



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

JANET T. MILLS  
GOVERNOR



MICHAEL SAUSCHUCK  
COMMISSIONER

WIL O'NEAL  
DIRECTOR

### EMD Committee Meeting

Thursday, October 16, 2025, 09:30

Zoom Meeting: <https://mainestate.zoom.us/j/87569618203>

### MINUTES

i. Call to Order

ii. Attendance

a. Committee Members

Tim Hall (Chair), Laura Sanded, Cheri Volta, Cindy Moore-Rossi, Melinda Fairbrother-Dyer, Dan Mayotte, Monique Pomeroy

Absent: Jace Poulin, Jennifer Michaud

b. MEMS Staff: Melissa Adams

c. Stakeholders & Guests: Darcy Valido, Kyle Ellis, Mike Labbe, Brad Timberlake, John Brophy

iii. Maine EMS Mission Statement (Chairperson)

*The mission of Maine EMS is to promote and provide for a comprehensive and effective Emergency Medical Services system to ensure optimum patient care with standards for all providers. All members of this committee should strive to promote the core values of excellence, support, collaboration, and integrity. In serving on this committee, we commit to serve the respective providers, communities, and residents of the jurisdictions that we represent.*

iv. Public Comment

v. Modifications to the Agenda

vi. Previous Meeting Minutes - July 27, 2025

MOTION to approve as written. (Sandred, Fairbrother-Dyer)

PASSED

vii. EMS Office Update

a. Melissa advised that the open positions for a Licensing Agent and the Region Four Manager have not yet been posted or filled.

b. Laura Sandred was elected by the EMS Board to serve as the EMD Representative on the newly formed EMS Licensing Board. She is the only member serving on both boards. Melissa thanked her for her time and service to the EMS system.

viii. ESCB Update

a. Kyle advised that the QA Review Forum on October 3 was well attended. We covered reports and P41 and held a Q&A and informational session with the QPR representatives.

• **Excellence**

• **Support**

• **Collaboration**

• **Integrity**

•

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With offices located at the Central Maine Commerce Center, 45 Commerce Drive, Suite 1, Augusta, ME 04330

- b. In December, the ESCB will open the QPR contract to any interested agencies. Kyle will send an email with those details.
- c. The EMD refresher class in Bangor was not well attended. Kyle explained that due to the low attendance trend, the format will change next year to combine a half-day EMD and a half-day EFD refresher.
- d. The ESCB has paused random QA reviews to focus on the 911 cutover taking place this month.
- e. QA Review Sessions will be on April 30 and potentially October 16 in 2026.

ix. Old Business

- a. QA-QI Program Updates

Melissa, Laura, and Kyle had an opportunity to meet and draft a series of questions for agency leaders to answer about their QA/QI programs. The information gathered will be used to host a collaborative workshop at the ESCB on November 13, 2025, from 09:00-12:00. The questionnaire is voluntary and will be sent out to each agency's primary contact with an invitation for the workshop early next week. Each agency is encouraged to have an administrator or delegate attend the workshop and bring their quality assurance program documents, as well as operational policies that support their quality assurance initiatives, to review and update as needed or to offer ideas to others in attendance. The workshop will have a foundation in EMD/EFD QA, but attendees are encouraged to share all quality assurance initiatives, including business line, handling law calls, and radio dispatching procedures.

EMD Committee members are encouraged to attend and come away with ideas about data collection that would be more useful as performance markers than those that we are currently using.

x. New Business - None

xi. Adjourned at 10:02 (Sandred, Volta)

- a. Next meeting is January 15, 2026, at 09:30