

# Guide for the Formation and Organization of Rural Ambulance Service Districts

With the passage of [HB1365](#), the 68<sup>th</sup> Legislative Assembly simplified the process of establishing Rural Ambulance Service Districts and made it a requirement for all rural territory to, unless explicitly exempted<sup>1</sup>, organize a district prior to June 30, 2025.

GoldStar Solutions, LLC. is providing this document to assist ambulance services and county auditors in complying with the requirements set forth in HB1365.



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	Responsible Party	
<input type="checkbox"/>	Licensed Ambulance Service	Determine the service area (i.e., response area) assigned by the department. List the territorial descriptions in the model notice of organizational meeting. (See Model Organizational Meeting Notice) Resources to determine response area: 1) EMS Unit of the ND DHHS 2) Local 911 Coordinator(s)
<input type="checkbox"/>	County Auditor(s)	Determine the date, time, and location for the organizational meeting. The Licensed Ambulance Service should assist the Auditor in determining a date that works for all parties. <ul style="list-style-type: none"> <li>Consider the notice requirements when choosing a date. See <a href="#">N.D.C.C. 11-28.3-05</a>.</li> </ul> The model notice of organizational meeting should be updated with the appropriate information
<input type="checkbox"/>	County Auditor(s)	Publish the notice in newspaper(s) of general circulation in the district. Notice must be published once per week for two consecutive weeks. The last notice must appear 7 days prior to the meeting. See <a href="#">N.D.C.C. 11-28.3-05</a> .
<input type="checkbox"/>	Licensed Ambulance Service	Consider additional notices to the public and recruit individuals who are willing to serve on the board of directors.
<input type="checkbox"/>	County Auditor(s)	Conduct Organizational Meeting <sup>2</sup> <ul style="list-style-type: none"> <li>Auditor calls the meeting to order and takes meeting minutes.</li> <li>All electors<sup>3</sup> should sign in</li> <li>Ballots should be distributed to electors</li> <li>Auditor should ask for a motion<sup>4</sup> to determine number of director seats on board<sup>5</sup></li> <li>Once number of seats are determined, Auditor should open the floor for nominations<sup>6, 7</sup></li> <li>After everyone has had a chance to make nominations, the auditor may ask for a motion to close nominations and proceed to a vote.</li> <li>Once the vote is complete, the Auditor collects the ballots and tally's the vote<sup>8, 9</sup></li> <li>The Auditor announces the newly elected board of directors and asks for a motion to adjourn the organizational meeting</li> </ul>
<input type="checkbox"/>	Board of Directors	As soon as possible after the organizational meeting, the newly elected board of directors for the district shall meet <sup>10</sup> <ul style="list-style-type: none"> <li>The board elects a President, Vice-President, and Secretary/Treasurer</li> <li>The board shall determine who, in addition to the vice-president, is serving a one-year terms<sup>11</sup></li> <li>Next meeting date can be determined and meeting can adjourn</li> </ul>

**The requirements of HB1365 that must be completed by June 30, 2025 are met. The district board of directors and the licensed ambulance service should consider the following:**

- The District should obtain an Employer Identification Number (EIN)
- Bank account(s) will need to be opened in the Districts name with the districts EIN<sup>12</sup>
- A contract needs to be executed between the licensed ambulance and the newly formed district
- The District board should educate themselves on their duties, responsibilities, and on EMS operations<sup>13</sup>

1. Exempted ambulance services include:
  - a. Ambulance services who include a city within their service area that has a population greater than 6,500 based on the 2020 U.S. Census.
  - b. Licensed ambulance services that are county or city owned, or part of a joint powers agreement with a city or county owned ambulance service
  - c. Licensed ambulance services that are owned by the tribal or federal government
  - d. Existing rural ambulance services districts
2. The organizational meeting is conducted by the auditor. The information here is a guideline, however Auditors may deviate from this guideline as they find appropriate.
3. Electors are individuals **residing** within the boundaries of the district. [See 11.28.3](#)
4. All Motions should receive a second and carry via voice vote
5. The district board must consist of no less than 5 nor more than 10 seats. [See 11.28.3-06](#)
6. Anyone who resides in the district may nominate someone else, or themselves, so long as the individual being nominated also resides in the district.
7. Individuals being nominated do not need to be present to be nominated and elected
8. Alternatively, if the number of nominations match the number of seats an elector can make a motion to cast a unanimous ballot.
9. The board of directors must be limited to no more than 2 individuals who are volunteers on the ambulance service. [See 11.28.3-6](#)
  - a. Volunteer is defined as someone who is compensated less than \$10,000 annually from the ambulance service. [See 23-27-04.1](#)
10. As long as the meeting was noticed (similar to the model notice) to occur immediately following the organizational meeting the board may meet.
11. In addition to the vice-president, as close to one half of the directors must be chosen by lot in the presence of a majority of directors to serve one-year terms. [See 11-28.3-06](#)
12. Starting July 1, 2025 grant funds will be distributed to the district, and tax money will be distributed to the district starting January 1, 2026. Therefore, the district must have an EIN and banking established by July 1, 2025.
13. GoldStar Solutions, LLC. provides education solutions to district boards. See our [Rural Ambulance Service Institute](#) for more information.