

**Jefferson County
Emergency Services Agency
Special EMS Service
Agreement**

Jefferson County Emergency Services Agency understands the importance of providing EMS services during special events or community programs. The enclosed Special EMS Service Agreement must be utilized in order to arrange any special EMS coverage provided by JCESA.

Special EMS Services differ depending on the organization requesting (government vs. business vs. nonprofit) services and the level of coverage that the requesting organization desires. The contents of the enclosed agreement should be carefully reviewed and completed depending on the nature of your event and the characteristics of the hosting organization.

For any organization or governmental entity to request special standby services from EMS, the enclosed agreement must be requested, completed, signed and returned to JCESA at least 72 hours prior to the start of any single occurring special event. Extended events (> 4 hours), multi-day events, or large events (> 1,000 attendees) must be arranged and this agreement returned to JCESA at least seven (7) days prior to the start of the event.

Although JCESA will make every effort to provide the level of service requested, no specific level of service or coverage can be guaranteed due to the nature of EMS and the fact that the first priority of EMS is always response to 911 calls made by Jefferson County Citizens.

Furthermore, JCESA will always work to utilize volunteers first for special EMS services. If volunteers are not available, the request and/or placement for career staff will be taken into consideration.

Please read the enclosed agreement carefully for details.

JCESA always seeks to provide the best EMS services to citizens and those that requests special services and we always welcome feedback should you have any questions or concerns.

To complete the process of requesting special standby services from JCESA, please accurately complete the enclosed agreement and submit it before applicable deadlines.

**You may return the completed and signed agreement to “ATTN: Special Service Agreement”
By email or mail:**

Email: msine@jcesa.org and dlancaster@jcesa.org

Mail/In Person: 419 16th Ave., Ranson, WV 25438

Questions or concerns can be addressed to the JCESA Director Mike Sine at [\(304\) 728-3287](tel:3047283287)

Agreement All those requesting special EMS services must read, understand, complete, sign and submit this agreement AND the attached Request Form before applicable deadlines.

THIS AGREEMENT, entered into this _____ day of _____, 20____ by and between the County of Jefferson – Jefferson County Emergency Services Agency (JCESA) and _____ (*SERVICE USER*).

WHEREAS, “*SERVICE USER*” is desirous of contracting for special EMS services; and WHEREAS, JCESA is willing to provide such services under the terms set forth herein; NOW, THEREFORE, it is agreed as follows:

1. JCESA agrees to provide special service(s) to the “*SERVICE USER*” named above for the dates, times, and locations, and at the service level specified, in the “SPECIAL SERVICE REQUEST FORM” SECTION.
2. JCESA will practice a volunteer first policy. If volunteers are unavailable the rates for career EMT and Paramedic will apply.
3. JCESA always places priority of ambulances and JCESA personnel on emergency 911 Ambulance requests for EMS.
4. If a “*SERVICE USER*” requests and agrees to the conditions of dedicated Standby Services, certain extreme, catastrophic, or immediate life-threatening emergencies may still require “EMS” to utilize the technicians/ambulance assigned to the dedicated standby.
 - If this occurs during a scheduled dedicated standby (with this AGREEMENT in place), and a significant lapse of on-site EMS coverage by JCESA occurs, another ambulance/crew will be routed if and or when available to the event, at the discretion of the shift commander or Director. If career staff are being utilized for this standby Agreement and replacement technicians and ambulance is not replaced in a timely manner, a portion of the fee for coverage may be waived in negotiation and agreement with the Director of the JCESA.
5. Half of the Standby Services will be paid for in advance by the “*SERVICE USER*” for all costs associated with this agreement and “*SERVICE USER*” agrees to pay the remaining half of the fees within 30 days of invoice receipt.
6. JCESA reserves the right to refuse any Special Services Agreement submitted by “*SERVICE USER*.”
7. If the “*SERVICE USER*” is entering into this agreement as a NONPROFIT organization AND Requesting a NON-DEDICATED STANDBY, a copy of the “*SERVICE USER*” organization’s IRS determination Letter MUST be attached to this agreement to qualify for waived fees.

8. "EMS" reserves the right to refuse all future requests for special services to any "SERVICE USER" that fails to remit the second half of payment of fees within 30-days of invoice.
9. This agreement may be cancelled by either party by giving 48-hours advanced notice.
10. Nothing herein shall be construed to create a higher standard of care on the part of JCESA than generally recognized under the laws of the State of West Virginia for "EMS" services.
11. The charges provided for herein reflect only those charges associated with making "EMS" services more readily available to the "SERVICE USER". The normal charges for the care and Transportation of patients will be the responsibility of the patient.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date first noted above.

"SERVICE USER"

County of Jefferson
 Jefferson County Emergency Services Agency

Printed Name

Printed Name

Signature

Signature

BE SURE YOU HAVE READ AND SIGNED THE SPECIAL SERVICES AGREEMENT

Requesting Organization (SERVICE USER): _____

ORGANIZATION DETAILS

- Private Business
- Individual
- Nonprofit Organization (A copy of your IRS Determination Letter MUST be provided)
- Governmental Entity
- Other: _____

Is the *SERVICE USER* (if an organization) headquartered in Jefferson County, West Virginia?

- YES
- NO

Organization/Individual Billing/Mailing Address:

Number/Street: _____

City: _____ Zip: _____

Organization/Event Website Address (if applicable): _____

Organization Email (if applicable): _____

EVENT DETAILS

Name/Title of the Event: _____

Location of the Event: _____

*Date of the Event: _____

*Start Time: _____

*End Time: _____

**** If this is a multi-day event or if the event will be repeated on additional days, please attach to this form additional details/description, or an official event schedule.***

Please check any/all of the following that apply to this event:

- Single day event occurring two or more times
- Multi-day event Extended occurrence (event lasts longer than 4 hours)
- Large Event (> 1,000 attendees)
- High Risk Event (injury of participants or spectators is likely and/or EMS presence is mandated)
- Special needs population will be present
> 1/3 (estimated) of attendees will be over the age of 65
- The event is geographically distributed (i.e.-races, marathons, bike rides, etc.)
- Rescue services (“Jaws of Life” / extrication tool, water rescue, rope rescue, etc.) may be required

The following information will only be given to the JCESA supervisors and Director & will only be used if needed

Contact Person Name Day of Event: _____

Phone Day of Event: _____

Alternate Phone Day of Event (optional): _____

SERVICES REQUEST DETAILS

Please select the level of service you are requesting:

- EMS Service Notification ONLY**

Fee: \$0

Restrictions: None

Details: A system-wide alert will be generated that informs all EMS personnel and units of the event and the event details, but no on-site services will be provided.

- Non-Dedicated JCESA EMS Standby**

Fee:

Paramedic/ALS: \$45.00 per hour

EMT: \$38.00 per hour

Flat Standby Fee: \$250.00

Single Provider (Chase Car): \$100.00

Restrictions: None

Details: A single ambulance, staffed by two JCESA attendants, will be assigned to the event, BUT will remain available for other EMS calls in the area. If the ambulance is dispatched to another EMS call, another ambulance/crew will be routed to the event as soon as possible, but consistent event coverage is not guaranteed and gaps in coverage may occur.

Dedicated JCESA EMS Standby

Fee:

Paramedic/ALS: \$90.00 per hour

EMT: \$76.00 per hour

Flat Standby Fee: \$250.00

Single Provider (Chase Car): \$100.00

Restrictions: None

Details: A single ambulance, staffed by a minimum two EMS attendants, will be assigned to the event and will remain dedicated to the event. The ambulance will only leave if they must transport an event participant/spectator and a replacement ambulance will be immediately sent to the event to sustain on-site EMS coverage.

* NOTE: In the case of extreme emergencies such as natural disasters, lack of in-county and mutual aid assistance, domestic terrorism, active shooters, or other related emergencies, within the County of Jefferson and at the discretion of the Director of JCESA, dedicated standby EMS may need to service other calls in the community. If a dedicated standby is directed to leave the event, the event fees will be bumped down to non-dedicated fees at the discretion of the JCESA Director.

Large Event and/or High-Risk Event Coverage

Fee: Vary per event and negotiated with the Director of JCESA

Restrictions: Early notification is required

Details: A single ambulance, staffed by a minimum two EMS attendants, will be assigned to the event and will remain dedicated to the event. The ambulance will only leave if they must transport an event participant/spectator and a replacement ambulance will be immediately sent to the event to sustain on-site EMS coverage. Multiple Ambulances can be requested for additional charge.

* Large events are events greater than 1,000 attendants

* High-Risk Events include events;

- with alcohol consumption over 300 attendants
- fireworks or related performances with high fire and injury risks
- political events
- Other related events (if you are unsure if your event is “large” or “high-risk” please call the JCESA Director to discuss your event.

Office Use Only

Received Date: _____ Type of Service Requested: _____

Approved: _____ Denied: _____

Signature of JCESA Director: _____