

POLICY AND PROCEDURE

Policy #06 Trailer/Equipment use

Created 1-15

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Effective date 1/1/2025

It will be the policy of the Minnesota EMS Honor Guard that the use of any MNEMSHG equipment or trailer is used for “Official Use Only.”

The following guidelines should be used when using equipment owned by the MNEMSHG:

1. If using MNEMSHG equipment for conferences, only take a trailer if the following exists:
 - a. The amount of equipment would exceed the carrying capacity of members’ vehicles.
 - b. No other training or conference event is scheduled during the same time.
 - c. The Operations Officer is advised of the use of the trailer.
2. If using a trailer, the following guidelines are in effect:
 - a. The trailer will be re-packed back to its original configuration.
 - b. The trailer will be returned to the North Memorial Ambulance Base located in Brooklyn Center, MN, within seven (7) days of completion of the conference/event.
3. If using equipment from the trailer, the following guidelines are in effect:
 - a. The trailer will be re-packed back to its original configuration.
 - b. The equipment will be replaced in the trailer located at the North Memorial Ambulance Base located in Brooklyn Center, MN, within seven (7) days of completion of the conference/event.
4. At any time, there is a conference and scheduled training scheduled at the same time. It would be the responsibility of the persons attending the conference to ensure that any equipment needed for training from the trailer is given to the Training Officer (or his/her designee) no less than 3 days before the training event.

Any issues regarding equipment or the trailer of the MNEMSHG should be reported to the Operations Officer immediately.

At NO point any alterations (including screwing items into the trailer or load configuration) be made without a majority vote by the Executive Board of the MNEMSHG.

If the trailer is damaged during transit, damages to the trailer and or equipment contained within may be claimed on the driver’s insurance at the Executive Board’s discretion.

Any member of the MNEMSHG that damages equipment through negligence or improper use may be held financially responsible for repair or replacement costs to any damaged equipment as

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deemed by a majority vote of the Executive Board.