Central DuPage Emergency Medical Services System

Chiefs/Administrator Council

INTRODUCTION AND APPROVAL: 3/90	EMS MEDICAL DIRECTOR: _____
REVIEW & APPROVAL: _____	EMSS COORDINATOR: _____
REVISION & APPROVAL: 1/98, 08/08	

PURPOSE:

To delineate function, format, and responsibilities of the Chiefs/Administrator Council.

POLICY AND/OR PROCEDURE:

The Chiefs/Administrator Council functions to facilitate the communication of EMS system information from the EMS Administrative team at Central DuPage Hospital to the Chiefs/Administrators. Through the committee, Chiefs/Administrators will have input into major operation policy decisions, and fiscal policies affecting their departments.

I. Representation on the Chiefs/Administrator Council will be:
- Chief/Administrator from each participating service - members.
- Assistant/Deputy Chief of each service or EMS officer
- EMS Medical Director from Resource Hospital and Associate Hospital
- EMSS Coordinator from Resource Hospital, EMS Coordinator from Associate Hospital
- EMD Representative

II. Meeting Frequency and Format
- Quarterly meetings
- Special meetings may be called at the request of Chiefs/Administrators or at the discretion of the EMS Medical Director
- It will be the responsibility of the Chairperson, with the assistance of the EMS office, to arrange meeting area, schedule dates and times, complete and distribute agendas, and take meeting minutes.
- Chiefs/Administrator Council may have combined meetings with EMS Council as the need arises.
- Meetings will be conducted in an informal manner and the business discussed will include, but not be limited to:
  - Exchanging new EMS information
  - System planning and development
  - Activities of the Region, State, EMS Council and Illinois Department of Public Health
  - Financial issues affecting department operation or capital budgets i.e., staffing, new equipment, class fees, continuing education fees, etc.

NOTE: Special projects or research into EMS issues as necessary may be assigned to this committee by the EMS Medical Director.