

**AMBULANCE
CONVERSION
SERVICES**

EHS FLEET & EQUIPMENT SERVICES

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February 11, 2005

MEMORANDUM TO:

Chief Administrative Officers,
Senior EMS Contacts
Upper Tier Municipalities &
Designated Delivery Agents

FROM:

Malcolm Bates
Director
Emergency Health Services Branch

RE:

Ambulance Conversion Services

EHS Fleet & Equipment Services section has already started preparation for the 2006 model year ambulance procurement process. The single source agreements that were established last year only cover conversions built on model year 2004 and 2005 chassis. New vendor of record agreements, based on public sector procurement procedures, must be prepared for 2006 and subsequent year new and remounted ambulance conversions. Staff from the section will be calling their EMS contacts over the next few months to discuss options and features that the clients would like to have included in these agreements.

Final inspections of ambulances, at the conversion vendors' plants continue to be offered, by EHS fleet personnel **at no cost** to our municipal partners. . Approval of a Memorandum of Agreement (copy attached) is necessary to confirm the process. Feedback from our clients has indicated that there may be some confusion on the details of this service. Attached is a Q&A to answer questions on this and other conversion issues.

Assistance can also be provided to municipalities that prefer to issue their own tenders. A sample supply specification for ambulance acquisitions along with a series of 'guide' notes will assist prospective purchasers of ambulances to understand the various technical and operational factors that should be considered in preparing your purchasing documents has been produced in both paper and electronic format. Section staff can help to ensure that all technical questions are addressed and provide assistance in preparing ambulance orders in a comprehensive manner, taking into account all legislated requirements and the needs of your EMS operational environment.

Should you or your staff require additional information about the services being offered, please contact Bill Murphy, Manager, Fleet and Equipment Services or Tim Cooke, Services Coordinator, at 416-327-8932 or 800-263-7645 for assistance.



Malcolm Bates

**EMERGENCY HEALTH SERVICES BRANCH
TECHNICAL SERVICES UNIT
FLEET & EQUIPMENT SERVICES SECTION**

Questions & Answers

January, 2005

1. *What are the advantages of having EHS Fleet Services staff complete a pre-delivery inspection on a new or remounted ambulance?*

Answer

EHS Fleet Staff have extensive experience in the inspection of new and remounted ambulances. They will be able to identify errors and deficiencies prior to delivery enabling the corrections to be made by the vendor's own employees. EHS inspection staff is also very familiar with the requirements under the 'Ontario Provincial Land Ambulance & Emergency Response Vehicle Standard' and can raise any compliance issues with the conversion vendors.

2. *To obtain a certified ambulance must EHS inspect the vehicle?*

Answer

No, the conversion vendors are responsible for providing Ontario customers the necessary documentation to demonstrate certification of the specific model being purchased. When a customer purchases a non-compliant ambulance the Compliance Checklist supplied by the vendor will provide the details of areas of non-compliance that must be rectified prior to the vehicle being placed in service.

The amo-ehs.com website contains a listing of all makes and models of ambulances by vendor certified under the current version of the Standard. EHS Fleet Services section can also be contacted to determine what additional models are in the process of certification.

3. *What is the cost of having the inspection done?*

Answer

There is no cost to have the final inspection completed at the vendor's plant. Further work in progress inspections will be completed for clients if they can be undertaken in conjunction with the final inspections for other customers.

Should additional inspections be recommended Fleet Services staff would discuss this option with clients before any work is commenced.

4. *What is necessary to arrange for inspections and when should this be done?*

Answer

Complete and sign the Memorandum of Agreement (MOA) (sample attached). It is recommended that the MOA be completed as early as possible in your purchase planning cycle so that Fleet Services staff can provide assistance from the start of the procurement process.

5. *What assistance can Fleet Services provide clients in the preparation of orders for ambulances?*

Answer

Staff has extensive practical experience in the preparation of the technical requirements of supply specifications for emergency vehicle purchases. They can review clients' specifications and provide comments on any areas of non-compliance, historical technical/production problems, options, warranties, order timing, inspection requirements and general terms and conditions applicable to this industry.

6. *How can electrical inspections be arranged for new or remounted ambulances equipped with on-board 110-volt service?*

Answer

EHS Fleet and Equipment section can facilitate this process with you. Contact the Electrical Safety Authority (ESA) at 800-559-5356 to arrange for a local inspection. Alternatively the attached request form may be completed and faxed to ESA. Optionally, the conversion vendors may offer to arrange the inspection but there may be additional charges beyond the ESA inspection fees.

7. *Will it be possible to have similar inspection services for emergency response and support vehicles?*

Answer

Yes. EHS Fleet Services staff can assist you in preparing an agreement for inspections and also help in the preparation of the supply specifications.