

170.104: Duties and Functions of Regional EMS Councils

Regional EMS Councils shall carry out the following duties and functions:

- (A) Assist, support and cooperate with the Department in its efforts to carry out the provisions of M.G.L. c. 111C to coordinate, maintain and improve the EMS system;
- (B) Assist the Department, upon the Department's request, in collecting and maintaining data and information as required by the Department, subject to and in compliance with the confidentiality requirements of the Department;
- (C) Serve as the central administrative body to provide information, education and technical assistance on EMS system planning and coordination to local jurisdictions and EMS system providers and users in their region;
- (D) Establish a liaison with other regional health care organizations or institutions such as local Boards of Health;
- (E) Establish a liaison with other Regional EMS Councils, as necessary;
- (F) Submit to the Department all EMS-related proposed policies, procedures and studies for review and approval prior to implementation. The Department shall act on the proposed policies, procedures and studies within 90 days of receipt;
- (G) Assess and coordinate EMS within the region by evaluating distribution, accessibility and quality of basic and advanced life support services with the goal of fostering improvement where necessary to assure the availability of competent basic and advanced life support services throughout the region.
- (H) Develop, submit to the Department for its approval, and implement Department-approved point-of-entry plans that are in conformance with the Statewide Treatment Protocols and other relevant regulations, policies, interpretative guidelines and administrative requirements of the Department. Such point-of-entry plans shall reflect and include, as appropriate, Department designations of hospitals for specialty care services, pursuant to 105 CMR 130.000 *et seq.*
- (I) Assist the Department in assuring quality educational programs for EMS personnel by:
 - (1) Assessing the need for and availability of educational programs in their region;
 - (2) Evaluating the quality of educational programs;
 - (3) Serving as a central clearinghouse for available training equipment and supplies, including equipment and supplies owned by the Department or purchased with funds

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obtained from the Department; and

(4) Reviewing training programs for EMS personnel for the purpose of making recommendations for approval to the Department.

(J) Assist the Department in establishing, coordinating and maintaining communications systems that are compatible with established Department policies and plans;

(K) Forward to the Department all information regarding possible violations of 105 CMR 170.000 for investigation and enforcement by the Department. The Department may, in its discretion, request that Regional EMS Councils, under the direction of the Department, assist in certain investigations and enforcement;

(L) Develop a regional EMS plan that is consistent with the state EMS plan pursuant to 105 CMR 170.050, within one year of completion of the state EMS plan. Regional plans shall be amended as frequently as the state EMS plan is updated. The Regional EMS Council shall submit the plan to the Department for review and approval prior to its implementation. The plan shall contain at a minimum:

- (1) A statement of goals and specific, measurable objectives for each component of the plan for delivery of emergency medical services, consistent with the format of the state EMS plan and its components;
- (2) Methods to be used in achieving the stated objectives;
- (3) A schedule for achievement of the stated objectives;
- (4) A method for evaluating achievement of the stated objectives; and,
- (5) Estimated and itemized costs for achieving each of the stated objectives, with projected funding sources.

(M) Perform the following functions with respect to service zone planning in their regions:

- (1) Develop an inventory of EMS resources in the region, and make the inventories available to local jurisdictions for service zone planning;
- (2) Provide planning and technical assistance to local jurisdictions in their region in identifying, coordinating and making optimal use of all available EMS resources within the service zone;
- (3) Pursuant to M.G.L. c. 111C, § 10(b), consult with the local jurisdiction(s) comprising each service zone in their region and review and recommend their local service zone plans to the Department, for the Department's review and approval;
- (4) Develop a regional service zone plan, pursuant to 105 CMR 170.520, and submit it to the Department for approval; and
- (5) Update and keep current information in local and regional service zone plans.

(N) Appoint a Regional Medical Director who is a qualified emergency physician;

(O) Prepare and submit annual reports to the Department for its review and evaluation, prior to the commencement of each fiscal year;

(P) Prepare and maintain records relating to Regional EMS Councils' responsibilities pursuant to M.G.L. c. 111C, 105 CMR 170.000 and contracts with the Department, and make such records

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available to the Department in full for inspection upon request; and

(Q) Carry out the duties and functions required by the scope of services in Regional EMS Council contracts with the Department.