

**Town of Gouldsboro**  
**Emergency Medical Services (EMS) Advisory Board**

**1. Establishment and Authority**

The Gouldsboro Select Board hereby establishes the **EMS Advisory Board** (“Board”) as a standing advisory body pursuant to the Select Board’s general authority over municipal services. The Board shall serve **solely in an advisory capacity** and shall have no independent decision-making, contracting, or spending authority. All final authority regarding EMS operations, capital expenditures, staffing, and fundraising acceptance remains with the Select Board and Town Manager, consistent with applicable law and Town policy.

**2. Purpose**

The purpose of the EMS Advisory Board is to:

1. **Advise the Select Board, Town Manager, and EMS Director** on EMS-related capital needs and long-term equipment planning.
2. **Assist with evaluation of EMS equipment and capital investments**, including ambulances, medical equipment, facilities, and related infrastructure.
3. **Actively support and participate in fundraising efforts** to enhance EMS services, equipment, and community preparedness.
4. **Provide focused capacity and expertise** in areas where staff time and resources are limited, while maintaining professional, data-driven, and actionable recommendations.

**3. Scope of Responsibility**

The Board’s scope is intentionally limited to the following areas:

**A. Capital Planning & Equipment**

- Review and assess current and anticipated EMS capital needs.
- Assist in evaluating equipment options, vendor proposals, lifecycle costs, and replacement schedules.
- Provide written recommendations to the EMS Director, Town Manager, and Select Board regarding capital priorities.

**B. Fundraising & External Support**

- Develop and assist in implementing EMS-focused fundraising initiatives, subject to Town approval.
- Identify grant opportunities, donations, sponsorships, and community fundraising strategies.
- Work in coordination with Town staff to ensure compliance with Town financial policies and acceptance procedures.
- Support public outreach and education related to EMS funding needs.

**C. Advisory Support**

- Serve as a sounding board for the EMS Director and Town Manager on non-operational matters related to capital and fundraising.
- Prepare concise reports or recommendations for Select Board consideration when requested or when appropriate.

**4. Explicit Limitations**

The Board **shall not**:

- Direct EMS operations or personnel.
- Supervise EMS staff or volunteers.
- Commit Town funds or obligate the Town in any manner.
- Independently solicit or accept funds on behalf of the Town without authorization.
- Act as a grievance body or policy-making entity.

## 5. Membership

- The Board shall consist of **5 to 7 members**, appointed by the Select Board.
- Membership should reflect a mix of relevant skills and perspectives, such as:
  - Healthcare or EMS experience
  - Finance, accounting, or capital planning
  - Grant writing or fundraising
  - Project management or technical expertise
  - Community engagement
- The EMS Director and Town Manager (or designee) shall serve as **ex officio, non-voting members**.

## 6. Terms of Service

- Members shall serve **three-year staggered terms**.
- Initial appointments may be for shorter terms to establish staggering.
- Members may be reappointed without term limits, at the discretion of the Select Board.
- Vacancies shall be filled by Select Board appointment for the remainder of the unexpired term.

## 7. Officers

- The Board shall elect a **Chair** and **Vice Chair** annually.
- The Chair shall:
  - Set agendas in coordination with the EMS Director and Town Manager.
  - Preside over meetings.
  - Serve as the primary liaison to the Select Board unless otherwise designated.
- The Vice Chair shall act in the Chair's absence.

## 8. Meetings

- The Board shall meet **as needed**, but not less than quarterly.
- Meetings shall comply with Maine Freedom of Access Act (FOAA) requirements.
- A simple majority of appointed members shall constitute a quorum.
- Minutes shall be kept and forwarded to the Town Manager for recordkeeping.

## 9. Reporting

- The Board shall provide **periodic written updates** to the Select Board, including:
  - Capital recommendations
  - Fundraising activities and outcomes
  - Emerging EMS capital needs
- Formal recommendations shall be clearly labeled as advisory and include supporting rationale.

## 10. Staff Support

- The Town Manager shall designate appropriate staff support, recognizing existing workload constraints.
- Staff support shall be limited to coordination, guidance, and policy compliance—not execution of Board-driven initiatives unless approved.

## 11. Ethics and Conduct

- Members shall adhere to Town ethics policies, conflict-of-interest standards, and applicable state law.
- Members shall act in the best interests of the Town and EMS service as a whole.

## 12. Review and Sunset

- This Charter shall be reviewed by the Select Board **after two years** to assess effectiveness, scope, and continued need.
- The Select Board may amend or dissolve the Board at any time by vote.

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