



MEMORANDUM

To: Maine EMS Board

From: The Regional Management Team; Jason Oko, Melissa Adams, Rob Glaspy

Subject: Annual Comprehensive Regional Plan Waiver Request

Date: July 28, 2025

Situation

The Regional Management team is incomplete but diligently working to understand the Board's rules to take the appropriate steps to manage the development of restructured Regional Councils, voting memberships, and the establishment of, or affiliation with, a business entity to apply for designation. At the same time, the Management Team is surveying a broad range of stakeholders to collect and analyze relevant and timely information that will guide each respective Regional Council in drafting a comprehensive regional plan to submit to the Board for approval. With the timeframe given and the scope of the work required to establish Regional Councils, it is not possible to meet the *August 15* annual deadline for Regional Councils to submit a comprehensive regional plan to the Board required by Rules (Chapter 15 §2[4][C]).

Background

- The EMS Board amended Chapter 15 of its Rules, effective in April 2024, restructuring Maine EMS Regions and Regional Councils and defining the designation, roles and responsibilities, composition, and duties of the Regional Councils.
- Managers for Regions 1, 2, and 3 were hired in April 2025. The Manager position for Region 4 remains vacant and pending a new application posting.
- Each Regional Council must affiliate with a business entity to submit an application for designation, along with a list of nominees for appointment to voting membership of the council, to the Board (Chapter 15 §2[1][C]).
- One of the Regional Councils has a prospective business entity affiliation.
- Two of the four Regions have started meeting with Council members to orient them to the new structure and begin planning action items to meet the requirements of the Board Rules.
- The Regional Management team initiated a [Regional Needs Assessment Survey](#) on July 14. As of July 28, we have received 335 responses from stakeholders representing EMS



agencies, personnel, educators, emergency medical dispatchers, and emergency management representatives. This survey is open until August 29, 2025.

- The Regional Management team drafted a [MEMS Regional Council Voting Member Application](#) for stakeholders to express their interest in serving as voting members of a Regional Council. It will be available beginning August 8.

Assessment

Each Regional Council must accomplish several steps before it will be positioned to submit “a comprehensive plan that provides for the organization and implementation of regional goals and strategies...(to) provide support to Ambulance Services and Non-Transporting services, and be accompanied by an analysis of regional operations that includes the identification of resources needed to meet the goals and strategies identified within the plan.” Three of the four Regions have initiated one or more of the steps.

Those steps include:

1. Orientation to the new Regional Council structure and Board rules,
2. Nominating a voting membership,
3. Establishing bylaws,
4. Affiliating with or creating a business entity to apply to the Board for designation as the Regional Council,
5. Analyzing data and feedback gathered from the Regional Needs Assessment Survey.

Request

The Regional Management Team requests that the Board waive the citation in Chapter 15 §2(4)(C) of the Maine EMS Rules requiring Regional Councils to submit a comprehensive Regional Plan to the Board “*no later than August 15 of each calendar year*” until August 1, 2026.