

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 local 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 comments.

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

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

Please contact the EMS Office at vtems@vermont.gov if you have questions on the public notice process. The format template is shown below.

PUBLIC NOTICE

The (insert EMS agency name) has identified the need for a(n) (First Responder Agency or Ambulance Agency) to operate in (list cities/towns of operation) and is applying for licensure by the Vermont Department of Health. This agency proposes to begin operations 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 14 days after notice publication).

Address comments to:

Vermont Department of Health
Office of Emergency Medical Services
280 State Drive
Waterbury, Vermont 05671-8330