

Board of Directors Compliance Policy

Policy No.	2008-02
Title:	Whistleblower Sarbanes-Oxley Act of 2002 (SOX)
Issue Date:	April 2, 2008
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While most of the Sarbanes-Oxley Act of 2002 (SOX) applies only to publicly traded companies, Section 1107, Retaliation Against Informants, applies to all companies, public or private. It states that it is illegal to retaliate against a "whistleblower." While SOX does not require an organization to have a whistleblower policy, it is in an organization's best interest to do so because such a policy provides clear procedures for handling whistleblower complaints. Proper handling of such complaints will help protect organizations from being accused of retaliation against whistleblowers. Such a policy, to be effective, must be circulated to all employees and board members.

If an organization does not have a committee to oversee these issues, it should select a board member, if one is willing to serve. This person, ideally, should be someone who is not a staff member, does not report to the executive director or any other staff, and has no day-to-day responsibility for the organization's management. Larger organizations may prefer to select a senior officer, such as the general counsel, or to have an outside service receive complaints and pass them on to a senior officer and/or the Board.

The Regional EMS Council of NYC Inc Board of Directors adopted the following whistleblower policy. This policy identifies the Chair of the Finance/Personnel Committee as the individual responsible for receiving and investigating claims.

Attached is the policy.


 Marvin Raldman
 Chairman of the Board
 Regional Emergency Medical Services Council
 of New York City, Inc

4/1/08
 Date

Whistleblower Policy

General

The Regional EMS Council of NYC, Inc (REMSCO Inc) requires its directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of REMSCO Inc, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This policy is not a vehicle for reporting violations of REMSCO Inc applicable human resources policies, problems with co-workers or managers, or for reporting issues related to alleged employment discrimination or sexual or any other form of unlawful harassment, all of which should be dealt with in accordance with the "Personnel Policies and Procedures" of the REMSCO Inc, as it is those Policies and Procedures that are applicable to such matters.

The matters which should be reported under this policy include suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of REMSCO Inc assets or suspected regulatory, compliance, or ethics-related issues, concerns or violations.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to report violations or suspected violations of high business and personal ethical standards and/or applicable legal requirements (Violations) in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a Violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a Violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within REMSCO Inc prior to seeking resolution outside REMSCO Inc.

Reporting Violations

Questions, concerns, suggestions or complaints regarding the ethical and legal standards noted above should be addressed directly to the Chair of REMSCO Inc Finance/Personnel Committee.

Chair of REMSCO Inc Finance/Personnel Committee

The Chair of REMSCO Inc Finance/Personnel Committee is responsible for investigating and resolving all reported complaints and allegations concerning the ethical and legal standards noted above and shall advise the Finance/Personnel Committee and, if the Chair deems it appropriate, the Executive Director, of all such complaints and allegations. The Chair of the Finance/Personnel

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Committee is required to report to the full Board of Directors concurrently with quarterly meetings regarding such complaints and allegations.

Accounting and Auditing Matters

The Finance/Personnel Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing brought to its attention. The Chair of the Finance/Personnel Committee shall immediately notify the Finance/Personnel Committee of any such complaint and work with the Committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the ethical and legal standards noted above must act in good faith and have reasonable grounds for believing the information disclosed may indicate a violation of such standards. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

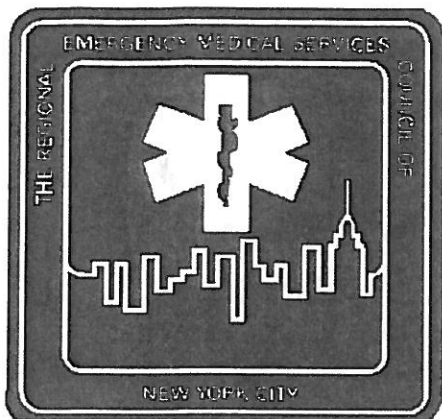
The Chair of the Finance/Personnel Committee will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Finance/Personnel Committee Chair:

Louis Deutsch
Print Name

917 992-9302
Telephone/Cell Number

Adopted by the REMSCO Inc Board of Directors at its April 2, 2008 Meeting



Board of Directors Compliance Policy

Policy No.	2008-01
Title:	Records Retention
Issue Date:	April 2, 2008
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The Regional EMS Council of NYC Inc Board of Directors recently adopted a Records Retention Policy. This policy identifies documentation that must be retained and made reasonably available upon need or appropriate request. With the exclusion of items identified as requiring permanent retention, documents shall be retained for a maximum of seven (7) years. Items older than five (5) years will be stored in archives and require a two (2) week notice for retrieval.

Items past their specific retention time will be put into paper recycling, shredded or destroyed, dependent upon content and media type (paper, electronic/disk). Documents with personal information will be shredded or destroyed dependent upon content and media type (paper, electronic/disk).

Attached is a listing of documents and their retention requirements. This list is subject to change.

Marvin Raidman
Chairman of the Board
Regional Emergency Medical Services Council
of New York City, Inc

April 2, 2008
Date

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Records Retention Policy 2008-01

Document Retention Requirement List

Item	Retention Period
BANKING	
Bank Statements & Reconciliations	7 Years
Cancelled Checks - (Important Payments - purchases of property, tax payments, large or significant contracts)	Permanent
Cancelled Checks - (Ordinary)	7 Years
Cash Books	Permanent
Cash Receipts and Disbursements	7 Years
Duplicate Bank Deposit Slips	3 Years
CONTRACTS	
Contracts and Leases (Current)	Permanent
Contracts and Leases (Expired)	7 Years
CORPORATE	
Corporate - Articles of Incorporation & By Laws	Permanent
Corporate - Certificate of Incorporation and Related Legal or Government Documents	Permanent
Corporate - Minutes of Board & Committee Meetings, etc.	Permanent
CORRESPONDENCE (Paper & Electronic)	
Correspondence (General)	5 Years
Correspondence (Legal / Important)	Permanent
Email	5 Years
EMPLOYEES	
Employee Assignments and Garnishments	7 Years
Employee Benefit Plan Documents	7 Years
Employee Payroll Records	7 Years
Employee Payroll Reports (Federal, State or City Gov't)	7 Years
Employee Personnel Records (After Termination)	7 Years
Employee Personnel Records (Current)	Permanent
Employee Retirement & Pension Records	Permanent
Employee Timesheets	7 Years
Employee Workman's Compensation Documents	11 years
Employment Applications (Current Employees)	Permanent
Employment Applications (Other)	1 Year
FINANCE	
Finance - Accounts Payable Ledgers and Schedules	7 Years
Finance - Accounts Receivable Ledgers and Schedules	7 Years
Finance - Audit Reports of Independent Accountants	Permanent
Finance - Chart of Accounts	Permanent
Finance - Depreciation Schedules	Permanent
Finance - Expense Analyses & Distribution Schedules	7 Years
Finance - Financial Statements (inc. Trial Balances)	Permanent
Finance - Fixed Asset Records & Appraisals	Permanent
Finance - General Ledgers	Permanent
Finance - Subsidiary Ledgers	Permanent
Finance - Tax Return Worksheets	7 Years
Finance - Tax Returns	Permanent
Finance - Uncollectible Accounts & Write-offs	7 Years
Finance - W-2 / W-4 / 1099 Forms, etc.	7 Years

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GRANTS/GOVERNMENT AND CORPORATE CONTRACTS	
NYC DOHMH – all contracts	7 years
NYS DOH – all contracts	7 years
HRSA – all contracts	7 years
NYS DOH Grants	7 years
INSURANCE	
Insurance - Accident Reports and Claims (Current Cases)	Permanent
Insurance - Accident Reports and Claims (Settled Cases)	Permanent
Insurance - Policies (Current)	Permanent
Insurance - Policies (Expired)	Permanent
INVENTORY, PATENTS & PROPERTY	
Inventories	7 Years
Physical Inventory Tags	7 Years
Patents & Related Papers	Permanent
Property Appraisals	Permanent
Property Documents - Deeds, Mortgages, etc.	Permanent
INVOICES & BILLS	
Invoices from Vendors	7 Years
Invoices to Customers	7 Years
Notes Receivable Ledgers	7 Years
Paid Bills & Vouchers	7 Years
Vendor Payment Request Forms & Supporting Documents	7 Years
Voucher Registers & Schedules	7 Years
TRAINING & EDUCATION	
Course Sponsor Training Center Applications (New & Renewals)	5 Years
Course Sponsor EMS Certification Course Applications	5 Years
REMSCO Instructor Course Sponsor Application (Renewals)	5 Years
REMSCO Instructor Course Applications (reimbursed):	5 Years
▪ Original application form and course outline	
▪ Certified class list	
▪ Instructor honoraria	
▪ NYSDOH Line Item Budget	
AMBULANCE OPERATIONS	
Certificate/Determination of Need for New or Expanded Ambulance Service	Permanent
Transfer of Ambulance Operating Authority	Permanent
MEDICAL CONTROL/PROTOCOLS	
Advanced Life Support level of care applications (Upgrades & Renewals)	5 years
On Line Medical Control Physician credentialing applications – complete and approved	6 years
On Line Medical Control Physician credentialing applications – incomplete	1 year
On Line Medical Control Facility Applications (New & Renewals)	5 years
Regional Treatment & Transportation Protocols	Permanent
CPR	
All CPR related documents	3 years
AHA CPR Training Records	3 years
MISCELLANEOUS	
Construction Documents	Permanent
Stock and Bond Certificates (Cancelled)	7 Years
Stock and Bond Records	Permanent

Adopted by the REMSCO Inc Board of Directors at its April 2, 2008 Meeting

CONFLICT OF INTEREST AGREEMENT

No member of the REMSCO, Inc / REMSCO / REMAC / Board of Directors / Staff / Committees shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with REMSCO, Inc / REMSCO / REMAC. Each individual shall disclose to REMSCO, Inc / REMSCO / REMAC any personal interest which s/he may have in any matter pending before REMSCO, Inc / REMSCO / REMAC and shall refrain from participation in all discussion and decisions on such matter.

Any member of the REMSCO, Inc / REMSCO / REMAC / Board of Directors / Staff / Committees who is also a member of a board, staff or committee of, or has a personal interest in, any organization that might provide or be the recipient of services, sales or loans to or from REMSCO, Inc / REMSCO / REMAC shall identify his or her affiliation with such organization; further, in connection with any actions specifically directed to that organization, s/he shall not participate in any discussions or decisions respecting that organization.

At this time, I am a member of the Board, Staff or Committee of, or have a personal interest in, the following organizations:

This is to certify that, except as described below, I am not now, nor at any time during the past year, have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any party doing business with REMSCO, Inc / REMSCO / REMAC which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any payments, salary, loans or gifts of any kind, or any free service, discounts or other fees from or on behalf of any person or organization engaged in any transaction with REMSCO, Inc / REMSCO / REMAC.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past eighteen (18) months) in the persons or organizations having transactions with REMSCO, Inc / REMSCO / REMAC:

Date: _____

Name: _____ Title: _____

Email address: _____

Credit Card Purchases Policy

General

The Regional EMS Council of NYC, Inc (REMSCO Inc) has established this Policy and Procedure to identify parameters for the use of its credit card for purchases.

POLICY

The Board of Directors has authorized the use of credit cards by the executive staff. The following procedure defines the manner in which those credit cards may be used.

PROCEDURE

1. Identification of staff who have authority to use the credit card:
 - a. The REMSCO Inc credit card may be used by the following executive personnel:
 - i. Executive Director Administration
 - ii. Executive Director Operations
2. Identification of circumstances when the credit card can be used:
 - a. Pre-approved vendors/events for payment of costs incurred for:
 - i. New York State EMS Council meetings, including travel, lodging and meals.
 - ii. Meetings of the Regional EMS Council of NYC and/or its subcommittees, including catered food – (Interchurch Center “FLIK”).
 - iii. Maintenance of internet subscriptions, including web hosting – (COVAD).
 - iv. Placing ‘Public Notice’ in the New York Times for ‘Determination of Need’ and ‘Transfer of Operating Authority’ applications.
 - b. Credit card purchases may be made without prior approval for necessary items under the amount of \$200.
 - c. Credit card purchases of items over \$200 require written approval of the Chairperson or Treasurer.
3. Documentation is required to support each expenditure, including receipts, and an explanation of the purpose of the expenditure.
4. Personal charges of any kind are forbidden.
5. It is recommended that, whenever possible, credit card charges be paid in full so as not to incur late fees and finance charges.