

TITLE: COUNTY SPECIFIC POLICY
DEVELOPMENT PROCESS

APPROVED: SIGNATURE ON FILE IN EMS OFFICE
Executive Director

EFFECTIVE DATE: 9/1/2015
SUPERSEDES:

SIGNATURE ON FILE IN EMS OFFICE
Medical Director

REVIEW DATE: 9/2020
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COUNTY SPECIFIC POLICY DEVELOPMENT PROCESS

I. AUTHORITY

Division 2.5, Health and Safety Code, Section 1797.220

II. PURPOSE

To provide a mechanism for the development of policies that address a need specific to a county within the Mountain-Valley EMS Region that is not applicable within the balance of the region.

III. POLICY

County-specific policies may be developed to address specific needs unique to that county if it can be determined that said policy has no reasonable application on a regional level.

It is by no means the intent of this policy to generate separate policy manuals for each of the counties within the EMS region. In keeping with this intent, every effort shall be made to assure standardization of EMS policies within this EMS region and any policy that has, or may have future application region-wide shall be developed as a regional policy pursuant to the Regional Policy Development Process Policy #131.00.

IV. PROCEDURE

A. New and Revised Policies

When a need for a policy at a county level is identified or a county specific policy needs revision:

1. An EMS Agency Staff member will be assigned by the EMS Agency Deputy Director to review and revise draft policy or draft policies, if needed.
2. The author shall submit the draft policy to the Agency Deputy Director after review.
3. The Agency Deputy Director will proof and distribute to the Executive Director for review, preferably 5 work days after received.

4. After Executive Director review, the Agency Deputy Director will send drafts to selected staff (including the EMS Agency Medical Director). Staff will review and make written comments then return the drafts to the Agency Deputy Director within 5 workdays.
5. The Agency's Executive Director and Deputy Director will meet within 14 business days to review draft policies and comments received from staff.
6. After the Agency's Executive Director's approval, the draft policies will be placed on the Agency's website for public review. A memo will be sent to all EMS stakeholders advising of the 30 day public review.
7. After the 30-day review/comment period the Agency's Executive Director and Deputy Director will meet to review the comments and either approve or deny recommended changes.
8. The draft policies will be placed on the next scheduled County EMS Committee Meeting Agenda.
9. In the event that the Agency's Medical Director, with the concurrence of the Agency's Executive Director, believes there is an imminent threat to the public health and safety, the policy may be implemented immediately for 120 days. The Mountain-Valley EMS Agency JPA Board of Directors will approve/deny Emergency Policy after the 120 day implementation period

B. Policy Format

County-specific policies shall be written in the approved regional policy format and shall include the name of the affected county in bold-faced type. (i.e. **{POLICY TITLE} FOR STANISLAUS COUNTY**)