

TITLE: COUNTY SPECIFIC POLICY DEVELOPMENT PROCESS

APPROVED: _____
Executive Director

Medical Director

CREATION DATE: 3/09/93
EFFECTIVE DATE: 1/1/2006
SUPERSEDES: 02/98
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COUNTY SPECIFIC POLICY DEVELOPMENT PROCESS

I. AUTHORITY

Division 2.5, Health and Safety Code, Section 1797.220

II. PURPOSE

To provide a mechanism for the development of policies that address a need specific to a county or a local geographic area within the Mountain-Valley EMS Region which is not applicable within the balance of the region.

III. POLICY

County-specific policies may be developed to address specific needs unique to that county if it can be determined that said policy has no reasonable application on a regional level.

It is by no means the intent of this policy to generate separate policy manuals for each of the counties within the EMS region. In keeping with this intent, every effort shall be made to assure standardization of EMS policies within this EMS region and any policy that has, or may have future application region-wide shall be developed as a regional policy pursuant to the Regional Policy Development Process Policy #131.00.

IV. PROCEDURE

A. New Policies

When a need for a policy at a county level is identified:

1. An EMS Agency staff-person responsible for that activity may draft a policy that addresses said need which shall include an identification of the affected geographical area.
2. The draft policy shall be submitted to the Regional Advisory Committee (RAC) at a regular meeting for evaluation to determine if the policy should indeed be limited to the county or local area identified.
3. If it is determined by RAC that the policy is applicable only to the limited area identified it shall be submitted to the local EMCC (or EMS committee designated by the Board of Supervisors) members and impacted groups for a 60 day written comment review period. A summary of the written comments on the policy shall be

submitted to the EMCC(s) (or their designated subcommittee or agent) at the end of the 60 day review period for review and revision based upon the written comments. Only those comments that were previously received in writing may be addressed. (The 60 day written comment process may be initiated simultaneously with submission of the policy for RAC evaluation.)

4. The final draft policy along with a summary of the written comments shall be sent to those individuals who submitted written comments along with the location, date and time that the Board of Directors will be voting on the policy.
5. The final revised draft policy shall be submitted to the EMS Agency Executive Director and Medical Director. Once the Executive Director and Medical Director approve or deny a policy, they shall submit their recommendations to the Board of Directors for approval or denial.
6. In the event that the Medical Director or his designated Assistant Medical Director feels there exists an imminent threat to the public health and safety a policy may be implemented for 120 days pending the completion of policy development process.

B. Policy Revisions

Any proposed revisions to County or local EMS policies shall:

1. Be submitted by EMS Agency staff to the locally affected EMCC members and impacted groups for a 60 day written comment review period. A summary of the written comments on the policy shall be submitted to the local EMCC(s) (or their designated subcommittee or agent) for review, revision and approval.
2. The final draft policy along with a summary of the written comments shall be sent to those individuals who submitted written comments along with the location, date and time that the Board of Directors will be voting on the policy.
3. The final revised draft policy shall be submitted to the EMS Agency Executive Director and Medical Director. The Executive Director and Medical Director shall submit the final revised draft policy to the Board of Directors for approval or denial, along with the recommendations from the local EMCC (or designated subcommittee or agent).

C. Policy Format

County-specific policies shall be written in the approved regional policy format and shall include the name of the affected county in bold-faced type. (i.e. **{POLICY TITLE} FOR STANISLAUS COUNTY**)