

Step 1: District Designation

If municipalities in this district attend the public hearing and vote to designate the Indiana County Municipal Emergency Services Authority (ICMESA) as the responsible entity for EMS contracting, ICMESA becomes the coordinating body to secure EMS coverage for the district. This does not reduce local control—instead, it strengthens negotiating power and ensures reliable service.

Step 2: Request for Proposal (RFP)

ICMESA will issue an RFP to Citizens' Ambulance Service (or other qualified providers), outlining service expectations for the district.

The RFP will require:

- Guaranteed EMS coverage for the service area
- Certification, service level, and staffing standards
- Performance reporting requirements
- Planning for future operation

Step 3: Contract Formation

If Citizens' responds and is selected, ICMESA enters a contract on behalf of the district. The contracting process will reflect national EMS contracting best practices as outlined by the American Ambulance Association. See handout Principles of Contracting.

Step 4: How Billing Works After the Contract

Once the contract is in place:

- ICMESA pays the provider using per-household EMS fees from municipalities
- The provider (e.g., Citizens') bills residents and insurers directly for services
- ICMESA is not involved in billing, collections, or insurance claims

This structure ensures shared funding for system readiness, keeps medical billing responsibilities with the provider, and protects municipalities from financial, reputational, and operational risk.

Why This Matters for Your District

Citizens' Ambulance Service currently provides nearly all of EMS coverage to this district. Through ICMESA, you gain contract-backed service guarantees, equitable cost sharing, and a seat at the table in shaping the sustainable future of EMS in Indiana County.

