

**RESTRICTED DELIVERY CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

Before the Iowa Department of Public Health

IN THE MATTER OF:  Clarence Community Ambulance Service 1202 Lombard Street Clarence, Iowa 52216-9353  Service #: 2160700	Case Number: M 18-01-07  NOTICE OF PROPOSED ACTION  <b>PROBATION</b>
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Pursuant to the provisions of Iowa Code Sections 17A.18, 147A.5 and Iowa Administrative Code (I.A.C.) 641—132.10(3), the Iowa Department of Public Health is proposing to place the EMS program authorization identified above on **PROBATION** for a period of two years from the date of this notice.

The Department may place an EMS program on probation when a service program has committed any of the following acts or offenses:

*Failure or repeated failure of the applicant or alleged violator to meet the requirements or standards established pursuant to Iowa Code chapter 147A or the rules adopted pursuant to that chapter. IAC 641—132.10(3)f.*

Specifically:

*Service program operational requirements. Ambulance and nontransport service programs shall:*

*d. Maintain current personnel rosters and personnel files. The files shall include the names and addresses of all personnel and documentation that verifies EMS provider credentials including, but not limited to:*

*1. Current provider level certification. IAC 641—132.8(3)d(1).*

The following events have led to this action:

The Clarence Community Ambulance Service has previously received citation and warnings on September 15, 2010 (case # 10-09-20), September 15, 2014 (case # 14-09-09) and July 18, 2016 (case # 16-07-25).

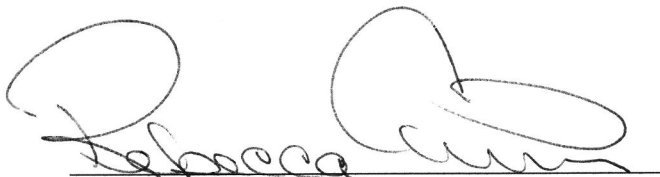
Between April 1, 2017 and December 4, 2017 Clarence Community Ambulance Service allowed an individual not certified as an Iowa EMS provider to deliver emergency medical care to patients on at least fifty-one separate occasions.

Your probation shall be subject to the following terms and conditions:

- a. A Clarence Community Ambulance Service representative shall make a personal appearance before the bureau upon request. You shall be given reasonable notice of the date, time, and place of appearance.
- b. The Clarence Community Ambulance Service shall obey all federal, state, and local statutes and rules governing the provisions of emergency medical services.
- c. The Clarence Community Ambulance shall complete and submit to the Department an annual self-inspection checklist by July 1, 2018, January 1, 2019, July 1, 2019 and January 1, 2020.
- d. The Clarence Community Ambulance shall schedule and complete an on-site inspection conducted by an authorized member of the Department for each year probation is in effect. The inspection shall be completed and deficiencies shall be corrected by February 1, 2019 and February 1, 2020.
- e. The Clarence Community Ambulance shall keep an up to date personnel roster in the programs designated AMANDA Portal site.
- f. In the event the Clarence Community Ambulance Service violates or fails to comply with any of the terms or provisions of your probation, the department may initiate appropriate action to revoke or suspend your certification or to impose other appropriate discipline.
- g. This Notice shall be part of the permanent record of the bureau and shall be considered by the bureau in determining the nature and severity of any disciplinary action to be imposed in the event of future violations.

**You have the right to request a hearing concerning this notice of disciplinary action.** A request for a hearing must be submitted in writing to the Department by certified mail, return receipt requested, within twenty (20) days of receipt of this Notice of Proposed Action. The written request must be submitted to the Iowa Department of Public Health, Bureau of Emergency and Trauma Services, Lucas State Office Building, 321 E 12<sup>th</sup> St, Des Moines, Iowa 50319. If the request is made within the twenty (20) day time limit, the proposed action is suspended pending the outcome of the hearing. Prior to or at the hearing, the Department may rescind the notice upon satisfaction that the reason for the action has been or will be removed.

**If no request for a hearing is received within the twenty (20) day time period, the disciplinary action proposed herein shall become effective and shall be final agency action.**



Rebecca Curtiss, Bureau Chief  
Iowa Department of Public Health  
Bureau of Emergency and Trauma Services



Date