



**Lewiston City Council
WORK SESSION AGENDA
February 2, 2026 - 3:00 PM
Lewiston City Library – Second Floor Event Space – 411 D Street
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston’s website at cityoflewiston.org.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CITIZENS COMMENTS

This is an opportunity for individuals wishing to comment on agenda items or other matters they wish to bring to the Council's attention, excluding those scheduled for a public hearing. As there may not be another opportunity to comment once an agenda item is addressed, individuals are encouraged to speak at this time. Individuals are encouraged to discuss operational issues in advance with the Mayor. In consideration of others wishing to speak, commentary is limited to three (3) minutes.

IV. DISCUSSION ITEMS

Please note that identifying an item as an “Action Item” does not require the City Council to vote on that item.

- A. **VACANT RETAIL PROPERTIES:** Discussion about vacant retail properties in the City of Lewiston, as requested by Councilor Spickelmire at the December 22, 2025 City Council meeting - Action Item (Councilor Spickelmire)
- B. **PRAYER AT CITY COUNCIL MEETINGS:** Continued discussion from the December 1, 2026 City Council Work Session on opening City Council meetings with an invocation (prayer) - Action Item (Councilor Klein)
- C. **TOWN HALL MEETINGS:** Discussion on having town hall meetings in the City of Lewiston, as requested by Councilor Forsmann at the November 24, 2025 City Council meeting - Action Item (Councilor Forsmann)
- D. **RECOMMENDATION TO MODIFY OUT OF AREA AMBULANCE TRANSPORT FEES:** Considering a recommendation from the Emergency Medical Services Advisory Board to make amendments to the Lewiston Fire Department's fee schedule for out of area ambulance transports - Action Item (Fire Chief Rightmier)

V. UNFINISHED AND NEW BUSINESS

- A. **CITY COUNCILOR COMMENTS:** Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.

B. CITY BOARDS AND COMMISSIONS LIAISON UPDATES

C. MAYOR COMMENTS

D. AGENDA TOPICS: - Action Item

VI. ADJOURNMENT - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact Nikki Province, ADA Coordinator, at least forty-eight (48) hours in advance of the meeting at 208-746-3671 x 6211.

RESOLUTION NO. 141-14
CITY OF CALDWELL PRAYER POLICY

WHEREAS, legislatures have maintained a tradition of beginning official proceedings with an opening prayer; and

WHEREAS, the City Council desires to adopt this written policy to officially declare its invocation practices; and

WHEREAS, prayer before public meetings has been upheld as Constitutional by the United States Supreme Court, and other courts within the United States; and

WHEREAS, in *Marsh v. Chambers*, the United States Supreme Court validated the Nebraska Legislature's practice of opening each day of its sessions with a prayer by a chaplain paid with taxpayer dollars, and specifically concluded, "The opening of sessions of legislative and other deliberative public bodies with prayer is deeply embedded in the history and tradition of this country. From colonial times through the founding of the Republic and ever since, the practice of legislative prayer has coexisted with the principles of disestablishment and religious freedom." 463 U.S. 783, 786 (1983); and

WHEREAS, the Supreme Court affirmed in *Lynch v. Donnelly*, "Our history is replete with official references to the value and invocation of Divine guidance in deliberations and pronouncements of the Founding Fathers and contemporary leaders." 465 U.S. 668, 675 (1984); and

WHEREAS, the Supreme Court further stated, "Those government acknowledgments of religion serve, in the only ways reasonably possible in our culture, the legitimate secular purposes of solemnizing public occasions, expressing confidence in the future, and encouraging the recognition of what is worthy of appreciation in society. For that reason, and because of their history and ubiquity, those practices are not understood as conveying government approval of particular religious beliefs." *Lynch*, 465 U.S. at 693 (O'Connor, J., concurring); and

WHEREAS, the Supreme Court affirmed in *Town of Greece v. Galloway*, that the only constraint necessary for such a prayer "derives from its place at the opening of legislative sessions, where it is meant to lend gravity to the occasion and reflect values long part of the Nation's heritage. Prayer that is solemn and respectful in tone, that invites lawmakers to reflect upon shared ideals and common ends before they embark on the fractious business of governing, serves that legitimate function." 572 U.S. ___, *14 (2014); and

WHEREAS, the Supreme Court has clarified that opening invocations are "meant to lend gravity to the occasion and reflect values long part of the Nation's heritage" and should not show over time "that the invocations denigrate nonbelievers or religious minorities, threaten damnation, or preach conversion." *Town of Greece*, 134 S.Ct. at 1823; and

WHEREAS, in *Town of Greece* the Supreme Court rejected a challenge based on the religious content of the prayers and cautioned against government officials acting as “supervisors and censors of religious speech” by requiring that prayers be “generic” or “nonsectarian,” noting that “[t]he law and the Court could not ... require ministers to set aside their nuanced and deeply personal beliefs for vague and artificial ones.” *Id.* at 1822. Further, the Court stated: “Once it invites prayer into the public sphere, government must permit a prayer giver to address his or her own God or gods as conscience dictates.” *Id.*; and

WHEREAS, this Council is not establishing a policy that defines the constitutional limits for permissible public invocations; rather, this Council intends to adopt guidelines that are consistent with the guidance provided by several courts that have considered the validity of public invocations; and

WHEREAS, numerous courts have approved an invocation practice that incorporates a neutral system to invite religious leaders from the local community and/or volunteers to provide an invocation before public meetings. *Town of Greece*, 134 S.Ct. 1811; *see also Simpson v. Chesterfield Cnty. Bd. of Supervisors*, 404 F.3d 276 (4th Cir. 2005), *cert. denied*, 546 U.S. 937 (2005); *Pelphrey v. Cobb Cnty.*, 547 F.3d 1263 (11th Cir. 2008); *Rubin v. City of Lancaster*, 710 F.3d 1087 (9th Cir. 2013); and

WHEREAS, the City Council intends to have a policy that will uphold the free exercise rights of individuals under the First Amendment; and

WHEREAS, the City Council intends to have a policy that does not advance any faith or religion, or show any preference to one view and not others; and

WHEREAS, the City Council understands it must interpret, construe, and amend its policies and ordinances to continually comply with constitutional requirements as they are announced; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Caldwell, Idaho that the City Council does hereby adopt the following written policy regarding opening invocations before meetings of the City Council:

1. It is the intent of the Council to allow a private citizen to solemnize the proceedings of the Caldwell City Council. It is the policy of the Council to allow for an invocation, which may include a prayer, a reflective moment of silence, or a short solemnizing message, to be offered before its meetings.

2. No member or employee of the Council or any other person in attendance at the meeting shall be required to participate in any prayer that is offered and such decision shall have no impact on the ability of the person to actively participate in the business of the Council.

3. No member or employee of the Council will make public note of a person's presence or absence, attention or inattention during the invocation; or indicate that decisions of the Council will in any way be influenced by a person's acquiescence in the prayer opportunity.

4. The invocation shall be delivered by a volunteer representative of an assembly on the Assemblies List for the Caldwell community. To ensure that such person (the "invocation speaker") is selected from among a wide pool of representatives, on a rotating basis, the invocation speaker shall be selected according to the following procedure:

a. The Clerk to the City Council (the "Clerk") shall compile and maintain a database (the "Assemblies List") of the assemblies with an established presence in the City of Caldwell that regularly meet for the primary purpose of sharing a religious perspective (hereinafter referred to as a religious assembly).

b. The Assemblies List shall be compiled by referencing the listing for "churches," "synagogues," "congregations," "temples," "mosques" or other religious assemblies in the annual phonebook publication distributed by the company that holds the telecommunication franchise for the City of Caldwell, research from the Internet, and consultation with local chambers of commerce. All religious assemblies with an established presence in the City of Caldwell are eligible to be included in the Assemblies List, and any such religious assembly can confirm its inclusion by specific written request to the Clerk.

c. The policy is intended to be and shall be applied in a way that is all-inclusive of every diverse religious assembly serving the citizens of the City of Caldwell. The Assembly List is compiled and used for purposes of logistics, efficiency, and equal opportunity for all of the community's religious leaders, who may themselves choose whether to respond to the Council's invitation and participate.

d. The Assemblies List shall also include the name and contact information of any chaplain who may serve one or more of the fire departments or law enforcement agencies of the City of Caldwell, or any nearby military facility.

e. The Assemblies List shall also include the name and contact information of any religious assembly located outside the City of Caldwell if such assembly is attended by at least one resident of the Caldwell and such resident requests the inclusion of the assembly by specific written communication to the Clerk.

f. The Assemblies List shall be updated, by reasonable efforts of the Clerk, in November of each calendar year.

g. Within thirty (30) days of the effective date of this policy, and on or about December 1 of each calendar year thereafter, the Clerk shall mail an invitation addressed to the "religious leader" of each entry on the Assemblies List.

- h. The invitation shall be dated at the top of the page, signed by the Clerk at the bottom of the page, and read as follows:

Dear religious leader,

The City Council makes it a policy to invite members of the clergy in the City of Caldwell to voluntarily offer a prayer before the beginning of its meetings, for the benefit and blessing of the City Council. As the leader of one of the religious congregations with an established presence in the City of Caldwell, or in your capacity as a chaplain for one of the fire departments or law enforcement agencies of the City of Caldwell, you are eligible to offer the invocation at an upcoming meeting of the City Council.

If you are willing to assist the City Council in this regard, please send a written reply at your earliest convenience to the City Clerk at the address included on this letterhead. Clergy are scheduled on a first-come, first-serve or other random basis. The dates of the City Council's scheduled meetings for the upcoming year are listed on the following, attached page. If you have a preference among the dates, please state that request in your written reply.

This opportunity is voluntary, and you are free to offer the invocation according to the dictates of your own conscience. To maintain a spirit of respect, the City Council requests only that the prayer opportunity not be exploited as an effort to convert others to the particular faith of the invitational speaker, nor to disparage any faith or belief different than that of the invitational speaker.

On behalf of the City Council, I thank you in advance for considering this invitation.

*Sincerely,
City Clerk*

- i. The respondents to the invitation will be scheduled on a first-come, first-serve or other random basis to deliver the invocation.
- j. If an eligible representative of an Assembly serving the local community believes that the clerk has not complied with the terms of this policy, the representative has the right to have the matter reviewed by the Council.
5. No invocation speaker shall receive compensation for his or her service.

6. No guidelines or limitations shall be issued regarding an invocation's content, except that the Council shall request by the language of this policy that no invocation should proselytize or advance any faith, or disparage the religious faith or non-religious views of others.

7. The Clerk shall make every reasonable effort to ensure that a variety of eligible invocation speakers are scheduled for the Council's meetings. In any event, no invocation speaker shall be scheduled to offer an invocation at consecutive meetings of the Council or at more than three Council meetings in any calendar year.

8. Neither the Council nor the Clerk shall engage in any prior inquiry, review of, or involvement in, the content of any invocation to be offered by an invocation speaker.

9. To clarify the Council's intentions, as stated herein above, the following disclaimer shall be included in at least ten-point font at the bottom of any printed program or schedule of events published by the Council:

"Any invocation that may be offered before the official start of the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the community is required to attend or participate in the invocation and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure to have a volunteer deliver an invocation are available upon written request submitted to the City Clerk."

10. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the Council with, nor express the Council's preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the Council's respect for the diversity of religious denominations and faiths represented and practiced among the citizens of Caldwell.

NOW, THEREFORE, BE IT FURTHER RESOLVED that this policy will become effective immediately upon approval by the City Council of Caldwell, Idaho.

PASSED BY THE COUNCIL of the City of Caldwell this 15th day of September 2014.

APPROVED BY THE MAYOR of the City of Caldwell this 15th day of September 2014.

Garret L. Nancolas, Mayor

ATTEST:

Debbie Geyer, City Clerk

To Councilor Jessica Klein:
Pastor Dan Chambers:

To introduce myself I am Mayor Dale Schneider of Kamiah Idaho. I was mayor for 12 years from 2006 thru 2017 and decided not to run again. In June 2024 our Mayor left office and I was appointed to finish her term. I did read the article in the Lewiston Tribune where Councilor Jessica Klein approached the Lewiston City Council on having prayer before each meeting. The City of Kamiah does start their meeting with prayer. I open the meeting and do role call of the council and then the mayor says a simple prayer and then does the pledge of allegiance as we start the meeting. I started giving prayer in May of 2014 and in December of 2017 I was challenged by the Freedom From Religion Foundation to stop with prayer. I did contact the American Family Association for legal advice and they sent me a letter in which I sent to the Freedom From Religion a copy. I never heard from them again. I hope this information helps you.

Dale Schneider
Kamiah Mayor
P.O. Box 1197
Kamiah Id. 83536

Subject: City Council Prayer Meetings
From: Abraham Hamilton III <AHamilton@afa.net>
Date: 1/2/2018 8:39 AM
To: "ken@cityofkamiah.org" <ken@cityofkamiah.org>

Good morning Mayor Schneider and Happy New Year to you. We received your inquiry here at the American Family Association and it was forwarded to me. I attempted to call your office but I was only able to leave a voice message.

First, I applaud your decision to open your meetings with prayer. In the 2014 Supreme Court decision in Town of Greece, N.Y. v. Galloway, Justice Anthony Kennedy (writing for the 5-4 majority) wrote,

The prayer opportunity in this case must be evaluated against the backdrop of historical practice," the majority wrote in its opinion. "As a practice that has long endured, legislative prayer has become part of our heritage and tradition, part of our expressive idiom, similar to the Pledge of Allegiance, inaugural prayer, or the recitation of 'God save the United States and this honorable Court' at the opening of this Court's sessions.

The majority argued in that case that the intended audience is not "the public, but lawmakers themselves." Justice Kennedy further stated the prayers are ceremonial and keeping with the nation's traditions. He specifically said,

The inclusion of a brief, ceremonial prayer as part of a larger exercise in civic recognition suggests that its purpose and effect are to acknowledge religious leaders and the institutions they represent, rather than to exclude or coerce nonbelievers.

This ruling maintains the precedent set by the U.S. Supreme Court in its 1983 Marsh v. Chambers decision wherein hight court upheld opening prayer in the Nebraska Legislature as prayer is a part of the nation's fabric and does not violate the First Amendment.

Based on the Supreme Court precedent it is my view that your opening prayer is soundly protected by the Constitution.

--
Abraham Hamilton III



General Counsel and Public Policy Analyst
American Family Association
662.844.5036--extension 343 (direct)
ahamilton@afa.net (email)

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Town of Greece v. Galloway

PETITIONER

Town of Greece, NY

RESPONDENT

Susan Galloway et al.

LOCATION[Town of Greece NY Town Hall](#)**DOCKET NO.**

12-696

DECIDED BY[Roberts Court](#) (</courts?court=Roberts Court>)**CITATION**[572 US 565 \(2014\)](#) (<https://supreme.justia.com/cases/federal/us/572/565/>)**ADVOCATES**[Thomas G. Hungar](#) ([advocates/thomas_g_hungar](#))
*for the petitioner***GRANTED**

May 20, 2013

[Ian H. Gershengorn](#) ([advocates/ian_h_gershengorn](#))
*Deputy Solicitor General, Department of Justice, for the United States as amicus curiae for the petitioner***ARGUED**

Nov 6, 2013

[Douglas Laycock](#) ([advocates/douglas_laycock](#))
*for the respondents***DECIDED**

May 5, 2014

Facts of the case

The town of Greece, New York, is governed by a five-member town board that conducts official business at monthly public meetings. Starting in 1999, the town meetings began with a prayer given by an invited member of the local clergy. The town did not adopt any policy

regarding who may lead the prayer or its content, but in practice, Christian clergy members delivered the vast majority of the prayers at the town's invitation. In 2007, Susan Galloway and Linda Stephens complained about the town's prayer practices, after which there was some increase in the denominations represented. In February 2008, Galloway and Stephens sued the town and John Auberger, in his official capacity as Town Supervisor, and argued that the town's practices violated the Establishment Clause of the First Amendment by preferring Christianity over other faiths. The district court found in favor of the town and held that the plaintiffs failed to present credible evidence that there was intentional seclusion of non-Christian faiths. The U.S. Court of Appeals for the Second Circuit reversed and held that the practices violated the Establishment Clause by showing a clear preference for Christian prayers.

Question

Does the invocation of prayer at a legislative session violate the Establishment Clause of the First Amendment even in the absence of discrimination in the selection of prayer-givers and content?

Conclusion

Sort: by seniority by ideology

5 – 4 DECISION FOR TOWN OF GREECE

MAJORITY OPINION BY ANTHONY M. KENNEDY

The prayers at the town hall meetings did not violate the Establishment Clause.

Antonin Scalia Clarence Thomas Stephen G. Breyer Sonia Sotomayor



G. Roberts, Jr. Anthony M. Kennedy Ruth Bader Ginsburg Samuel A. Alito, Jr. Elena Kaga

No. Justice Anthony Kennedy delivered the opinion for the 5–4 majority. The Court held that the context and jurisprudence surrounding the First Amendment suggested that the Establishment Clause was never meant to prohibit legislative prayer, which created the proper deliberative mood and acknowledged religion's role in society. The content of this prayer does not need to be non-sectarian, because such a requirement would place the courts in the role of arbiters of religious speech, which would involve the government in religion to an extent that is impermissible under the Establishment Clause. The Court thus held that the prayers in question do not violate this tradition and are therefore acceptable under the First Amendment. Justice Kennedy further argued that legislative prayer is primarily for the members of the legislative body, and therefore such prayers do not coerce the public into religious observance. Though the respondents testified that they felt offended by these prayers, Justice Kennedy distinguished between offense and coercion and noted that the former does not violate the Establishment Clause. Justice Antonin Scalia and Justice Clarence Thomas did not join in this portion of the opinion.

In his concurring opinion, Justice Samuel A. Alito, Jr. wrote that there is a long tradition of constitutionally permissible legislative prayer and that such prayer need not be non-sectarian, especially when such a requirement would place the government in the position of policing prayer. Justice Thomas wrote a separate opinion concurring in part and concurring in the judgment in which he argued that the Establishment Clause should be read as a federalist provision that protected states' rights rather than individual rights.

Justice Stephen G. Breyer wrote a dissent in which he argued that, as the Court of Appeals held, the Town of Greece must do more to make its legislative prayer inclusive of other faiths. Despite the fact that the town is not exclusively Christian, the town made no significant effort to inform non-Christian clergy about the possibility

of delivering an invocation, and in doing so, marginalized religious minority populations. Justice Elena Kagan wrote in a separate dissent that the town's failure to represent a variety of religions in its meetings amounted to the unconstitutional preference of one religion over others. To do so in a public forum where people come to participate in the political process forces individuals who do not agree with the beliefs represented in the prayer to either acquiesce or visibly make their dissent known. Justice Ruth Bader Ginsburg, Justice Sonia Sotomayor, and Justice Breyer joined in the dissent.

"

Cite this page

[APA](#) [Bluebook](#) [Chicago](#) [MLA](#)

"Town of Greece v. Galloway." Oyez, www.oyez.org/cases/2013/12-696. Accessed 26 Jan. 2026.



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE RECOMMENDATION TO MODIFY OUT OF AREA AMBULANCE TRANSPORT FEES	AGENDA NO. IV. D. AGENDA DATE: February 2, 2026
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) This topic was tabled at the December 22nd City Council Regular Meeting, with a request to move it to the next available work session. Since the inception of the City of Lewiston ambulance service, the Lewiston Fire Department (LFD) has provided out-of-area ambulance transport to support patients from local hospitals and skilled nursing facilities who require medical care not available within the Lewis–Clark Valley. These transports are governed operationally by LFD Standard Operating Procedure 609, which limits transports to those that can be safely completed within a 14-hour round-trip timeframe. The language contained in Resolution 2025-39 Exhibit A, Schedule B, lists specific cities and towns as destinations. Recently, this language has raised questions about whether those locations were intended as examples or as strict limitations on transport destinations. The Emergency Medical Services Advisory Board (EMSAB) reviewed this issue during its October 21, 2025, meeting. The board discussed the purpose and intent of the Out-of-Area Transport program and determined that the listed cities were historically used as examples rather than prescribed limitations. The recommendation of EMSAB is being presented to the council today with a request to revise the language in the current fee schedule as decided at their special meeting on December 16, 2025.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) There is no anticipated fiscal impact associated with this clarification. The proposed amendment does not change fee amounts or billing practices; it clarifies existing language to	

reflect long-standing service delivery.

ACTION PROPOSED

Accept the EMSAB-recommended language change.



EMERGENCY MEDICAL SERVICES ADVISORY BOARD

Ensuring the highest quality of patient care and service delivery



12 December 2025

Lewiston City Council Members and Mayor
1134 F Street
Lewiston, Idaho 83501

Dear City Council and Mayor Johnson:

The Emergency Medical Services Advisory Board (EMSAB) is writing to provide clarification regarding the purpose and intent of the City's Out-of-Area Transport (OOAT) program and to offer a recommendation concerning the language contained in the current EMS fee schedule in Resolution 2025-39 Exhibit A, Schedule B.

Purpose of Out-of-Area Transports

The Lewiston Fire Department provides out-of-area ambulance transports to meet a critical community need: ensuring patients have access to definitive specialty medical services. These transports occur when medically necessary and when air medical transport is unavailable or inappropriate and are usually to health care facilities in the Coeur d'Alene – Spokane metropolitan areas. Depending on the patient's condition and needs, destination facilities are occasionally located in, but not limited to:

- Western Washington (e.g., Specialty centers on the Interstate 5 corridor from the Portland Metropolitan Area to the Seattle Metropolitan Area),
- Eastern Montana, and
- Southern Idaho (e.g., Boise Metropolitan Area).

Operational Framework

Lewiston Fire Department SOP 609 governs the operational decision-making for OOATs. Instead of listing specific cities or mileage limits, the SOP uses a time-based safety standard, limiting transports to those that can be completed within a 14-hour round-trip window as a guideline.

This approach has been in place for many years and reflects industry best practice, ensuring both patient and crew safety.

Issue With Current Fee Schedule Language

During the City's comprehensive consolidation of fee resolutions this past year, the Out-of-Area Transport section included a list of specific cities ("Lewiston/Clarkston/Asotin and Spokane, Moscow, Pullman, Cottonwood, Grangeville, Orofino"). While these locations have historically appeared in fee schedules, EMSAB believes they were intended to serve as examples of common destinations, not as an exhaustive list of permissible transport locations.

Recommendation

To ensure alignment between policy, practice, and patient needs, the EMSAB unanimously recommends that the City Council amend the fee schedule language to read:

"Basic life support between Lewiston/Clarkston/Asotin, and Spokane, Moscow, Pullman, Cottonwood, Grangeville, Orofino as examples of common locations, not as an exhaustive list of permissible transport destinations."

"Advanced life support between Lewiston/Clarkston/Asotin, and Spokane, Moscow, Pullman, Cottonwood, Grangeville, Orofino as examples of common locations, not as an exhaustive list of permissible transport destinations."

Closing

The EMSAB appreciates the Council's continued support of the City's EMS system and respectfully submits this recommendation to ensure clarity, consistency, and the highest standard of patient care.

Please let us know if additional information, data, or discussion would be helpful. The board is available to participate in future policy discussions at the Council's direction.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mike Larson", with a long horizontal flourish extending to the right.

Mike Larson
Chairperson, Emergency Medical Services Advisory Board



609

LFD STANDARD OPERATING PROCEDURE

OUT-OF-AREA AMBULANCE TRANSPORT

Effective: 10 October 2023

INTENT

To establish guidelines for accepting and conducting ambulance transport of patients upon request of medical facilities, physicians and all other requesting parties. Out-of-area transports are requests for transport outside the normal emergency response area of Lewiston Fire Department EMS units.

Emergency responses within our normal emergency response area that result in direct transport to a hospital outside of our normal emergency response area do not constitute an out-of-area transport, i.e. Uniontown to Pullman Regional Hospital.

RECEIVING REQUESTS

Requests for out-of-area transport – outside the normal emergency response area of Lewiston Fire Department EMS units – are received by Lewiston Dispatch. Dispatch will use the LFD Inter-Facility Transfer Questionnaire to record information for determining the required level of service needed for the transport and if resources are available to handle the transport. At times this form may be emailed to the battalion chief email to clarify the level of service and provide information to initiate the callback of personnel for the transport.

Upon completion of arrangements, Dispatch will call the requestor to confirm the transport.

Out-of-area transports may be accepted to any destination deemed reasonable by the on-duty battalion chief or acting battalion chief, but are limited to a maximum of 14 hours, including departure and return. If the distance, weather or other conditions make completing the transport longer than 14 hours, the transport will be refused. NOTE DEPARTURE TIME AND WEATHER CONDITIONS UNDER SAFETY.

Transports with patients on ventilators will require a crew of 3 personnel at all times. Crews must have a full M-size O₂ cylinder and 2 D-size O₂ cylinders before leaving the station.

A minimum of four ambulances will remain available in the emergency response area. This may require careful scheduling of multiple requests for out-of-area transports or rescheduling of maintenance or other work on the vehicles and equipment that may remove ambulances from service.

Medic 77 will take out-of-area transports whenever possible, followed by Medic 76, then Medic 75, respectively. The battalion chief may assign a different vehicle as needed.

Recall of personnel to staff the ambulance for transport will follow the procedures established by the Personnel Callback SOP. If a non-emergent transfer is requested to depart between the hours of 0700 and 0800 and no Kelly-day personnel are available to take the transport, the battalion chief will postpone the departure time to 0800 and fill with those going off-shift. If no one off-shift will take the transport, they will then contact personnel on vacation and then reserves. If the transport is an emergency, on duty personnel will be used and filling of their slots will occur as per SOP.

609 OUT-OF-AREA AMBULANCE TRANSPORT

PATIENT AND CREW SAFETY

The safety of patient and crew compels the department to schedule extended out-of-area transports to be completed within a 14-hour timeframe. Those extended transports lasting between 8-14 hours will depart between 0600 and 0900 unless approved by the deputy fire chief or the fire chief. No overnight, extended out-of-area transports will be accepted, unless there is a medical necessity of an extreme nature, air transport is not available and the deputy fire chief or fire chief approves the transport.

In extreme weather conditions, the latest road and weather report should be consulted. If the report(s) indicate patient and crew safety concerns, the battalion chief or acting battalion chief should refuse, cancel, delay or reschedule the transport to a time when conditions allow for safe transport. An email advising of the decision will be forwarded to the deputy fire chief along with the LFD Inter-Facility Transport Questionnaire.

STAFFING WITH ON-DUTY PERSONNEL

If a medical emergency requires on-duty personnel to perform the transport as determined by the battalion chief or acting battalion chief, the off-duty crew will replace the on-duty crew in the performance of regular and emergency duties. The battalion chief or acting battalion chief will assess the condition of on-duty personnel (extended fire and EMS situations) prior to assigning them to staff OOATs.

No more than one ambulance with an on-duty person or crew will be assigned to an out-of-area transport at any one time. The battalion chief or acting battalion chief will make the decision, if and when on-duty personnel are used.

When on-duty personnel response coincides with their traditional meal times, they will be provided cash per diem. An envelope with cash labeled, "OOAT Per Diem" will be stored in a safe inside the Admin copy room. Battalion chiefs are responsible for distributing the correct amount of per diem. A fire department per diem log is located in the safe and should be filled out and signed by the battalion chief for each out-of-area transfer. The cash amounts for meals and their corresponding time periods are outlined in the current CLA.

Patient Care Reports are completed as required by SOP. Borrowed equipment will be returned and ambulances restocked, cleaned and returned to service by the crew who performed the out-of-area transport upon their return.

Gregory V. Rightmier, Fire Chief