



MEMORANDUM

To: Maine EMS Board
From: Maine EMS
Date: April 28, 2021
Subject: Maine EMS Interfacility Transport Committee Composition and Formation

Maine EMS recommends that the Board of EMS adopt the following positions for membership on the Maine EMS Interfacility Transport Committee (IFT Committee). Our office has also defined the process by which those individuals will be appointed to the Committee.

The initial task of the committee will be to develop a work plan to be submitted to the Maine EMS Board for approval.

Committee Positions (10 total):

- Maine EMS Board Member Representative (ex-officio, non-voting)
 - Appointment Process: Nominated and voted upon by Maine EMS Board
- Maine Medical Direction and Practices Board Representative
 - Appointment Process: MDPB will vote on a member of the MDPB to be appointed to the Maine EMS IFT Committee, the Chair of the Maine EMS Board will approve this appointment.
- Large, Medium & Small Hospital Representation
 - Appointment Process: Representatives in these three positions will be appointed by the Maine Hospital Association
- The following positions will be appointed under the same process:
 - Emergency Medical Services Agency Representative
 - 2 Fire based EMS Transporting Agencies
 - 2 Non-Fire EMS Transporting Agencies
 - Transfer EMS Agency Representative
 - Critical Care Transport Representative
 - Appointment Process:
 - The Maine EMS IFT committee will announce the vacant positions on the Maine EMS website and using Maine EMS' social media accounts.
 - Positions will be advertised for a minimum of fifteen (15) days.
 - Individuals interested in these positions will submit
 - A letter of interest,
 - A CV, or a resume.



- The chair and Co-Chair of the Maine EMS IFT Committee will schedule the interested parties for interviews with the Maine EMS IFT Committee, as available, on a single date, or multiple dates when time does not permit for a single day of interviews.
- Prior to interviews being conducted, interview questions will be agreed upon by the Maine EMS IFT Committee that will be asked of all interested parties.
- After the interviews, selections of the interested parties for the open positions will be made by a ballot vote, the vote will be anonymous.
- Individuals selected by the Maine EMS IFT Committee as the primary and secondary candidate will be forwarded to the Chair of the Maine EMS Board for approval.
- Once an approval has been received from the Chair of the Maine EMS Board, the IFT Committee Chair will notify the recipients of their appointment.
- Individuals not selected, will be notified that they were not selected, but encouraged to attend the meetings

Committee Leadership:

- Chair of the Maine EMS IFT Committee
- Co-Chair of the Maine EMS IFT Committee

Appointment Process: The initial appointment will be made by the Chair of the Maine EMS Board, subsequent appointments to the Chair and Co-Chair positions of the Maine EMS IFT Committee will be by a vote of the current committee to appoint a current member of the committee to the open position, and the recommendation will then be forwarded to the Chair of the Maine EMS Board for approval. The individual acting in the capacity of the Chair or the Co-Chair, will be selected from the positions on the Maine EMS IFT Committee, approved by the Maine EMS Board.