



People You Know.
Extraordinary Care.

POLICY:	500.01 EMS SYSTEM MEETINGS		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMS;		
EFFECTIVE DATE: 2/16/2024			ORIGINAL EFFECTIVE DATE: 9/2022
DEPARTMENT SPECIFIC		EMERGENCY MEDICAL SERVICES	

I. Purpose:

To outline the specifics of EMS System Meetings

II. Policy:

The Morris Hospital EMS System bi-monthly meetings consist of representatives from each System member Vehicle Service Provider agency, the resource, associate and participating hospitals, and the Morris Hospital EMS office staff. The purpose of the meeting is to facilitate the flow of information, discuss the normal activities and future progress of the EMS System, and to involve the Agencies and System Hospitals in the development and implementation of special projects.

A. Attendance at the System meeting will be as follows:

1. The Chief/Administrator and/or EMS Coordinator from each provider agency.
2. One representative from the resource and each associate and participating hospital.
3. The System EMS MD, EMS Manager, System Operations Coordinator, Coordinator of EMS Education, EMS Instructor(s), and office clerical staff.

B. The EMS System meeting will function in the following manner:

1. Meetings will be conducted on the second Tuesday of the odd numbered months. They will start at 9:00 a.m. and will be limited to two hours in length.
2. The meetings will be chaired by the EMS MD and/or the EMS System Manager or designee.
3. An agenda will be prepared and distributed by the EMS office prior to each meeting. Sessions will be noted and minutes will be made available to all Vehicle Service Provider Chiefs, Administrators, EMS Coordinators and Assistant EMS Coordinators.
4. Meetings will be conducted informally with an emphasis on the sharing of information and ideas.
5. Standing committees will be developed from the membership to address specific and on-going system issues. The committees will meet on an as needed basis and will summarize their progress at each meeting.

C. To ensure that the objectives of this meeting are achieved, it is essential that representatives attend on a regular basis. Attendance records will be kept for each session. If a representative cannot be present, it is strongly suggested that another individual fulfill that role

Approval:

James Kirchner **Date**
Vice President of Professional Services

Kathleen Geiger MSN, RN **Date**
Manager of EMS & Emergency Management