

Instructions for Posting a Public Notice

Before your application can be reviewed by the local EMS District Board, a public notice stating your licensure intentions must be printed in the daily newspaper of general circulation for the intended service area. The applicant should contact the EMS District Board as early as possible to schedule a meeting after the deadline for public comment.

The public comment period should be set at least 14 days from the date the notice is published.

The Department will forward all comments to the applicant, the local EMS District Board, and the State Board of Health if applicable. The local EMS District Board will then review the application, any comments received, and forward a recommendation regarding licensure to the Department of Health.

Please contact the Vermont EMS Office if you have questions on the public notice process. The format template is shown below.

PUBLIC NOTICE

The *(insert intended service name)* has identified the need for a(n) *(First Responder Service or Ambulance Service)* to operate in *(list cities/towns of operation)* and is applying for licensure by the Vermont Department of Health. This service proposes to begin operation on *(insert date)* within the geographic boundaries of *(list boundaries here)*. In accordance with 24 V.S.A. Emergency Medical Services Statute, public comments are invited to be received by the department by *(insert date*)*.

Address comments to:

Vermont Department of Health
Office of Public Health Preparedness and EMS
PO Box 70
Burlington, VT 05402-0070

(See above for date sequence)*