



INTERIOR REGION EMERGENCY MEDICAL SERVICES COUNCIL, INC.

2503 18th Avenue • Fairbanks, Alaska 99709
Phone (907) 456-3978 • Fax (907) 456-3970

October 28, 2009

**2009/2010
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Dear Interior Region EMS Squad,

It is time to renew and update your Interior Region EMS Council's capital equipment requests. The enclosed forms must be returned to our office by **December 11, 2009**. You must mail in your forms.

If we do not receive a capital equipment request or revision from you by December 11, 2009, we will assume that you have no capital equipment needs this year. We will contact you next year.

Enclosed are information and forms that you will use to do this:

- A pamphlet that explains the process. **Make sure to read this before completing your forms.**
- A capital equipment request form.
- A sample of the score sheet that is used to establish regional and statewide priorities.

Note that you must fill out one capital equipment request per item type. For example if you need three vacuum mattresses you may use one form but if you need a vacuum mattress and an ambulance you will need two forms. Feel free to make copies if you are requesting more than one item type.

EMS services within the Fairbanks North Star Borough EMS system must submit their requests to the FNSB for approval and prioritization. We will accept only one, unified and prioritized request from the FNSB.

This policy **does not apply to any municipality** which may contract with the Borough to provide EMS (such as the Cities of North Pole or Fairbanks)

Thank you in advance for your quick response and if you have any questions please don't hesitate to contact me at #456-3978.

Sincerely,

Samara Steele
Administrative Assistant