
 Rainy River District Social Services Administration Board	SECTION: Land Ambulance
	POLICY TITLE: Reserve Funds
ORIGINAL DATE: July, 2004	POLICY AREA: Financial
REVISION DATE: August, 2016	POLICY NO: LA – 7.0
NEXT REVIEW DATE: September, 2019	APPROVED BY: 

Preamble

The Rainy River District Social Services Administration Board (RRDSSAB) recognizes that reserve funds are required for capital purchases of ambulances, equipment, sick leave, employee benefits, and severance costs. The reserve funds minimize costs to the District and ensure that adequate resources are available to support the continued operation of the Land Ambulance Program. All reserves are adjusted in accordance with the annual budget.

Policy

The RRDSSAB approves the Land Ambulance Budget on an annual basis, including the contributions to reserves, and maintains the following Land Ambulance Reserves, per Board resolution:

Ambulance Vehicle Reserve: The Ambulance Vehicle Reserve is maintained to support the RRDSSAB Land Ambulance fleet, based on a life-cycle formula, as elected by the Board. Annual contribution to the Reserve is based upon the number of vehicles, the current capital cost of the vehicles, and the life-cycle (54 months for Ambulances and 72 months for Emergency Support Vehicles and administration vehicles).

Ambulance Information Technology Reserve: This Reserve is maintained to support Information Technology within the Ambulance program and includes items such as server replacement, modems, toughbooks and software upgrades.

Equipment Reserve: An Equipment Reserve is maintained to fund the replacement of capital equipment other than defibrillators. Contribution to the Reserve is based on the capital cost of replacing capital equipment on a life cycle basis.

Ambulance Sick Leave Reserve: A Sick Leave Reserve is maintained to fund the sick leave benefits, in the event of an overage to budget, of the Rainy River District Paramedic Services employees. Replenishment of the Reserve is based on the usage of the reserve in the prior year.

Ambulance Post Employment Benefits Reserve: The Employee Benefits Reserve is maintained to fund other employee benefits which are obligated under the *Collective Agreement*. The Chief of Paramedic Services submits actual costs on an annual basis to be funded from the Reserve in conjunction with the annual board approved budget. Replenishment of the Reserve is based upon the actual other benefits costs, as submitted in the previous year.

Ambulance Severance Reserve: The Severance Reserve is maintained to fund the cost of transition to another model of service delivery, if required or the termination of employees. The Reserve is based on the number of employees, their years of service and severance requirements, established by the *Collective Agreement*. Replacement of the reserve is recommended by the Chief of Paramedic Services in conjunction with the annual budget as required.

Ambulance Defibrillation Reserve: This reserve is maintained to provide replacement monies for the replacement of defibrillators every six years per established guidelines. Replacement to the reserve is based on the amortization schedule and usage of the reserve.