

Scott County Medic EMS Transition Timeline

Task	PRIORITY	7/1/23 TRANSITION DEADLINE	1/1/24 TRANSITION DEADLINE	ASSIGNED	RESPONSIBLE	STATUS
Administrative						
Start Board of Supervisors Reading Process	HIGH	3/30/2023	3/30/2023	County	Maresh	Not Started
Establish Management Structure of Department	HIGH	4/14/2023	4/14/2023	County	Maresh	In Progress
Establish Department Name	HIGH	4/14/2023	4/14/2023	County/MEDIC	Maresh	Not Started
Continuous Consultation with Legal	HIGH	3/16/2023	3/16/2023	County	David F	Not Started
Email State EMS Office indicating intent to create new service	Low	3/30/2023	3/30/2023	PCG/MEDIC	Linda	Not Started
Start application process with State EMS Office and County to obtain appropriate "permits"	Med	3/30/2023	3/30/2023	Team	Other	Not Started
Approve new/future Organizational Chart	HIGH	4/3/2023	8/1/2023	Team	Vanessa	Not Started
Establish County needs based on new org structure	HIGH	4/3/2023	8/1/2023	Team	David F	Not Started
Communicate intent to transfer services with CAAS	HIGH	4/3/2023	8/1/2023	MEDIC	Linda	Not Started
Communicate intent to transfer services with ACE	HIGH	2/8/2023	3/21/1900	MEDIC	Linda	Not Started
Develop sustainable funding model for FY 24	HIGH	4/30/2023	4/30/2023	County	David F	Not Started
Develop accounting structure of new department into County Enterprise Resource Planning (ERP) System	HIGH	5/31/2023	11/30/2023	County	David F	Not Started
NPID application for New Agency	HIGH	4/15/2023	9/15/2023	County	Amy	Not Started
CMS notification New Agency (consider notifying MGADC about d/c)	Low	4/15/2023	9/15/2023	MEDIC	Amy	Not Started
Health Board review of Ch 28 and current ESA assignments	HIGH	5/15/2023	11/15/2023	Director/County	Amy	Not Started
Update the 28E regarding SECC/EMA's Board	HIGH	6/1/2023	12/1/2023	County/SECC	Dave D	Not Started
Ambulance insurance Established	Low	6/1/2023	12/1/2023	County	Other	Not Started
Station Insurance Established	Low	6/1/2023	12/1/2023	County	Other	Not Started
Creation of an "EMS Advisory Board"	Low	6/15/2023	12/1/2023	County	Maresh	Not Started
NPID and CMS notification- Old agency DC (Date TBD based on billing)	HIGH	10/1/2023	1/1/2023	County	Other	Not Started
Dissolution of old 501c3	Low	12/31/2023	6/30/2024	501c3 Board	Linda	Not Started
Monitor and assist the development of qualified costs for submission to state for GEMT qualification	Med	6/30/2024	6/30/2024	County	David F	Not Started
Monitor FY24 budget and FY24 amendment for adjustments needed to FY25 budget	Med	11/30/2023	11/30/2023	County	David F	Not Started
Operational						
Extend contract/MOU with Medical Director	Med	4/3/2023	9/1/2023	County/MEDIC	Vanessa	Not Started
Review SOG/SOP needs for later transition	Med	4/3/2023	9/1/2023	PCG	Other	Not Started
Address IT needs for Scott County IT	Med	4/3/2023	9/1/2023	County/MEDIC	Matt	Not Started
Develop costs accounting for internal and external stakeholders; including reimbursements for internals	Med	4/15/2023	9/15/2023	County	David F	Not Started
Oversee development of external billing plans	Med	4/15/2023	9/15/2023	County	David F	Not Started
Cellphone plans for ambulances, Director officers (Firstnet)	Low	5/15/2023	9/1/2023	Director	Matt	Not Started
Staffing software	Med	5/15/2023	11/15/2023	Director/County	EMS Director	Not Started
Billing company/vendor identified, contract	HIGH	6/1/2023	12/1/2023	County	David F	Not Started
FCC licensing (if needed - coordinate with PSAP/dispatch)	Low	6/1/2023	12/1/2023	County/SECC	Dave D	Not Started
Conversion of IT related contracts to Scott County	HIGH	6/7/2023	12/7/2023	Director/County	Matt	Not Started
Update Mutual Aid Agreements, MOU	Med	5/15/2023	11/15/2023	Director/County	EMS Director	Not Started
Develop IT life-cycle for the EMS Department	Med	6/15/2023	12/15/2023	County	Matt	Not Started
Gas/O2 contract	Low	6/15/2023	12/15/2023	Director/County	EMS Director	Not Started
Pharmacy contract/CSA (includes the DEA number)	Low	6/15/2023	12/15/2023	Director/County	EMS Director	Not Started
Determine controlled substance transfer procedures	Med	6/15/2023	12/15/2023	Director	EMS Director	Not Started
ePCR software contract	Med	6/15/2023	12/15/2023	Director/County	EMS Director	Not Started
EMS Protocols updated/approved	Low	6/15/2023	12/15/2023	Director/County	EMS Director	Not Started
OSHA Training/Exposure Control Policies	Med	7/1/2023	1/1/2024	Director	EMS Director	Not Started
Update Scott County Website to reflect added services	Low	7/1/2023	1/1/2024	County	Matt	Not Started

Task	PRIORITY	7/1/23	1/1/24	ASSIGNED	RESPONSIBLE	STATUS
		TRANSITION DEADLINE	TRANSITION DEADLINE			
Personnel						
Start RFP Process for Director hiring	HIGH	3/9/2023	3/9/2023	County	Vanessa	Not Started
Job descriptions created based on Org Chart	HIGH	4/15/2023	9/30/2023	HR	Vanessa	Not Started
Salaries identified based on job descriptions and placed into county pay scales	Med	4/15/2023	9/30/2023	HR	Vanessa	Not Started
Employee insurance	Med	4/3/2023	12/31/2023	HR	Vanessa	Not Started
WC needs identified	Med	4/3/2023	9/30/2023	HR	Other	Not Started
Determine fringe benefit needs	Med	4/3/2023	9/30/2023	HR	Vanessa	Not Started
Award Contract for Director Hiring/Start Process	HIGH	5/3/2023	3/9/2023	County	Vanessa	Not Started
Determine county FTE required to handle ancillary tasks based on org chart	HIGH	4/3/2023	9/1/2023	Team	Vanessa	Not Started
Director applications due	HIGH	5/31/2023	5/8/2023	HR	Vanessa	Not Started
Director interviews Extended	HIGH	5/31/2023	6/2/2023	HR	Vanessa	Not Started
Advertise for HR FTE	Med	4/1/2023	X	HR	Vanessa	Not Started
Director Job Offer	HIGH	5/31/2023	7/5/2023	HR	Vanessa	Not Started
Advertisement for ancillary FTE's	Med	4/22/2023	10/22/2023	HR	Vanessa	Not Started
Ranked positions offered for hire/promotion	Med	5/1/2023	11/3/2023	HR	Vanessa	Not Started
Director Start	HIGH	6/1/2023	8/4/2023	HR	Vanessa	Not Started
New HR FTE Interviews	Med	7/1/2023	X	HR	Vanessa	Not Started
Establish any additional training needs for internal/external reporting	Low	5/7/2023	11/1/2023	County	Other	Not Started
Ranked positions/applicants identified	Med	5/15/2023	11/1/2023	HR	Vanessa	Not Started
Background checks initiated	Med	5/15/2023	11/1/2023	HR	Vanessa	Not Started
Identify County employee onboarding needs	Med	5/15/2023	11/1/2023	HR	Vanessa	Not Started
Identify EMS employee onboarding needs	Med	5/15/2023	11/1/2023	PCG	Other	Not Started
FT ancillary staff identified	Med	5/15/2023	11/1/2023	HR	Vanessa	Not Started
PT ancillary staff identified	Med	5/15/2023	11/1/2023	HR	Vanessa	Not Started
FT EMS staff offered	Med	6/1/2023	12/1/2023	HR	Vanessa	Not Started
PT EMS staff offered	Med	6/1/2023	12/1/2023	HR	Vanessa	Not Started
Employee physical ability test initiated	Med	6/1/2023	11/15/2023	HR	Vanessa	Not Started
New HR FTE start	Low	6/1/2023	X	HR	Vanessa	Not Started
FT hiring revisited (offered if needed)	Med	6/8/2023	12/8/2023	HR	Vanessa	Not Started
Professional Association Memberships continue/renew/cancel	Low	6/8/2023	12/8/2023	Director/County	EMS Director	Not Started
FT staff start date, onboarding	Med	6/22/2023	12/22/2023	HR	Vanessa	Not Started
PT staff onboarding	Med	6/22/2023	12/22/2023	HR	Vanessa	Not Started
Employee physicals initiated (consider as preemployment or after depending on law)	Low	8/1/2023	12/1/2023	Director	EMS Director	Not Started
Capital/ Assets						
Identify any existing leases for properties and determine if they are transferable	HIGH	2/1/2023	3/30/2023	County/MEDIC	Tammy	Not Started
Complete a walk through of stations/facilities to determine needs	Med	3/1/2023	3/30/2023	County/MEDIC	Tammy	Not Started
Receive a record of assets for inclusion into the 2024 financial statements	Med	6/30/2023	1/1/2024	County/MEDIC	David F	Not Started
Determine new/updated ordering process for facilities supplies	Low	4/1/2023	10/31/2023	County/MEDIC	Other	Not Started
Staff vehicle for Director/Directors	Low	5/15/2023	11/15/2023	County	Other	Not Started
Develop lifecycle, or fleet replacement plan, for vehicles	Med	5/15/2023	11/15/2023	Director/County	Other	Not Started
Determine appropriate servicer for ambulances/vehicles	Med	5/15/2023	11/15/2023	Director/County	Other	Not Started
Evaluate PPE sufficiency (if applicable for MEMS)	Low	6/1/2023	12/1/2023	Director	EMS Director	Not Started
EMS cot warranty - vendor agreement transfer	Low	6/15/2023	12/15/2023	Director/County	EMS Director	Not Started
EMS monitor warranty - vendor agreement transfer	Low	6/15/2023	12/15/2023	Director/County	EMS Director	Not Started
EMS vehicle warranty - vendor agreement transfer	Low	6/15/2023	12/15/2023	Director/County	Other	Not Started
EMS supply vendor contracts	Low	6/15/2023	12/15/2023	Director/County	EMS Director	Not Started
Radio and IT equipment inspection and transfer	Med	6/15/2023	12/15/2023	Director/County	EMS Director	Not Started
Pre-purchase/transfer vehicle inspection	Low	6/22/2023	12/15/2023	County	Other	Not Started
Pre-purchase/transfer Station Inspections	Low	6/22/2023	12/15/2023	County	Tammy	Not Started
Onboarding of Facilities and Vehicles into County Tracking systems	Med	6/29/2023	12/31/2023	Director/County	Other	Not Started
Access controls in place and activated	HIGH	7/1/2023	1/1/2024	Director/County	Tammy	Not Started
New uniforms ordered, rebranding process begins (logos, decals, helmets)	Low	7/1/2023	1/1/2024	Director/Finance	EMS Director	Not Started
Establish remaining accounts rec/payable with estimate of resolution	Low	7/1/2023	1/1/2024	Director/MEDIC/County	David F	Not Started
Transition fleet tags to governmental tags	Low	7/1/2023	1/1/2024	Director/County	Other	Not Started
Record receipt of assets, liabilities, and net contribution into County Records	Low	12/31/2023	12/31/2023	County	David F	Not Started