



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
152 STATE HOUSE STATION
AUGUSTA, MAINE
04333



EMERGENCY MEDICAL DISPATCH (EMD) COMMITTEE MEMBERSHIP GUIDE

Positions:

Current Membership:

EMD-Q	Jennifer Michaud, Houlton RCC
PSAP Manager	Tim Hall, Lewiston-Auburn 911 (Chairperson)
At-Large	Cindy Moore-Rossi, Washington RCC
EMD Director	Melinda Dyer, Cumberland County RCC
EMD Director – Non-PSAP	Monique Pomeroy, Saco PD
Line EMD – PSAP	Tim Hall, Penobscot RCC
Line EMD	Tara Doe, Lincoln County RCC
EMS Field Provider	Dakota Turnbull, Med-Care Ambulance
EMS Agency Manager	Dan Mayotte, Vassalboro FR, Delta Ambulance
Maine EMS Board Rep.	Laura Downing, Sagadahoc County RCC
Physician Representative	Vacant
Licensed Mental Health Professional	Vacant
*Maine EMS Support Staff	Melissa Adams, EMD Program Coordinator

Updated 07/20/23

Qualifications:

1. Applicant/Member actively fills the role of the specific position they are applying for/serving within the committee membership.
2. Applicant/Member is in good standing with the agency/profession in which they fill the role of the position applying for/serving.
3. (Desired) Applicant/Member possesses current knowledge of the design and operation of the state and local EMD system.
4. Applicant/Member possesses good interpersonal and consensus building skills and the ability to work as a member of a team.

*Non-voting member



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5. **(Desired)** Applicant/Member participates in the quality assurance and improvement process of the agency/profession in which they fill the role of the position applying for/serving (participation may include managing, reviewing, providing or receiving QA/QI).

Responsibilities:

1. To serve as a resource and subject matter expert regarding the impact and application of EMD.
2. To represent and advocate for others in your role as they are impacted by EMD.
3. To participate in the creation, development, implementation, dissemination and maintenance of statewide EMD **and EMHD** protocols.
4. To act as a liaison between The EMD Committee, as well as the Board of EMS, and those you represent.
5. To attend EMD Committee meetings, occurring quarterly on the third Thursday of January, April, July, and October; either in person or by teleconference. Furthermore, members are expected to be prepared for these meeting and to participate in discussion.
6. To utilize various methods of communicating with similarly licensed or authorized members of the emergency response community, to perform outreach when necessary.
7. It is expected that these positions will require an estimated 10 hours per quarter, between meetings and preparation work. There will be instances in which more time is required.

Application Process:

1. Interested candidates should submit the following to Melissa Adams, EMD Program Coordinator, Maine EMS:
 - a. Letter of intent – This must indicate which position the applicant is applying for.
 - b. Two letters of support – When applicable, one of these must come from the Chief, Director, or Manager of the agency for which the applicant serves the role that they are applying to represent within the committee.
2. A deadline for application submission will be established.
3. All applications for each position will be reviewed by Maine EMS and the current EMD Committee Members.
4. A pool of candidates will be selected for an interview by the EMD Committee Chair, the EMD Program Coordinator, and the Maine EMS Director. Candidates will be notified of selection in a timely manner.
5. Interviews will be conducted by the EMD Committee and recommendations will be submitted to the Chairperson of the Board of EMS for final approval. Candidates will be notified in a timely manner.