



## Washington County EMS Alliance Working Group/Charter: Regulatory Documents Review Workgroup

Sponsor	Supporting Agency (meeting, agendas, minutes)	Proposed Start Date (month/year)	Proposed Duration
WCEMS	WCEMS Tim Case	8/2020	Standing

<b>Mission/Problem Statement</b>	<p>The EMS System and WCEMS have 3 statutory documents that guide the work we do: Washington County Code (WCC), Washington County EMS Administrative Rules (WCAR), and the Ambulance Service Area Plan (ASP). All three documents will, from time-to-time, require review for revision or update due to changes in current practice, potential changes related to EMS system development, and/or changes in state statutes.</p> <p>This work group will continue in an ad-hoc manner to address routine updates and revisions as predicated by Oregon Administrative Rule in the case of the ASP, or to facilitate needed and necessary system improvements.</p>
<b>Goals &amp; Objectives</b>	<p>The workgroup objective is to maintain governance documents that: accurately reflect the current state of EMS in Washington County; be up to date with Oregon Revised Statutes and Administrative Rules; include language, where possible, regarding future changes; have navigated the appropriate pathways for code and rule changes; and be approved, or in the case of the ASP, endorsed by the Washington County Board of Commissioners. This workgroup will build out supporting documentation and presentation for proposed changes presented to Board of Commissioners.</p> <ol style="list-style-type: none"> <li>1) Suggested changes will be presented by the WCEMS to this work group for discussion and editing.</li> <li>2) The workgroup chair, or delegate, will seek input from the EMS Alliance Governing Board on all recommended changes</li> <li>3) WCEMS will follow the appropriate pathways for code and rule changes.</li> <li>4) WCEMS will take recommended changes to a Board of County Commissioners Work Session</li> <li>5) WCEMS will present changes to the Board of County Commissioners Public Hearing requesting approval of the EMS Code, Admin Rules, and endorsement of the ASP</li> <li>6) WCEMS will submit updated ASP to Oregon Health Authority EMS and Trauma Systems Program for approval</li> </ol>





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	<p>Issue of Note: The work being done in other work groups, such as resource management, may inform, or be informed, by these documents. WCEMS and the work groups will highlight areas that may be affected by this work so that it is easier to circle back if needed. In addition, throughout this process, we will aim to reduce duplication of information between documents whenever possible.</p>
<b>Team Leadership</b>	WCEMS will facilitate this group with Chief David Downey, or delegate, as EMS Governing Board lead.
<b>Team Members</b>	Representatives from WCEMS, Fire First Response Agencies, and the contracted transport EMS agency (and any subcontracted agency as appropriate) who are familiar with writing governance documents. County legal will be consulted. Subject matter experts will be consulted where needed: hospital, non-emergency transport, medical direction, public health, and greater healthcare system, as examples.
<b>Stakeholders (people, agencies, organizations)</b>	The stakeholders are the agencies that operate under, and/or take direction from, the auspices of these documents. Additionally, the wider healthcare system, e.g., hospitals, urgent care clinics, and, most importantly, consumers of EMS services, benefit from a well-defined, regulated, and cohesive system.
<b>Success Indicators</b>	Updated and approved documents
<b>Feedback Plan</b>	During periods of active update and/or revision, the work group facilitator will report back monthly to the Alliance Governing Board.
<b>Meeting Frequency</b>	During periods of active update and/or revision, bi-Monthly, while developing the recommended changes. Then ad-hoc utilizing email, webinar, and/or conference call as needed.
<b>Decision Making Process</b>	<p>This group is advisory in nature and will strive for consensus.</p> <p>Process:</p> <ol style="list-style-type: none"> <li>1) Work group advises on the updating of each document</li> <li>2) EMS Alliance Governing Board – Reviews and provides input</li> <li>3) Washington County Board of Commissioners – Approves and, in the case of the ASP, endorses the documents.</li> </ol>
<b>How Decisions Are Communicated</b>	Report outs to the Governing Board, minutes from the meetings, public comment process

