



COMMITTEE CHARGE

EFFECTIVE: January 2026
ADOPTED BY: Mayor & City Council
COMMITTEE: Fire and EMS Advisory Committee

This document is the formal charge to the committee named above as adopted by the City Council and the Mayor to take effect on the date noted. It sets out the parameters of purpose, membership, authority, conduct of business, reporting, and sunset provisions. It may be modified from time to time only by vote of the Council. A copy of this charge is provided to all who apply to serve on this committee.

Purpose ...

The committee shall serve as an advisory body to the Fire Chief and the City Council. The Committee is tasked with evaluating and recommending strategies to enhance fire and EMS functions ensuring alignment with community needs and fiscal responsibility.

Membership ...

Membership shall be 7 members and 3 ex officio members as follows:

Ex Officio:

- Mayor
- City Manager
- Fire Chief

Appointed Members:

- 2 City Counselors
- Deputy EMS Chief
- Fire Union Rep
- Medical Field Representative
- 2 Waterville Residents

All appointments to the committee shall be made by the Mayor with the approval of the City Council.

Scope of Authority ...

The committee shall prepare findings and recommendations for consideration by the City Council on the following matters:

1. EMS - public awareness and education of EMS as an essential service.

2. Reimbursement Rates:

- Legislation- Treat in Place revenue
- Resident Fee collection exemption
- Medical Billing
- Community Paramedicine funding
- Nonpayment of EMS billing, collections company.

3. Call Volume and analysis

4. Revenue Streams:

- Cost Recovery options.
- Expand types of calls that are billable.
- Interfacility Transfers.

5. Trends in the Rising Cost of Fire and EMS Services

The committee is not authorized to make promises or enter into verbal or written agreements purporting to represent the City.

Conduct of Business ...

The committee is an official body of the city. As such, it is subject to Maine's Freedom of Access Act, 1 MRS, Section 403 and must meet in a location accessible to the public, allow the public to attend its meetings, publicly post the dates and times of meetings, and keep minutes for the public record. The committee shall meet monthly at a time determined to be convenient to its members. No member of the committee may participate in a matter before the committee where the member has a conflict of interest. After disclosure, the remaining members shall make a determination as to the participation of the conflicted member. The committee may review the Ethics Ordinance or consult with the Solicitor regarding conflict-of-interest questions. The committee will meet with experts and consultants and can engage with similarly situated groups at the state and local level.

Reporting ...

The committee shall report on its findings and make recommendations to the Council as needed but at least twice a year (summer/winter).

Sunset ...

This committee shall sunset on December 31, 2027.