



MEMORANDUM

To: Maine EMS Board

From: Jason A. Oko
Data & Preparedness Coordinator, Maine EMS

Date: January 28, 2020

Subject: Maine EMS Data Committee Composition and Formation

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

Position	Recommended appointment process
Chair of the Maine EMS Data Committee & Co-Chair of the Maine EMS Data Committee	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 Data 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 Data Committee, approved by the Maine EMS Board.
MDPB Representative	MDPB will vote on a member of the MDPB to be appointed to the Maine EMS Data Committee, the Chair of the Maine EMS Board will approve this appointment.



<ul style="list-style-type: none">• Public Health Epidemiologist or a Health Intelligence Officer• EMS Billing Representative• Maine CDC Representative• Hospital Representative<ul style="list-style-type: none">• Private EMS Agency• Fire/EMS Agency• Public-Non-Fire EMS Agency• University Representative (Public Admin or Public Health representative preferred)• Current or former member of an Institutional Review Board (I.R.B.) Representative	<ul style="list-style-type: none">• The Maine EMS Data 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<ul style="list-style-type: none">○ A letter of interest,○ A CV, or a resume.• The chair and Co-Chair of the Maine EMS Data Committee will schedule the interested parties for interviews with the Maine EMS Data 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 Data 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 Data Committee 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 Data 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.
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