



MEMORANDUM

To: Maine EMS Board Members

From: Maine Emergency Medical Services

Date: November 5, 2025

Subject: Proposal and Strategic Rationale for Consolidating Personnel Roster Management to the eLicensing System (LMS)

Executive Summary

This memo outlines an operational decision to **formalize** the use of the **eLicensing System (LMS)** as the single, authoritative source for managing all personnel rosters. While LMS has always been the designated primary system, this initiative eliminates redundant roster functionality currently existing within the Maine EMS & Fire Incident Reporting System (MEFIRS). This change sets access and permissions to **require** all agencies to utilize LMS exclusively for personnel roster changes, establishing it as the sole active management platform. The transition is scheduled for completion on **June 1, 2026**, following a robust 6-month communication and preparation period.

Project Background and Rationale

Currently, EMS agency rosters are managed across two interconnected systems: LMS (the primary license holder) and MEFIRS (the ePCR system, which allows personnel additions from LMS). This dual management creates potential for data discrepancies, administrative overhead, and security risks.

The move to a singular LMS-centric model is driven by four key strategic objectives:

1. **Enhanced Data Integrity and Verification:** Establishing LMS as the single source for all roster data ensures consistency and synchronization with licensing status. Critically, the new process requires agency administrators to verify a staff member's active licensure status before finalizing an association, strengthening compliance and visibility at the agency level.
2. **Protection of Clinician PII and Consent:** Centralizing Personal Identifiable Information (PII) management within the secure LMS environment and making the roster addition process user-initiated via the "Agency Association Request" significantly enhances security, data control, and clinician consent from the start.



3. **Streamlined Roster Management:** Agencies will benefit from a standardized process, reducing the administrative burden, and confusion, of managing data across multiple platforms.
4. **Expanded Statewide Data Capabilities:** The shift will establish the foundation to allow the State Fire Marshal's Office (FMO) to more effectively track additional firefighter certifications, a critical new function currently unavailable to them.

Scope and Impact

This transition centralizes roster management, affecting two systems: the eLicensing System (LMS) and the Maine EMS & Fire Incident Reporting System (MEFIRS).

- **LMS** will transition from being a source of roster data to being the **sole system** for adding and removing personnel from agency rosters.
- **MEFIRS** will have its roster management functionality (adding/removing personnel) deactivated and removed. It will retain the function of assigning internal **Permission Groups** to personnel who have been identified and synced from the LMS roster.

This transition will affect **all regulated entities**, including all EMS agencies, fire/EMS agencies, and fire departments that utilize MEFIRS for personnel records.

Implementation Timeline

The following timeline is proposed to allow for adequate system development, data migration, and comprehensive communication. **Note: Agency data verification is not required for the cutover.**

<u>Milestone</u>	<u>Target Date</u>
Board Review	November 5, 2025
Public Announcement	December 1, 2025
System Development/End User Testing	December 1, 2025
Agency Training Commencement	January 2026



FULL CUTOVER (Go-Live)	June 1, 2026
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Recommendation

This initiative represents an operational decision aimed at modernizing data governance, enhancing security, and streamlining administrative processes for the regulated community. We are not requesting a formal motion for this change; rather, we present this comprehensive plan for the Board's **review, feedback, and continued support** as we proceed with the implementation timeline. The Maine EMS team is prepared to execute the plan, beginning with the public announcement on December 1, 2025.