



STATE OF NEW YORK DEPARTMENT OF HEALTH

433 River Street, Suite 303

Troy, New York 12180-2299

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Antonia C. Novello, M.D., M.P.H., Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

October 31, 2006

Michael Moore, President
Christopher Bitner, Operations Manager
North Area Volunteer Ambulance Corps
603 North Main Street - P.O. Box 215
North Syracuse, N.Y. 13212

Dear Gentlemen,

It was a pleasure to meet with both of you today. As we discussed, in order to consider the continuation of existing services in accordance with Article 30, section 3009, an ambulance service must provide documentary proof of bonafide continuous service prior to April 1, 1975 within the geography in question. This time period is specifically defined by the Public Health Law.

The Bureau of EMS would consider any documentation proving such service within the time period that would include any or all the following:

- **patient records** with a **map** identifying the locations of documented responses;
- **dispatch records** or **logs** indicating an EMS response and address or location;
- **ambulance run log books** or sheets indicating an EMS response and address or location;
- **emergency department logs** identifying the origin of the patient;
- **executed contracts** specifically mentioning EMS/ambulance service for the geography dated within the time period;
- **archival records** from established media (ie. newspaper articles);
- support for the preceding documentation may be **notarized testimony/sworn statements or letters** from municipal officials of the time period indicating that the EMS service was routinely, not for the purpose of mutual aid, dispatched and responded to EMS calls in the geography in question (this may not be the only source of documentation).

Additionally, we would consider anything else that the service could produce, such as meeting minutes discussing contracts, billing records, vehicle mileage logs reflecting responses in the territory at issue during the time referred to in Article 30.

Once the Bureau of EMS receives documentary evidence of the provision of ambulance service in the geography at issue within the time frames in law, we will review it and make a determination. If an ambulance service is not able to provide the necessary documentation and they wish to continue to provide ambulance service outside of their operating authority, they must make application to the Regional EMS Council for an expansion to their operating certificate.

If you have any questions, please feel free to call me at 402-0996 x2.

Sincerely,

Lee Butts
Associate Director for Operations
Bureau of Emergency Medical Services

(518) 402-0996
(518) 402-0985 FAX
E-mail - LSB02@health.state.ny.us

cc: Syracuse - DOH
CNY REMSCO