

System Administration**Date: 07/01/2025****Policy and Protocol Approval Process****Policy #1000****I. Purpose:**

- A. To establish the process for public comment, review, and implement Imperial County EMS Agency policies and protocols.

II. Authority:

- A. Health and Safety Code, Division 2.5, Sections 1797.200, 1797.202, 1797.220 and 1798 et seq. California Code of Regulations, Title 22, Division 9 et seq.

III. Definitions:

- A. Policy - A written set of rules, requirements, or principles applied to accomplish a course of action.
- B. Protocol - Written directives and guidance used for patient treatment and disposition.
- C. Imperial County EMS Agency - The designated Local EMS Agency (LEMSA) for the County of Imperial. LEMSAs functions, as outlined in California Health and Safety Code, Division 2.5, Sections 1797 et seq., including EMS interagency coordination and medical control, public health surveillance activities, EMS data and quality of care, regulation, and enforcement, trauma registry reporting, and other activities related to the oversight of the prehospital health care system in California. These functions are primarily for the benefit of the county's residents and visitors.

IV. Policy:

- A. The Imperial County EMS Agency, as the LEMSAs for Imperial County, is responsible for developing and updating policies and protocols for the administration and operations of the EMS system. By state statute, the Imperial County EMS Medical Director retains the final decision through his/her medical authority in matters pertaining to the planning, implementation and evaluation of the EMS system including all EMS policies and protocols. Imperial County EMS shall follow the procedures outlined in this policy for public comment and approval of new or revised system policies or patient treatment protocols.
- B. Public Comment Process for System Policies
 - i. Public comment of new or revised system policies with substantive or material changes will be posted electronically for review and comment.
 - ii. Written comments are due to the EMS Agency by the date listed on the public comment electronic posting.
 - iii. Imperial County EMS allows a minimum of 14 days for public comment.

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- iv. Interested parties will be notified via email when draft policies are posted for public comment.
 - v. All comments received during the comment period will be reviewed by the EMS Agency for inclusion, advisement, or exclusion in the policy. Finalized policies will be electronically posted following the public comment period and EMS Agency approval.
- C. Clinical Protocol Review and Public Comment Process
- i. Imperial County EMS reviews Clinical Protocols annually.
 - ii. Imperial County EMS collects information, including public comments, continuously for review for the following protocol update cycle.
 - iii. Imperial County EMS posts notice for public comment submission in the fall of each year.
 - 1. Written comments are due to Imperial County EMS by the date listed on the public comment electronic posting.
 - 2. Imperial County EMS allows a minimum of 14 days for public comment.
- D. The EMS Medical Director, EMS Administrator, or designee shall approve EMS system policies after consideration of feedback provided during Public Comment Period. Policies shall have a foundation on these principles:
- i. Standards and evidence-based principles
 - ii. Community engagement
 - iii. Health equity
 - iv. Transparency
- E. Imperial County EMS will notify EMS system participants a minimum of 45 days prior to new or revised policy implementation, with the following exception:
- i. Emergency, time-limited policy changes, including those related to declared states of emergency, may be implemented without 45-day notice.
- F. Implementation of new or revised policies and protocols are preferred to take place annually on July 1.

APPROVED:

SIGNATURE ON FILE – 07/01/25

Katherine Staats, M.D. FACEP

EMS Medical Director