or equivalent and certified in CPR. EMT is recommended.

### Equipment:

1. A squad owned boat equipped with outboard motor and a trailer.
2. Adequate dragging equipment
3. USCG Approved life jacket (PFD) for each member occupying the boat.

**NOTE:** Number 1-3 are optional except in areas where such equipment is required to provide adequate service to the community it serves.

4. One squad owned vehicle equipped as follows:
  - a) Approved Emergency Lighting
  - b) Radio Communication UHF, VHF or Digital.
  - c) Adequate light duty rescue equipment, ropes pry bars, axes, etc.
5. One adequate emergency power unit.
6. One power saw.
7. One Stokes Stretcher.
8. One full size backboard and one or more basket type stretcher.
9. Basic Medical Supplies.
10. Adequate UHF, VHF, or digital hand held communications for each member.

**NOTE:** Units are required to maintain a VHF frequency in order for them to have interoperability communications state wide.

**NOTE:** Any unit specializing in one area, Dive Teams, K-9 Units, High Angle / Rope Units, etc., must have and maintain the specialized equipment necessary for their discipline as approved by the BOD upon their admission.

**All equipment MUST be identified with Squad name. All vehicles must display AARS Markings.**

# Alabama Association of Rescue Squads Standard Operating Procedures

## Preface

The following Standard Operating Procedures (SOP) has been adopted by the Association. A great deal of time was put into drafting the SOP and many affiliated squads were consulted before the procedures were brought before the Association for consideration.

It is the consensus of the Association that, if all affiliated squads will practice the SOP while performing multi-squad missions, it will greatly enhance the prompt accomplishment of missions through organization. Therefore, the Association asks that all squads become familiar with the following Standard Operating Procedures and put them into use when assisting or being assisted by another rescue squad.

In the event that any squad should feel that these practices have been violated and the results of such violations have been detrimental to the wellbeing of that squad, then the squad claiming violations has the right to present its views at a Board of Directors meeting at any time.

## **Section 1: Emergencies within a county having an organized rescue unit.**

(1) The squad serving the county where the said emergency exists will have jurisdiction over the mission and should be notified immediately should another squad receive the call first, and should be the only squad responding to the emergency, subject to the following exceptions:

(A) Where more than one (1) squad is located in and serves a particular county, the squad first receiving the call shall be considered as having jurisdiction at the scene of the emergency until the mission is completed or that squad relinquishes its prior jurisdiction due to conditions which may arise.

(B) In case of drownings or other situations that may be expected to take an extended amount of time or a large amount of manpower, or if the victim is the resident of another county that has an organized squad, and the squad serving the county where the emergency exists receives the initial call, that squad shall immediately call the squad serving the victim's home county and ask them to join in the rescue or recovery operations.

(C) If the squad serving the victim's home county receives the initial call, they shall immediately call the squad serving the county where the emergency exists and ask them to report to the scene and begin operations.

(D) The squad serving the county where the emergency exists shall automatically expect the squad serving the victim's home county to answer the call, but, when joint-operations are necessary, the squad serving the county where the emergency exists shall have jurisdiction over the overall operations so long as that squad continues actively toward accomplishment of the mission.

(E) Where more than one squad is located in and serves a single county, and the first squad called does not complete the mission within 12 hours, it is recommended that the first squad call in other squads serving that county, but the first squad shall retain jurisdiction of the overall operations so long as that squad continues to actively work on the mission.

**Section 2: Emergencies in county that has no active or organized rescue squad.**

(1) If a victim of an emergency is a native of a county that has no active or organized rescue squad, then the squad serving the victim's home county should be the first squad answering the call and shall have jurisdiction over the rescue operations so long as that squad continues active work on the mission.

(2) If a victim of an emergency is not a native of a county that has an active organized rescue squad, then the first squad called shall have jurisdiction over rescue operations so long as that squad continues active work on the mission, and shall be allowed to work the mission alone or call in other squads to assist them as they may deem necessary.

**Section 3: Association action.**

(1) In the event the Association acts in an emergency in a county in Alabama that has no active or organized rescue squad, or no other squad has established jurisdiction as provided for in Section 1 of this SOP, the President of the Association or a person delegated by the President, shall have charge of the rescue operations.

(2) In the event the Association acts out of the State of Alabama, the President of the Association shall have charge of the rescue operations.

#### **Section 4: Joint Water Recovery Procedures.**

(1) The boat from which the body was recovered shall secure the body and allow it to remain submerged until:

(A) Other squad boats searching the area have arrived on the scene.

(8) A stretcher / basket and body covering is brought to the scene.

(C) A Coroner or other official has given instructions to remove the body.

(D) A closed triangle, composed of three boats, surrounds the body, with one boat being the recovery boat and one of the other remaining boats being a boat operated by the squad serving the county in which the recovery was made. The third boat will be directed by the squad having jurisdiction.

(2) The body shall be placed in the boat being operated by the squad serving the county or in the squad's boat who has otherwise established jurisdiction. Then all boats except three (one containing the body and two operated by the squad making the recovery) shall proceed to shore where their boats are docked and a landing is cleared for the boat transporting the body.

(3) All available members of the squads participating in the search shall form a double line from the water's edge to an ambulance (or to await an ambulance) and await the arrival of the boat transporting the body.

(4) When the boat carrying the body reaches shore, the stretcher / basket should be passed from hand to hand, up the double line of squad men eliminating the possibility of slipping or stumbling while the body is being loaded into the waiting ambulance.

(5) This section is based on the assumption that there is no chance of survival for the victim or no lifesaving procedures are necessary.

(6) No rescue squad member in uniform shall enter a boat or other flotation device without a Coast Guard approved life preserver on his or her person.

(7) No rescue squad member shall stand up on a boat while engaged in water rescue operation of any type.

(8) No uniformed squad member shall allow non-rescue personnel to enter a squad boat unless that person is wearing a Coast Guard approved life preserver at all times.

**Section 5: Miscellaneous.**

(1) Should any rescue squad which is affiliated with the Alabama Association of Rescue Squads receive a request from any person concerning any emergency, and it is known that another squad is entitled to jurisdiction as provided for in the SOP, then the squad first called should immediately call the squad having jurisdiction and advise them of the circumstances so that they may respond to the emergency and make a determination as to whether additional assistance is needed.

(2) Any affiliated unit which requests and receives assistance from other rescue units shall exercise control of the overall operation and shall, upon request from assisting units, provide physical comforts where practical, such as food, lodging, equipment operation expense, etc.

(3) No officer or member of any affiliated squad shall direct any person, nor should any squad member obey directions from anyone that would, in his own judgment, jeopardize the life of any person at any time.

(4) It is recommended that when affiliated rescue squads join together in water rescue or recovery operations each participating squad endeavor to furnish a minimum of six (6) squad members per boat so that all squads maintain a constant search and always have relief crews available.

(5) No affiliated squad shall volunteer its services to another squad, nor should any squad volunteer its services to sheriff or any official from another county when it is known that the area or county involved comes within the jurisdiction of another squad as outlined in the foregoing provision.

(6) It should be understood by all affiliated squads that any other affiliated squads are always ready to respond to an emergency upon the direct request from the squad having jurisdiction under these provisions.

(7) It is requested by the Association that when any squad requests the assistance of another squad that the public telephone be used instead of a radio relay. This will enable the called squad to obtain more detailed information concerning the nature of the call, the manpower and equipment needed, to confirm that the call is legitimate.

# Alabama Association of Rescue Squads

## Equipment / Education

### Grant Application

### Policy

**Purpose:** To establish a policy that sets forth the procedure and guidelines governing an eligible Member Units application for a grant from the AARS. Grants will be considered only for training / education and portable equipment for training and / or equipment that require training for use in day to day operations. Request for vehicles, ATV'S, boats, motors, trailers, etc., are not eligible for consideration.

**Eligibility:** Any current AARS Member Unit that is active and in good standing.

**Frequency:** Any unit that receives grant(s) in excess of \$ 10,000.00 within a 5 year period will not be eligible to apply again for 3 years.

**Grants Applications:** All applications are to be approved collectively in an amount not exceeding 75% of the current fund balance. Any grant application exceeding \$ 5,000.00 will be approved on a matching basis **ONLY**. **No grant(s) shall be approved for more than \$ 10,000.00.** The matching amount, (Example, 50/50, 60/40, 80/20, 90/10) will be determined by the AARS Executive Board.

**Grant Procedure:** **All Grant applications MUST be submitted to the AARS Executive Secretary 10 days prior to the First (1<sup>st</sup>) and Third (3<sup>rd</sup>) quarterly meetings.** Applications will be referred to the Ways and Means Committee for screening. After screening, the Ways and Means Committee will return the applications to the Executive Board and make recommendations. The final approval of all Grants will be made by the Executive Board and approved by the AARS Board of Directors. Approved Grant Application(s) will be awarded and presented at the 3rd Quarterly Meeting and Annual Conference.

**Authorization:** All grant applications **MUST** be accompanied by a letter of Authorization or a copy of the minutes authorizing the Grant Application and must be signed by the Senior Officer, Chief / Captain of the Unit.

Presented to the AARS Board of Directors / General Business Meeting at the Annual Conference, Orange Beach, Alabama, this the 23<sup>rd</sup> day of November, 2021.

Approved:   X  

Rejected:           

/S/ Brian Bailey

Amended / Approved Nov. 2022

# Alabama Association of Rescue Squads

## Equipment / Education

### Grant Application

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**Eligibility:** Any current AARS Member Unit that is active and in good standing.

**Frequency:** Any unit that receives grant(s) in excess of \$ 10,000.00 within a 5 year period will not be eligible to apply again for 3 years.

If you are interested in applying for a grant, please complete the registration process by completing this Grant Application.

#### Organization Details: (1)

Full Legal Organization Name:

Street Address:

Address Line 2:

City, State:

Postal / Zip Code:

Telephone:

E-Mail Address:

Organizations Qualification:

501©3:

Yes

No

Grant Category:

Education

Training

Equipment

**Authorization:** Attach a letter of Authorization or a copy of the minutes authorizing this Grant Application. Must be signed by Units Senior Officer, Chief / Captain, etc., and should be different from the Project Leader.

**Grant Application: (2)**

**Organization Senior Officer:**

Name / Rank	
Phone:	E-Mail

**Project Leader Information:**

First Name:	Last Name:
Phone:	E-Mail:

**Proposal Request: (3)**

Program / Project Name:

Requested Amount:  \$

Total Project Budget:  \$

Date Requested: \_\_\_\_\_

**Proposal Summary:** (General description (1-3 lines) of the use that will be made of the funds requested).

**Organization Description / History:** (Service provided by your agency and any additional services that may be added if grant is approved).

**Background:** (Should provide the reader with an explanation of the problem that has created the need for the program that will be funded by the requested grant.)

**Project Description / Goals:** (Should give the reader a detailed description of the program to be funded by the requested grant and how your unit and / or community you serve will benefit if your application is approved. It should also include what services you promise to deliver and to what population and any results you expect to bring about.)

Ways and Means Committee: Recommended:  Denied:  Chairman: \_\_\_\_\_

Grant Approved by Executive Board / Board of Directors: Yes  No

Date: \_\_\_\_\_ President Signature: \_\_\_\_\_

# ALABAMA ASSOCIATION OF RESCUE SQUADS DEATH BENEFIT PLAN

## ARTICLE I

**NAME:** Alabama Association of Rescue Squads (AARS) Death Benefit Plan.

## ARTICLE II

**PURPOSE:** The purpose of the Death Benefit plan is to render financial aid to the beneficiary and immediate family of any member at time of death that is in good standing as a member of the Death Benefit Plan.

## ARTICLE III

**MEMBERSHIP:** To qualify for membership in the Plan, the person applying shall be an AARS member and shall be a member of a rescue squad that is affiliated with the AARS.

## ARTICLE IV

**BOARD OF DIRECTORS:** The President, First Vice President, Second Vice President, and Secretary-Treasurer of the AARS shall constitute the Board of Directors of the AARS Death Benefit Plan. The Board of Directors shall meet annually at the regular Convention of the AARS. The President may call special meetings of the Board of Directors whenever he deems it necessary.

## ARTICLE V

**OFFICERS DUTIES:** The president shall preside at all meetings. In the absence of the President, the First Vice-President shall preside. The Secretary-Treasurer will be responsible for making a financial record of all transactions of the Death Benefit Plan and shall make a report of same at any regular or called meeting. Upon receipt of proof of death (Death Certificate) that a member of this Death Benefit Plan is claimed by death which may be any cause, except that no benefits are to be paid in the event of death by suicide unless the deceased has been a member of the Death Benefit Plan for a period of two (2) years or longer, the Secretary-Treasurer shall pay as soon as practical within ten (10) days, to the beneficiaries designated by the deceased member the amounts as specified in these By-Laws. All checks against funds shall be signed by the President or First Vice President and Secretary-Treasurer. The Board of Directors have the authority to require a bond of these persons signing checks and handling funds.

## ARTICLE VI

**DUES:** Each member shall pay to the Secretary-Treasurer three dollars (\$3.00) as the initial payment, with the application for membership and one dollar (\$1.00) upon the death of a member of the Death Benefit Plan.

**ARTICLE VII**

Each Squad shall be responsible for paying death benefit assessments after having been notified by the Secretary-Treasurer of the Death Benefit Plan of the death of a member. The assessment along with a complete report shall be forwarded to the Secretary- Treasurer within 30 days after the assessment. The Squad is responsible for all collections and notifications of members of delinquency or cancellation of membership.

**ARTICLE VIII**

**Section 1:**

**DISBURSEMENTS:** The Board of Directors shall require the Treasurer to pay the beneficiary of a deceased member of the AARS Death Benefit Plan the amount as specified in the following schedule:

501 to 1000 members.....	\$500.00
1001 to 1200 .....	1,000.00
1201 to 1300 .....	1,200.00
1301 to 1500 .....	1,300.00
1501 to 1750 .....	1,500.00
1751 to 1900 .....	1,750.00
1901 to 2000 .....	1,900.00
2001 to 2500 .....	2,000.00
2501 to 3000 .....	2,500.00
3001 to 3500 .....	3,000.00
3501 to 4000 .....	3,500.00
4001 to 4500 .....	4,000.00
4501 to 5000 .....	4,500.00
5001 + .....	5,000.00

The benefit payment to a member of the AARS Death Benefit Plan shall be based on the size of membership.

**Section 2:**

No payment to any one beneficiary shall exceed five thousand dollars (\$5,000.00).

**Section 3:**

The Death Benefit Plan shall furnish an Association flag for the graveside services or for the family when requested by the deceased member's family.

**ARTICLE IX**

**DELINQUENTS:** Any member who fails to pay within a period of sixty (60) days after the member and/or squad, having been properly notified by letter from the Treasurer, shall forfeit membership in the Death Benefit Plan. To be reinstated, the member will be assessed the initial fee of three dollars (\$3.00).

**ARTICLE X**

**EXPULSION:** Any member, who is dismissed from his or her squad for not complying with the Constitution and By-Laws, and/or the general rules of the squad for any other reason, shall immediately forfeit membership in the Death Benefit Plan.

**ARTICLE XI**

**AMENDMENTS:** These rules and By-Laws may be amended by a majority vote at any regular or special meeting of the Board of Directors of the AARS, providing the amendment is presented in writing to the Secretary sixty (60) days preceding the meeting in which the vote is to be taken.

**ARTICLE XII**

**EXPENSES:** All necessary expenses incurred in the operation and administration of this benefit plan shall be funded by the Death Benefit Plan.

## What to do in case of a death claim

Notify the AARS Secretary-Treasurer as soon as possible.

Advise the deceased's family that we will need the following items:

- A. A copy of the death certificate
- B. A copy of the obituary

Send the AARS a letter on squad letterhead stating that the deceased was a member of your squad. The letter should be signed by the Captain or other officer.

An AARS flag will be furnished to the deceased's family, if re-requested.

# AARS Death Benefit Plan Squad Participation Agreement

Squad: \_\_\_\_\_

In consideration of our participation in the Alabama Association of Rescue Squads Death Benefit Plan, we agree to the following:

1. To abide by the Rules and By-Laws of the Alabama Association of Rescue Squads Death Benefit Plan (the "Plan").
2. To collect and promptly forward any monies assessed to our members by virtue of our participation in the Plan.
3. We recognize that our failure to comply with the Rules and By-Laws could result in the loss of death benefits for our members.
4. To reimburse and hold the Alabama Association of Rescue Squads, Inc., its Officers and Board Members, the Alabama Association of Rescue Squads Death Benefit Plan, and its Officers and Directors harmless from any liability or expenses they incur due to our failure to abide by the Rules and By-Laws of the Plan.

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Officer's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

# Death Benefit Plan Application

*\*PLEASE PRINT\**

This application is for: \_\_\_\_\_ a new member  
\_\_\_\_\_ Name/address/beneficiary change

Full Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

Squad Affiliation: \_\_\_\_\_

### Primary Beneficiary (First Choice)

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Contingent Beneficiary (Second Choice)

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

X \_\_\_\_\_  
Witness

X \_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*\*\*\*\*  
I certify that the above applicant is in good standing with the:

\_\_\_\_\_ as of \_\_\_\_\_  
Squad Date

X \_\_\_\_\_  
Officer Signature Title Date

ENCLOSE CHECK MADE OUT TO: AARS BENE. FUND@ \$3.00 PER MEMBER