



Maine EMS for Children Advisory Committee



November 1, 2018

COMMITTEE OVERVIEW

The EMS-C advisory committee will be “responsible for guiding the EMS-C Program, prioritizing EMS-C issues, working on special projects, ensuring that pediatric emergency issues are addressed within the EMS system (including both the prehospital and hospital settings), and providing policy recommendations pertaining to the improvement of emergency medical services for children ⁽¹⁾. Representatives shall include:

- RN with pediatric training/experience
- Physician with pediatric training/experience
- Advanced Practice Provider with pediatric training/experience
- EMS provider who is currently a practicing prehospital provider
- Family representative
- MDPB representative
- Maine EMS Board member
- EMS-C Project Director
- EMS-C Program Manager

COMMITTEE PURPOSE

The committee will meet a minimum of 4 times per year (quarterly) to:

- Assist/advise the MDPB and Maine EMS Board on statewide standards, policies and pediatric guidelines.
- Analyze data related to injury prevention and illness.
- Monitor the EMS-C Program and recommend improvements.
- Advise healthcare facilities and other providers on statewide standards, policies and pediatric guidelines.
- Promote activities that ensure optimal delivery of care.
- Assist/advise on the provision of pediatric education.
- Assist/advise on the statewide trauma standards, policies and pediatric guidelines.
- Advocate for best methods to enact legislation and accomplish grant objectives.

1. Morrison-Quinata, T. & Edgerton, E. A. (2017, January 15). *EMS for Children performance measures*. Rockville, Maryland: US Government Printing Office.

COMMITTEE STRUCTURE

The EMS-C Advisory Committee reports to the Maine EMS Board and serves in an advisory role to various other Maine EMS committees. In addition, the Maine EMS-C program is funded through a federal grant project supported by the Health Resources and Services Administration (HRSA), Maternal and Child Health Bureau (MCHB), and Emergency Medical Services for Children (EMSC) State Partnership grant program. Pursuant to the grant program, various reporting tools will be completed through the EMS-C Program Manager and Maine EMS Director. The committee will annually (December of each year) designate a committee chairperson and a committee vice-chairperson. The EMS-C Program Manager will serve as a liaison between the various Maine EMS committees and provide regular updates as necessary to those committees and Boards.

Appointment Process

1. Written requests for membership shall be submitted to the committee chairperson for consideration at the next regular meeting.
2. Candidates will complete an EMS-C Advisory Committee application and submit it to the EMS-C Program Director by November 30 of each year. Acknowledgment of receipt will be made via email and submitted for approval by the Maine EMS Board. Candidates will be notified of the decision by the Maine EMS Board and notified with further guidance. Once approved, candidates shall be considered members until further notice, or until the member:
 1. Submits a written resignation to the chairperson.
 2. Misses more than one meeting within the calendar year without excusal by the committee chairperson.
3. If a role is vacated or unfilled, candidates may submit an application at any time and assume the duties of that member immediately after approval by the Maine EMS Board.
4. New members, chairperson and vice-chairperson will begin their duties on January 1 of each year unless replacing a vacated or unfilled position (See #3).
5. Task forces and subcommittees will be appointed at the discretion of the chairperson, in order to accomplish the objectives of the annual work program and other designated projects. Non-committee members may be appointed to such subcommittees but will not then be considered members of the EMS-C Advisory Committee.

COMMITTEE RESPONSIBILITIES

The Committee, relying on the expertise of its members, considers issues and develops recommendations for consideration by the Maine EMS Board and Maine Medical Direction and Practices Board. A recommendation shall be approved by a simple majority of committee members. A clarifying statement or rationale developed by Maine EMS staff and the chairperson should be written for each recommendation and provided to the Board.

1. Voting members will be the 9 core members listed in the committee overview.

2. Visitors are welcome to attend any regular meeting, but may not vote.

When indicated, the Committee may develop position statements on various issues to provide guidance to the Maine EMS Board and EMS community. Position statements are generally drafted following each meeting by Maine EMS staff, based on discussion points generated by the Committee members. Position statements are usually developed for proposed legislative issues, although they may be required for other situations as indicated by the Committee chairperson.

CHAIRPERSON RESPONSIBILITIES

The chairperson is expected to run each meeting in an effective and efficient manner. The chairperson should have an understanding of parliamentary procedure and Robert's Rules of Order and be able to apply proper procedure when necessary.

The chairperson should strive to keep each meeting focused on the agenda items, with a bias toward action and completion of the tasks to be accomplished. The chairperson should not hesitate to refer a matter to a subcommittee, task force, or other Maine EMS committees, but should recognize the point when enough productive thought and discussion has occurred and the time has arrived to make a decision and put the matter to a vote.

The chairperson will maintain liaisons with the Maine EMS-C Program Director and Manager regarding Committee projects and progress. The chairperson should be available to consult with Maine EMS staff on issues such as agenda planning, Committee document preparation, and other issues.

VICE-CHAIRPERSON RESPONSIBILITIES

The vice-chairperson will support and assist the chairperson in their duties as needed and will assume the role of the chairperson in his or her absence from meetings.

MEMBER RESPONSIBILITIES

Committee members are expected to attend the meetings and participate in all discussions and deliberations, demonstrating a high degree of interest, commitment, and genuine concern for the improvement of EMS.

In order to maintain active status on the Committee, members may not miss more than three scheduled meetings in the EMSC calendar year (January-December). Members with more than one unexcused absences will be subject to dismissal. There is a great amount of work to be accomplished by the Committee, and membership appointments must be made to achieve maximum productivity.

Members will receive meeting notices and prior to each scheduled meeting. Members who must change their plans regarding meeting attendance should notify the chairperson or EMS-C Program Manager no later than 4:30 p.m. on the day before the meeting.

Generally, members will receive copies of documents and materials via e-mail or website link for discussion at each meeting. Members should bring all materials to the subsequent meeting to reference during discussion.

Members must advise the EMS-C Program Manager of any change of address, phone number, e-mail address, or organizational affiliation.

Online or teleconference meetings will be available whenever possible, and live meetings that were cancelled due to inclement weather will be held via a distance-method at the discretion of the committee chairperson and Maine EMS staff.

Committee members are responsible to sign the attendance roster at the meeting. Failure to do so will result in being classified as absent. The Committee has a multitude of decisions to make in limited meeting time. Therefore, members should also avoid lengthy, rambling, or repetitive statements, and concisely state their positions. Members should strive to keep the focus of the debate constructive, rather than argumentative.

QUORUM

A quorum, for the purposes of conducting business to be voted upon by the EMS-C Advisory Committee will consist of the simple majority of currently appointed seats that are filled (i.e. if all 9 positions are filled, the quorum is 5. If 7 positions are filled, the quorum is 4).

MINUTES

The chairperson will appoint a Committee member to record the minutes of the meeting. These minutes will be in draft form until approved by the Committee, generally at the next meeting. The minutes will be posted online for review, and indicated by date and the notation 'Draft' if not yet approved. Draft and any finalized minutes will be electronically distributed to all Committee members prior to the next meeting and posted on the Maine EMS website..

CANCELLATIONS

Any meetings that are cancelled will be rescheduled by the chairperson at the next most convenient time for the majority of Committee members.



APPLICATION FOR EMS-C ADVISORY COMMITTEE



Name _____

Home Mailing Address _____

Phone _____ E-mail _____

Occupation _____

Where are you currently employed? _____

Have you ever been elected or appointed to public office (including other boards/committees) in Maine? If yes, please list and include dates:

Please list any professional association memberships (IAFF, NAEMT, ENA, ACEP, etc):

Have you held or do you hold an occupational or professional license or certificate in the State of Maine or any other state? Please note the type of license/certificate and the issuing authority:

Can you: Attend daytime meetings? _____
Spend time reading materials in preparation for meetings? _____

Is there anything else you think we should know about you, your background, or experiences?

Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation, or ordinance (exclude traffic violations for which a fine or civil penalty of \$150 or less was paid) Yes____ No____
If yes, please give details: _____

***Please attach a résumé that includes education, employment and professional history.
Please use additional sheets as needed for any questions listed above.***

I hereby certify that the information provided in this application is true, correct and complete to the best of my knowledge.

Applicant's Signature

Date

Please return to: Maine EMS, 45 Commerce Drive, Suite 1, 152 State House Station, Augusta, ME 04333 or email to Marc.A.Minkler@maine.gov