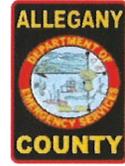




# Allegany County Emergency Services Board Policies and Standards



<b>Subject: Quality Assurance and Quality Improvement Plan</b>	<b>Approved: 10/08/2019</b>
<b>Policy/Standard #:</b>	<b>Revised:</b>
<b>Approved:</b> _____	<b>Emergency Services Board Chairman</b>

## 1. Introduction

The Allegany County Emergency Services Board, the Emergency Medical Services Committee, Operational Program Medical Director, and the Regional Medical Director are dedicated to the provision of quality EMS care to all patients of traumatic injury or sudden medical emergencies in Allegany County. In order to ensure that quality care is continually provided, an ongoing Quality Assurance and Quality Improvement Plan have been established. This program will provide both a forum for continuous system improvement and a means to review significant events, including an effective mechanism for monitoring patient care activities, and for identifying, evaluating and resolving problem areas in EMS care.

The implementation of this Quality Assurance and Quality Improvement Plan will instill a sense of confidence in the care given by Allegany County EMS providers. It will serve as a catalyst to assure understanding, cooperation, communication, and pride by both the EMS company members and the communities in which they serve.

## 2. Mission

The Allegany County Emergency Services Board is appointed by the Allegany County Commissioners with a mission to effectively promote the delivery and the highest quality of emergency services to the citizens and visitors of Allegany County. The Allegany County Emergency Services Board was created to regulate the fire, emergency medical services, and related services in Allegany County. The Allegany County Emergency Services Board and its Emergency Medical Service Committee has a mission to provide:

- Advisory direction to insure the timely, professional pre-hospital emergency medical care and transportation that is of the highest quality, administered with skill, compassion, and dignity to all who require such services.

- Advisory direction to the Emergency Communications Center to efficiently and effectively receive, prioritize, dispatch and coordinate the response of municipal, volunteer and mutual aid resources to medical emergencies.
- Such services without regard for a patient's age, sex, race, national origin, affectional preferences, political affiliation or ability to pay.

### **Program Goal**

To continuously evaluate and improve the EMS care provided by Allegany County EMS services.

### **Objectives**

1. To establish and operate a Medical Review Committee which will review allegations (written, oral, or other information which warrants investigation) that an EMS provider or organization failed to act in accordance with:
  - a) the Code of Maryland Regulations Agency Compilation (COMAR) Title 30, Subtitle 02 concerning Scope of Practice and Duties and Prohibitive Conduct;
  - b) any applicable State and Federal laws;
  - c) MIEMSS Medical Protocols; or
  - d) that pre-hospital care was below the applicable standard of care.
2. To establish and operate a Quality Improvement Committee to review a random sampling of patient care data (MAIS) in order to identify trends and sentinel events and advance the quality of EMS care in Allegany County.
3. Confidentiality Statement - The Allegany County Medical Review Committee and Quality Improvement Committee are intended to be medical review committees under Health Occupations Article §14-501, Annotated Code of Maryland, and to be the committees established in the Maryland Institute for Emergency Medical Services Systems (MIEMSS) required by COMAR 30.03.04.03. The proceedings, records, and files of the Allegany County Medical Review Committee and the Quality Improvement Committee are intended to be confidential as provided in Health Occupations Article §14-50. All members of the Medical Review Committee, the Quality Improvement Committee, and other individuals, who become exposed to this information, shall be required to sign a Confidentiality Agreement.

See Attachment #1 for a schematic of how Medical Review/Quality Improvement Committee integrates with EMS operational structure.

**Allegany County Emergency Services Board  
Emergency Medical Services Committee  
Quality Improvement Committee  
Operating Procedures**

**Duties of the Emergency Medical Services Operational Program**

1. Emergency Services Board (ESB)
  - a) Duties are assigned in **Code Home Rule Bill No. 03-07** and include overarching mandate to regulate the fire, emergency medical services, and other related services in Allegany County. (see appendix I)
  
2. Director of Emergency Services
  - a) Serve as the ESB's, and County Commissioners' designee to coordinate the provision of emergency medical services.
  - b) Plan, coordinate, and supervise overall operations of the Division of Emergency Services and establish and/or recommend policies and procedures relating to fire and emergency services.
  - c) Serve as the highest jurisdictional official for EMS as recognized by MIEMSS.
  - d) Work closely with career and volunteer emergency services personnel, the AGCVFRA, the EMS sub-committee of the ESB, the fire service subcommittee of the ESB, and individual fire and EMS companies to ensure proper and cost-effective provision of fire and emergency services.
  - e) Serve as the EMSOP advocate for matters such as seeking program funding and equipment in coordination with state and local agencies.
  - f) Answer to the Emergency Services Board and Board of County Commissioners and coordinate with MIEMSS as necessary.
  
3. Quality Assurance Officer
  - a) Receives all complaints from the field operations component of the EMS Operational Program
  - b) Initiates the fact-finding process
  - c) Monitors, evaluates, reports on, and makes recommendations for improvement to the QA/QI Plan
  - d) Prepares and maintains documentation of sentinel events.
  - e) Provides notification to appropriate personnel (written or oral form). g. Assist with customer service survey.
  - f) Coordinates with the QA/QI Coordinator from each fire and/or EMS Company.
  - h) Reviews all company level documentation that supports the QA/QI plan.
  - I) Provides quarterly reports on the QA/QI plan to the HJO and the Jurisdictional Medical Director(s).
  - j) Tracks matters under investigation as necessary to promptly resolve issues.
  - k) Completes documentation relating to all incidents and personnel reviewed under this policy.
  - m) Conduct interviews and collect data relating to a complaint filed with the EMSOP.

4. Medical Directors(s)
  - a) Overall supervision of the medical quality assurance (QA) component of the QA/QI Plan.
  - b) Work collaboratively with all partners of the EMSOP to promptly and appropriately resolve matters and manage the clinical aspects of the EMSOP.
  - c) Complete MIEMSS documentation as required.
  - d) Provide or recommend appropriate discipline, remedial training, and continuing education programs.
  - e) Shall participate in aspects of the QA/QI Plan, which affect patient care, including planning and policy development.
  - f) Other duties as defined in the Medical Director's agreement.
  - g) Approves recommendations from the EMSOP for appointment to the MRC.
  
5. Local Fire and EMS Companies:
  - a) Ensure compliance with County policies, procedures, and COMAR Title 30 at the company level.
  - b) Establish specific indicators for review at the local company level
  - c) Report protocol violations, compliance issues to the appropriate individual within the EMSOP
  - d) Serve as an advocate for their respective emergency provider to assist them in being successful in all EMS related operations
  - e) Assist emergency providers with initial and remedial training.
  - f) Serves as a liaison between the company and the EMSOP

### **Duties of QI Committee**

1. To review patient care data in order to identify trends and sentinel events.
2. Data sources may include, but not limited to, EMEDS, AED Usage Reports, etc.
3. Analyze sentinel events to determine if protocol revisions, equipment/resource adjustments or remedial action is necessary.
4. Analyze trends in EMS care and develop recommendations for appropriate action.
5. Determine standards and track specific quality improvement indicators (see **Quality Indicators** – page 4).
6. Create specific quality improvement task forces to address improvement steps so as to assure compliance to standards as trends are identified thru EMEDS review.
7. Review EMS responses to priority 1 incidents, incidents of refusal of treatment/transport, priority 4 incidents including on scene pronouncement of death, and 10% of Priority 2 and 3 incidents.

### **Membership of QI Committee**

1. EMS Jurisdictional Program Medical Director
2. Advanced Life Support Clinician (CRT-I or Paramedic)
3. Advanced Life Support Clinician (CRT-I or Paramedic)
4. Advanced Life Support Clinician (CRT-I or Paramedic) Volunteer – pending recommendation from their department chief.
5. Basic Life Support Provider (EMT or EMR)

6. Basic Life Support Provider (EMT or EMR)
7. Basic Life Support Provider (EMT or EMR) Volunteer – pending recommendation from their department chief.
8. Emergency Medical Dispatcher
9. Paramedic from a career Department/Company
10. Jurisdictional EMS Operation QA Officer
11. Regional MIEMSS Administrator (ex-officio)
12. WMHS Trauma Care Coordinator

Additional clinicians can be used for informational gathering without being part of the membership, as directed by the EMSOP and/or the Medical Director.  
Volunteer positions cannot be held by any part-time or full-time DES or CFD employee.

### **Appointment of Members**

1. Members shall be appointed by the Allegany County Emergency Services Board upon recommendation by the EMS Operational Program, and approval of the Jurisdictional Medical Director.
2. At the time of their appointment/reappointment members shall sign the peer review confidentiality agreement.

### **Length of Appointment**

Each member shall serve a term of 2 years, there shall be no limit to the number of terms appointed. Requirements of prospective members may include but are not limited to:

1. Letter of intent for membership to the QI Committee
2. EMS Operational Program Recommendation to the ESB
3. Jurisdictional Medical Director Approval

### **Quality Indicators**

1. Data accuracy
2. Response times
3. Trauma patients transported to Trauma Centers
4. Intubation success rates
5. Time on scene for Priority 1 Trauma patients
6. Cardiac Arrest
7. ALS coverage

### **Data Collection**

Data sources may include, but not limited to:

1. EMEDS
2. AED Usage Reports
3. EMD records

## **Meetings**

To be held at minimum bi-monthly.

## **Allegany County Emergency Services Board Emergency Medical Services Committee Medical Review Committee Operating Procedures**

### **Duties**

1. Review of allegations (written-see incident reporting form Attachment #2, oral, or other information which warrants investigation) that an EMS clinician or organization failed to act in accordance with applicable laws/protocols or that pre-hospital care was below the applicable standard of care.
2. Utilize the Allegany County Emergency Medical Services QA Officer or Chief to gather documentation and conduct interviews as needed concerning incident inquiries.
3. Conduct hearings so as all parties may present their view of the case/allegation.
4. Recommend necessary corrective action(s) for individual cases to the Medical Director. Recommend remedial action to resolve patient care issues, and the documentation of such actions may include:
  - a) Retraining
  - b) Counseling
  - c) Disciplinary action
  - d) System improvement
  - e) MIEMSS review/action

**Membership shall be the same as the Quality Assurance/Quality Improvement Committee.**

### **Voting Rights**

All members of the Medical Review Committee have voting rights with the exception of the MIEMSS Region I Administrator.

### **Request for Medical Review**

1. Any person may request the Medical Review Committee to consider a matter concerning patient care or prohibited conduct. The request can include but not limited to: verbal, unofficial written, or incident reporting form.
2. Reporting and review of cases by the MRC will follow MIEMSS guidelines within COMAR Title 30.
3. A summary of all requests shall be presented at the bi-monthly Medical Review Committee meetings.

## **Notification Requirements**

1. The Jurisdictional EMS Operational QA Officer shall notify the following of a request for Medical Review *within 15 days of the report*:
  - a) Any provider whose action was called into question;
  - b) The highest EMS officer of the company associated with the incident;
  - c) The EMS Jurisdictional Program Medical Director
2. All notifications shall be in writing with documented receipt.

## **Investigation**

1. The QA Officer shall, within 72 business hours of the occurrence or received complaint, investigate and gather data regarding the incident.

## **Hearings**

1. The Jurisdictional EMS Operational QA Officer shall convene a meeting of the Medical Review Committee within 15 days of notification of the occurrence to hear the facts of the case.
2. The parties involved shall be invited to be heard or provide written statements.
3. The Jurisdictional EMS Operational QA Officer must inform the individual(s), in writing within a reasonable amount of time, of the date, time and location of the meeting.

## **Actions**

1. After presentation of the facts surrounding each case, the Medical Review Committee may:
  - a) Determine that no further action is required;
  - b) Order further investigation;
  - c) Decide upon action to be recommended to the EMS Jurisdictional Program and Regional Medical Director. Actions may include, but are not limited to:
    - i) Re-mediation
    - ii) Re-education
    - iii) Probation
    - iv) Suspension of function as EMS provider
    - v) Referral to MIEMSS
    - vi) Recommend a change in policy to area agencies
    - vii) Recommend a change in state protocol to MIEMSS
2. Regardless of the action taken, the MIEMSS Compliance Office must be notified within 5 days of the incident and 35 days after completion of the investigation.

## **Results**

1. Immediately upon the decision of the Medical Review Committee, notification of their determinations shall be made in writing via email and followed by certified mail. (Attachment #3 – Medical Review Committee Meeting Form) to the following:
  - a) Any party whose action was called into question;

- b) The highest EMS officer of the company associated with the incident;
- c) The EMS Jurisdictional Program Medical Director;
- d) MIEMSS Compliance Office and the State EMS Medical Director as appropriate.

### **Appeal**

1. Every effort is made to provide all parties due process in the consideration of matters brought before the Medical Review Committee. The Jurisdiction and the Medical Review Committee acknowledge the parties may believe that the action taken may be excessive or unjust. They may appeal the decision by written request to the EMSOP QA Officer within fifteen (15) business days of their receipt of the Medical Review Committee decision.
2. The EMSOP QA Officer will then notify the Allegany County Emergency Services Board and Regional Medical Director. The Emergency Services Board will appoint two (2) EMS Clinicians, the person making the appeal will select a peer of their choosing, the EMSOP will appoint one (1) EMS Clinician, and the Region 1 EMS Medical Director will serve as the final person on the committee.
3. The party requesting the appeal will be notified in writing of the meeting date.
4. The Appeal Committee's decision will be final and forwarded to MIEMSS Compliance Office as required.
5. Written decision will be sent to the provider via email followed by certified mail.

### **Meetings**

1. Meetings of the Medical Review Committee will be conducted only with a quorum of members, which is defined as two-thirds of the members, and the Jurisdictional Medical Director must be present.
2. The majority of those present shall decide determinations.
3. The proceedings of each meeting shall be recorded in writing and securely stored for a period of five years.
4. No one shall be in attendance of a meeting without the invitation of the Committee.
5. Will meet as dictated by cases requiring action.
6. The EMSOP QA Officer will ensure all meeting attendees shall sign a Confidentiality Agreement.

This policy has been approved by the following and is hereby presented to the Emergency Services Board for adoption.



Joshua Burkett, Chairperson  
Allegany County EMS Committee

12/10/19

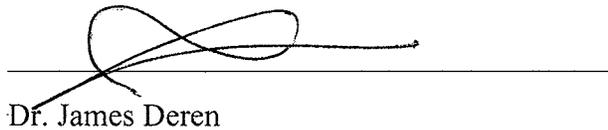
Date



EMS Chief, Christopher Biggs  
Allegany County Emergency Services

10-8-19

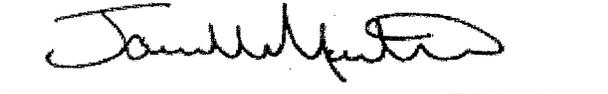
Date



Dr. James Deren  
Operational Program Medical Director

12/30/19

Date



Dr. Janelle Martin  
Regional Medical Director

12/30/19

Date

This policy was presented to and approved by the Emergency Services Board on the 10<sup>th</sup> day of October 2019 and will become effective October 08, 2019.



James R. Pyles, Chairperson  
Allegany County Emergency Services Board

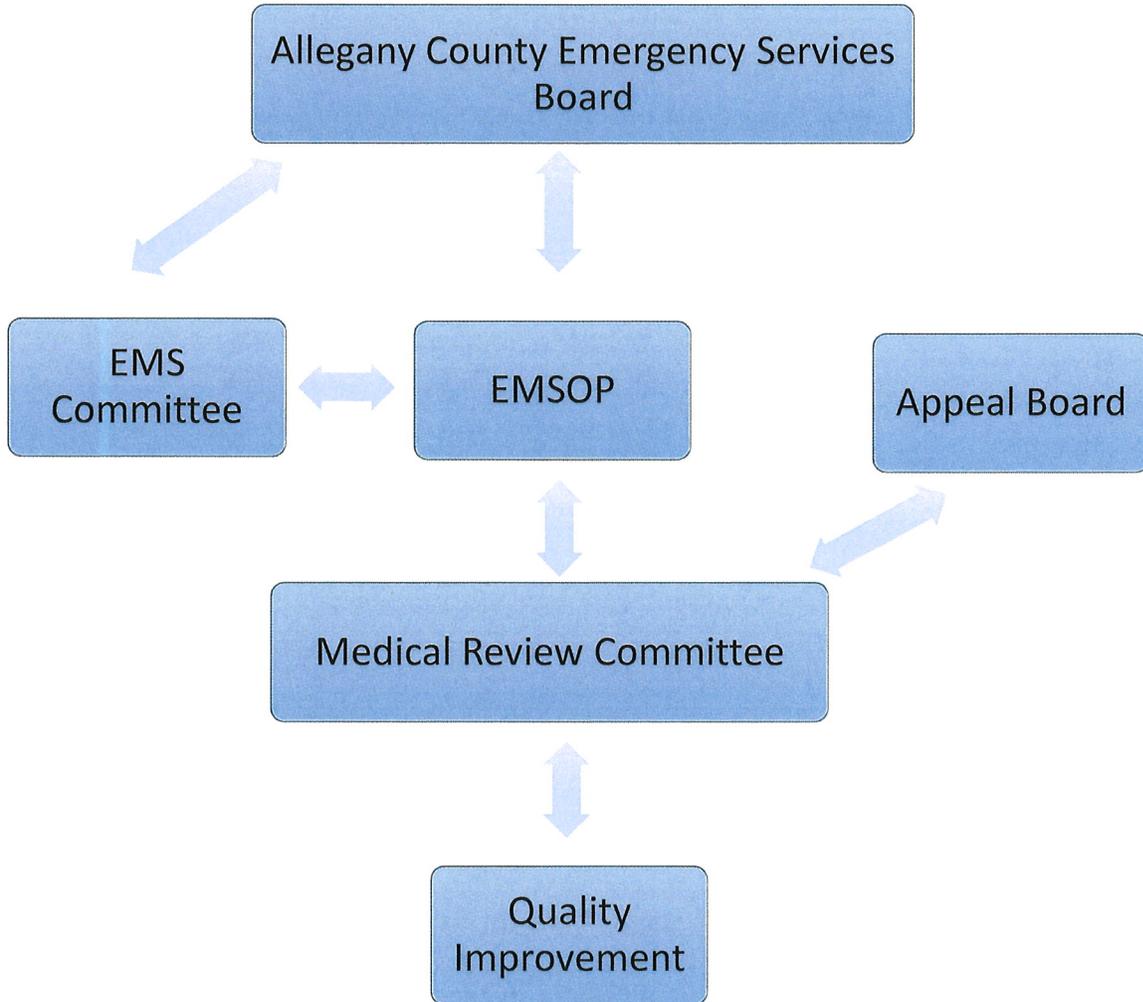
12/10/19

Date

Effective 12/09/2014  
Revised 10/08/2019

**Attachment #1**

**QA/QI AND EMS OPERATION STRUCTURE**



# Allegany County Quality Assurance Committee

## Incident Reporting Form

**This form is used to document any issue that involves patient care. Complete this form and forward it immediately to the Medical Review Committee. Return completed form to EMS Division Chief, Allegany County Department of Emergency Services, 11400 PPG Road, Cumberland MD 21502 – Office: 301-876-9155 EMAIL: cbiggs@alleganygov.org**

Check one of the following:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Protocol Variation                        | <input type="checkbox"/> Equipment Failure | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Inability to Carry out Physician's Orders | <input type="checkbox"/> Local Protocols   | <input type="checkbox"/> Other          |
| <input type="checkbox"/> Medications                               | <input type="checkbox"/> Scene Management  |   |

Patient's Name: \_\_\_\_\_ County Incident #: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Time of Occurrence: \_\_\_\_\_

Location of Occurrence: \_\_\_\_\_ \*EMEDS# \_\_\_\_\_

\*Attach copy of EMEDS form and any additional documents if available

**Description of Concern and Event: (Attach any additional pages or reports as necessary).**

Witness (es), if any, to event: \_\_\_\_\_

Provider's Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

\_\_\_\_\_  
(Signature of person completing form)

\_\_\_\_\_  
(Date)

Attachment #3

# Allegany County Medical Review Committee Meeting Form

This form has been designed to help guide the MRC in completing and documenting the events when handling QA complaints.

Date of MRC meeting: \_\_\_\_\_

MRC Members present:

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List other people in attendance (i.e. witnesses, supervisors, complainant, EMS clinician etc.)

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Have all members signed the Confidentiality Agreement?  Yes  No (get signatures)

### 3. Specific Incident Information

Clinician's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date/Time of occurrence: \_\_\_\_\_ pm / am (circle)

Location: \_\_\_\_\_

Brief Description of QA Concern: (Attach all incident reports, Quality Assurance forms, Occurrence forms, etc.)

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**Complete once interviews and review of reports are done:**

Was complaint valid:  Yes  No (Incident dismissed)  
If "yes" complete the following:

Identify root cause –

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Address reason (lack of knowledge, skills etc.) -

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Recommended Remedial Action –

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Medical Director's Signature with date (approving remedial action)

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Date final report forwarded to MIEMSS Region I Administrator: \_\_\_\_\_

Date final report forwarded to MIEMSS Compliance Office & State Medical Director: \_\_\_\_\_

Date provider completed remedial actions: \_\_\_\_\_

Date this complaint closed (once appeals done and/or remedial actions completed): \_\_\_\_\_

CODE HOME  
RULE BILL NO. **03 -**  
**07**

A Bill Entitled:

AN ACT TO REPEAL AND RE-ENACT §42-1 THROUGH §42-3  
OF CHAPTER 42 OF THE CODE OF PUBLIC LOCAL LAWS OF  
ALLEGANY COUNTY, MARYLAND (1983 EDITION, AS  
AMENDED), ENTITLED “EMERGENCY SERVICES BOARD”

SECTION I.

WHEREAS, the Board of County Commissioners wishes to amend certain provisions of Chapter 42, Article I, of the Code of Public Local Laws, and re-enact a new §42-1 through §42-3, entitled “Emergency Services Board”, which said request has been made by the current Fire and Rescue Board; and

WHEREAS, the Board of County Commissioners wishes to establish a new Board to be entitled “Emergency Services Board”, which Board shall be charged with the following mission:

“The mission of the Allegany County Emergency Services Board shall be to effectively promote the delivery and the highest quality of emergency services to the citizens and visitors of Allegany County through an appointed body that will be responsible for equitable disbursement of funding and development of standards.”

SECTION II.

**NOW, THEREFORE**, Pursuant to authority granted by the Legislature of the State of Maryland, be it enacted by the Board of County Commissioners of Allegany County, Maryland, that §42-1 through §42-3 of Chapter 42, Article I, of the Code of Public Local Laws of Allegany County (1983 Edition, as amended) shall be repealed, and the following §42-1 through §42-3 are enacted to read as follows:

ARTICLE I EMERGENCY  
SERVICES BOARD

§42-1. Creation.

The Allegany County Emergency Services Board is hereby created to regulate the fire, emergency medical services, and related services in Allegany County. The Allegany County Emergency Services Board will have the authority to promulgate rules and regulations governing the emergency service operations and related functions. The Board is directed to organize and establish a Fire Services Committee and an Emergency Medical Service Committee as more fully detailed in §42-3 of this Article.

**§42-2. Appropriations.**

A. The County Commissioners of Allegany County are hereby authorized, empowered and directed to appropriate funding to the Allegany County Emergency Services Board for redistribution to the eligible fire and rescue organizations as herein provided.

B. The funding is to be an amount that is at least equal to the average amount of funds expended by the Allegany County Commissioners during the previous three fiscal years. For the purpose of this section, the amount expended by the Allegany County Commissioners in any fiscal year shall not include any distribution or expenditure of funds made by the Allegany County Commissioners from revenue collected by the County from the taxation of paper gaming within the County, nor shall any one time special allocations be considered in the amount of funds expended by the Allegany County Commissioners.

C. The funds appropriated under this subtitle shall be used as an addition to, and shall not be substituted for, monies appropriated from other sources. The appropriation provided herein may be increased at any time by a Resolution of the County Commissioners prior to the annual levy date, to apply to the subsequent fiscal year.

D. The Board will have the power to allocate and revise the allocations, subject to the criteria herein established in §42-3.

**§42-3. Organization.**

**A. MEMBERSHIP**

The Allegany County Emergency Services Board shall be composed of ten (10) members representing the following:

1. The Chairperson of the Fire Service Committee. The term of office will be for one year;
2. An individual who is a member of the Fire Service Committee and has been selected by majority vote by the Fire Service Committee. The term of office will be for one year;

3. A representative of the Maryland State Fire Marshal's Office who is assigned to conduct or supervise operations in Allegany County or his/her selected designee to serve in his/her absence. His/her term on the Allegany County Emergency Services Board will continue until a replacement appointment is selected
4. The Chairperson of the Emergency Medical Service Committee. The term of office will be for one year;
5. An individual who is a member of the Emergency Medical Service Committee and has been selected by majority vote by the Emergency Medical Service Committee. The term of office will be for one year;
6. A representative of the Region 1 Emergency Medical Services Council who resides in Allegany County and represents an Allegany County group on the EMS Council. His/her term on the Allegany County Emergency Services Board will continue until a replacement appointment is selected;
7. A representative of the career fire and Emergency Medical Service in Allegany County. (Fifty-one percent [51%] of the membership must be full-time employees in order to qualify as a career service department) This position will be a two year term selected by and rotated between the departments with the order of rotation being selected initially by a lottery;
8. The Director of the Allegany County Department of Public Safety and Homeland Security or his/her selected designee to serve in his/her absence. His/her term on the Allegany County Emergency Services Board will continue until a replacement appointment is selected;
9. An Allegany County citizen who is not affiliated with any emergency services organization or division of government in Allegany County. This position will serve on the Fire Service Committee.
10. An Allegany County citizen who is not affiliated with any emergency services organization or division of government in Allegany County. This position will serve on the Emergency Medical Service Committee.

**B. MEMBERSHIP SELECTION**

1. Criteria for membership in Paragraph A positions 1, 2, 4, and 5 of this section include:

- a. The Committee, in which the member will be representing, must meet together and select their representatives to the Allegany County Emergency Services Board and the alternates to serve in their absence;
  - b. The name of the members selected and their alternates is to be submitted to the Allegany County Emergency Services Board Chair in writing prior to the January Emergency Services Board meeting;
  - c. Failure of the organizations to select a representative by the January meeting will result in the Allegany County Emergency Services Board Chair recommending to the Allegany County Commissioners an individual from the area of the vacancy to fill the membership opening; and
  - d. No member under §42-3, paragraphs A-1, 2, 4 and 5 can serve more than four years in succession on the Allegany County Emergency Services Board in any capacity.
2. All proposed new appointments and alternates as proposed under paragraphs A of §42-3 will be submitted by the Allegany County Emergency Services Board Chair to the Allegany County Commissioners for ratification. New Allegany County Emergency Services Board members will take office at the February meeting pending their ratification by the Allegany County Commissioners.
3. Criteria for membership in Paragraph A positions 9 and 10 of this section include: The Allegany County Commissioners shall appoint two citizens at large. These members will not be affiliated with a fire, rescue or emergency medical service company. Initially, to provide for staggered terms, one citizen will be appointed for a one year term and one citizen will be appointed for a two year term. After the initial term, all terms will be for two years and can be followed by more than one term in succession.
4. Any member may be removed from the Allegany County Emergency Services Board by the Allegany County Commissioners for (1) inefficiency, (2) neglect of duty, (3) malfeasance in office or (4) attendance. Vacancies will be filled within thirty (30) days by the methods outlined above and will be for the unexpired term. Failure of the organizations to select a replacement representative within thirty (30) days will result in the Allegany County Emergency Services Board Chair recommending to the Allegany County Commissioners an individual from the area of the vacancy to fill the membership opening.

5. All members will serve without compensation, but may be reimbursed for expenses incurred in the course of their Allegany County Emergency Services Board duties.
6. Alternates of record are not considered members of the Board but shall have full privileges, including voting, in the absence of the appointed member which they represent.

**C. BOARD OFFICERS AND DUTIES**

1. The officers of the Allegany County Emergency Services Board shall be a Chairman, a Vice Chairman, and a Secretary. All officers will be selected from the Board membership.
2. The Chairman will be selected from and by the Allegany County Emergency Services Board and ratified by the Allegany County Commissioners. The Chairman will vote in decisions of the Board only to break a tie and will report directly to the County Commissioners. The Board will also elect the Vice-Chairman and the Secretary. The election of the Chairman, Vice-Chairman and Secretary will be held at the first meeting in February of each calendar year. The term of office will be for one (1) year, February through January. In the event that there are no candidates willing to assume the office of Chairman, the Director of the Allegany County Department of Public Safety and Homeland Security or his/her selected designee will fill the position.
3. The appointment or election to the office of Chairman, Vice-Chairman, or Secretary will not extend the term of membership on the Board as provided for elsewhere in this act.
4. Administrative and/or clerical support for the Board will be provided through the Allegany County Department of Public Safety and Homeland Security.
5. The Chairman will be the chief administrative officer and preside over all meetings of the Board. The Chairman may appoint and assign members of the Board to committees as he/she deems necessary. The Chairman may also appoint non-board members to committees or duties in order to take advantage of expertise and experience of persons not members of the

Board. Non-board members so appointed will not have voting rights on the Board, and will serve only in the special capacity for which appointed and have only the responsibilities designated by the Chairman.

6. The Vice-Chairman will assume the Chairman's duties in the absence of the Chairman.
7. The Secretary will be responsible for maintaining accurate records of all Board business, processing all correspondence, and attending to other administrative duties assigned by the Chairman.

**D. BOARD DUTIES AND RESPONSIBILITIES**

The Allegany County Emergency Services Board shall be and is endowed with the power necessary and appropriate to execute the following functions:

1. To develop criteria for establishing primary service areas and boundaries for Emergency Service Organizations and to establish such areas and boundaries.
2. To establish criteria, as per the By Laws of the Maryland State Firemen's Association, for the establishment of new Emergency Service Organizations and for the establishment of new sub-stations within existing Emergency Service Organizations. No new Emergency Service Organization, station or sub-station will receive funding allocation unless approved by the Emergency Service Board. The Board shall consider population, travel distance, assessable base, and other factors in developing the criteria.
3. To establish usage and eligibility requirements for the annual funding allocation that the County Commissioners shall make to the Allegany County Emergency Services Board, for distribution to eligible Emergency Service Organizations which provide twenty-four (24) hour service, subject to the following:
  - a. All Emergency Service Organizations receiving funds shall receive a primary base amount. Additional allocations for sub-stations, population base, assessable base, travel distance, and ambulance service shall be based on criteria established by the Allegany County Emergency Services Board;
  - b. Each eligible Emergency Service Organization shall receive no less than 2.5 percent of the Allegany County Emergency Services Board allocation for fire and rescue organizations;

- c. The City of Cumberland Fire Department shall receive no less than 18 percent of the Allegany County Emergency Services Board allocation for fire and rescue organizations; and
  - d. Allegany County Emergency Services Board special allocations, including administrative costs, special funding, etc., will be established annually. This shall be in addition to the Allegany County Emergency Services Board allocations for fire and rescue organizations. This shall not be counted for the purpose of calculating percentage allocations.
- 4. To govern all solicitation of funding by any Emergency Services Organization based in Allegany County outside of their primary first due response area. Solicitations outside of their primary first due response area must receive prior approval by the Allegany County Emergency Services Board.
- 5. To establish equipment standards for Emergency Service Organizations that meet the current Maryland State Firemen's Association By-Laws. These equipment standards shall be reviewed and amended as required on an annual basis by the Allegany County Emergency Services Board. The Allegany County Emergency Services Board may establish standards greater than those set forth by the Maryland State Firemen's Association providing funding is identified to exceed these standards.
- 6. To establish training standards for Emergency Service Organizations, their members and officers that will meet the requirements of the State of Maryland, its regulatory agencies, and the Maryland State Firemen's Association. These training standards shall be reviewed and amended as required on an annual basis by the Allegany County Emergency Services Board. The Allegany County Emergency Services Board may establish standards greater than those set forth by the Maryland State Firemen's Association providing funding is identified to exceed these standards. All Emergency Services Organizations will provide upon request from the Allegany County Emergency Services Board, a listing of all members and their respective training records.
- 7. To establish and review on an as needed basis the Standard Operating and Administrative Procedures that govern the daily operations of the Emergency Service Organizations in Allegany County. Procedural topics to be considered include:
  - a. Emergency Response Procedures which shall include, but not be limited to, Command, Accountability, Personnel Requirements, Equipment Response Requirements and Specialized Operations.

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- b. Communications Procedures which shall include, but not be limited to, Radios and frequencies, Alerting, Standard Operating Procedures (SOP's) for radio usage and Equipment Numbering.
  - c. Human Resources Procedures which shall include, but not be limited to, tax incentives, recruitment/retention incentives, death benefits and a Length Of Service Award Program (LOSAP).
  - d. Inspection and Testing Procedures which shall include, but not be limited to, Pump testing of fire equipment, Annual inspection of ambulances, Inspection of Monitor/ Defibrillators, Automatic External Defibrillator's (AED's), and Department Of Transportation inspections.
  - e. Reporting Procedures which shall include, but not be limited to, State requirements (fire reports, 508 requests, etc.) and Allegany County requirements.
  - f. Mutual Aid Agreements
  - g. Response Statistics
  - h. Quality Assurance
8. The Emergency Services Board shall annually evaluate the county-wide Fire and EMS delivery system progress and make recommendations to the Allegany County Commissioners regarding updates and improvements which have occurred to the system or need to be implemented.

**E. FIRE SERVICE COMMITTEE**

The Emergency Services Board shall organize and recognize a Fire Service Committee for the purpose of serving as an advisory group to the Emergency Services Board. The Chairman of the Fire Service Committee shall make a report at each meeting of the Emergency Services Board to advise the Board members of the status of current projects and to present items for Board approval. The Emergency Services Board shall strongly consider the ratification of the item as presented based upon the consensus vote of the Fire Service Committee.

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### 1. COMMITTEE MEMBERSHIP

The Fire Service Committee will be made up of one chief officer (Chief, Deputy Chief or Assistant Chief) from each Emergency Services Organization providing fire protection services in Allegany County. Each organization shall have only one vote.

### 2. OFFICERS AND DUTIES

The officers of the Allegany County Emergency Services Board Fire Service Committee shall be a Chairman, a Vice Chairman, and a Secretary. All officers will be selected from the Committee membership.

- a. The Chairman will be the chief administrative officer and preside over all meetings of the committee. The Chairman may appoint and assign members of the committee to sub committees as he/she deems necessary. The Chairman may also appoint non-committee members to sub committees or duties in order to take advantage of expertise and experience of persons not members of the committee. Non-committee members so appointed will not have voting rights on the committee, and will serve only in the special capacity for which appointed and have only the responsibilities designated by the Chairman.
- b. The Vice-Chairman will assume the Chairman's duties in the absence of the Chairman.
- c. The Secretary will be responsible for maintaining accurate records of all committee business, processing all correspondence, and attending to other administrative duties assigned by the Chairman.

### 3. REPRESENTATION ON THE EMERGENCY SERVICES BOARD

- a. The Chairman of the Fire Service Committee will serve as a member of the Emergency Services Board. The Vice Chairman of Fire Services Committee shall serve as the alternate for the Chairman.
- b. The Fire Service Committee must select a Member At Large representative to the Allegany County Emergency Services Board, and an alternate to serve in their absence;

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- c. The names of the Fire Service Committee Chairperson and Member At Large selected and their alternates are to be submitted to the Allegany County Emergency Services Board Chair prior to the January Emergency Services Board meeting;
- d. Failure of the organizations to select one or more representatives will result in the Allegany County Emergency Services Board selecting an individual from the area of the vacancy to fill the membership opening;
- e. Alternates of record are not considered members of the Board but shall have full privileges, including voting, in the absence of the representative which they represent.

4. COMMITTEE DUTIES AND RESPONSIBILITIES

The Allegany County Emergency Services Board Fire Service Committee shall be responsible for researching, developing, and providing recommendations to the Emergency Services Board appropriate to execute the following functions:

- a. To develop criteria for establishing primary service areas and boundaries for Emergency Service Organizations.
- b. To establish equipment standards for Fire Service Related Emergency Service Organizations. These equipment standards shall be reviewed and amended as required on an annual basis.
- c. To establish training standards for Emergency Service Organizations, their members and officers that will meet the requirements of the State of Maryland, its regulatory agencies, and the Maryland State Firemen's Association. These training standards shall be reviewed and amended as required on an annual basis.
- d. To establish and review on an as needed basis the Standard Operating and Administrative Procedures that govern the daily operations of the Emergency Service Organizations in Allegany County. The Standard Operating and Administrative Procedures to be reviewed include but are not limited to:

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- (1) Emergency Response Procedures which shall include, but not be limited to, Command, Accountability, Personnel Requirements, Equipment Response Requirements and Specialized Operations.
  - (2) Communications Procedures which shall include, but not be limited to, Radios and frequencies, Alerting, Standard Operating Procedures (SOP's) for radio usage and Equipment Numbering.
  - (3) Human Resources Procedures which shall include, but not be limited to, tax incentives, recruitment/retention incentives, etc.
  - (4) Inspection and Testing Procedures which shall include, but not be limited to, Pump testing of fire equipment, Automatic External Defibrillator's (AED's), and Department Of Transportation inspections.
  - (5) Reporting Procedures which shall include, but not be limited to, State requirements (fire reports, 508 requests, etc.) and County requirements.
  - (6) Mutual Aid Agreements
  - (7) Response Statistics
  - (8) Quality Assurance
- e. Other duties as requested or assigned by the Emergency Services Board.

**G. EMERGENCY MEDICAL SERVICE COMMITTEE**

The Emergency Services Board shall organize and recognize an Emergency Medical Service (EMS) Committee for the purpose of serving as an advisory group to the Emergency Services Board. The Chairman of the Emergency Medical Service (EMS) Committee shall make a report at each meeting of the Emergency Services Board to advise the Board members of the status of current projects and to present items for Board approval. The Emergency Services Board shall strongly consider the ratification of the item as presented based upon the consensus vote of the Emergency Medical Service (EMS) Committee.

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### 1. COMMITTEE MEMBERSHIP

The Emergency Medical Service (EMS) Committee will be made up of one chief officer (Chief, Deputy Chief, Assistant Chief, Captain or Lieutenant) from each Emergency Services Organization providing emergency ambulance services in Allegany County. Each organization shall have only one vote.

### 2. OFFICERS AND DUTIES

The officers of the Allegany County Emergency Services Board Emergency Medical Service (EMS) Committee shall be a Chairman, a Vice Chairman, and a Secretary. All officers will be selected from the Committee membership.

- a. The Chairman will be the chief administrative officer and preside over all meetings of the committee. The Chairman may appoint and assign members of the committee to sub committees as he/she deems necessary. The Chairman may also appoint non-committee members to subcommittee or duties in order to take advantage of expertise and experience of persons not members of the committee. Non-committee members so appointed will not have voting rights on the committee, and will serve only in the special capacity for which appointed and have only the responsibilities designated by the Chairman.
- b. The Vice-Chairman will assume the Chairman's duties in the absence of the Chairman.
- c. The Secretary will be responsible for maintaining accurate records of all committee business, processing all correspondence, and attending to other administrative duties assigned by the Chairman.

### 3. REPRESENTATION ON THE EMERGENCY SERVICES BOARD

- a. The Chairman of the Emergency Medical Service (EMS) Committee will serve as a member of the Emergency Services Board. The Vice Chairman of the Emergency Medical Service (EMS) Committee shall serve as the alternate for the Chairman.
- b. The Emergency Medical Service (EMS) Committee must select a Member At Large representative to the Allegany County Emergency Services Board, and an alternate to serve in their absence;