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OPERATIONAL BULLETIN

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Important Legal Disclaimer: <i>This Operational Bulletin is issued by Maine Emergency Medical Services (Maine EMS) solely to provide administrative guidance and to outline the state-level data collection process. It does not constitute, and should not be construed as, legal advice. Compliance with the statutory requirements of 30-A M.R.S. § 3172 (enacted via LD 245) involves local municipal authority and process. Municipalities and municipal officers should consult with their own legal counsel, town attorney, or the Maine Municipal Association (MMA) to ensure that their local plans, resolutions, and adoption procedures comply with all applicable state laws.</i>			

1. Purpose

This Operational Bulletin outlines the state-level submission process established by Maine EMS for collecting municipal emergency medical services plans as required under **Title 30-A, Chapter 154, § 3172: Municipal Emergency Medical Services**.

The statute requires that, as of January 11, 2026, the municipal officers of every Maine municipality adopt and post a plan specifying how transporting emergency medical services (ambulance transport) will be delivered within their borders and submit those plans to the Department of Public Safety, Maine EMS, and the Maine EMS Commission for the purpose of collecting data.

Specifically, the statute requires the following:

“§3172. Municipal emergency medical services

1. Adoption of plan. The municipal officers of a municipality shall adopt a plan stipulating the method by which transporting emergency medical services will be delivered within the municipality. A municipality is not required under this subsection to directly or indirectly provide or fund the delivery of transporting emergency medical services within the municipality. The municipal officers may as necessary amend a plan adopted pursuant to this subsection.

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2. Posting and submission of plan. When a municipality adopts or amends a plan pursuant to subsection 1, the municipal officers shall ensure that the plan is posted in the same manner as ordinances are posted and shall submit the plan or amended plan for the purpose of collecting data to the Department of Public Safety, Maine Emergency Medical Services and the Maine Emergency Medical Services Commission established in Title 32, section 99, subsection 1.”

2. Illustrative Examples of Service Models

Because municipal structures across Maine vary drastically, municipalities may satisfy this administrative reporting requirement using a variety of service arrangements.

The following models are provided by Maine EMS as illustrative examples to help municipalities identify their local setup:

Model A: Directly Managed Municipal or Regional Service

- **Administrative Description:** The municipality directly funds, operates, and staffs its own municipal ambulance service (*often housed within the local Fire Department*), or is a formal, tax-funding member of a designated regional EMS district.

Model B: Contracted EMS Coverage

- **Administrative Description:** The municipality does not operate its own service but has a formal contract, inter-local agreement, or memorandum of understanding (MOU) with a private ambulance service, a non-profit regional provider, or a neighboring municipal service. This model typically involves a per-capita fee or annual stipend paid by the town.

Model C: Non-Contracted / Territorial Coverage

- **Administrative Description:** The municipality does not directly fund EMS. Instead, it relies on a private, regional, or neighboring service that covers the local geographic area as its primary service territory and bills patients/insurance directly. No municipal funds are exchanged and there is no formal contract or agreement.

Model D: Split or Hybrid Coverage

- **Administrative Description:** The municipality is divided geographically, with different primary ambulance providers designated to cover specific villages, sectors, or neighborhoods.

Model E: Other Unlisted Model

- **Administrative Description:** The municipality utilizes a unique operational arrangement, regional compact, or emergency plan that does not fit neatly into Models A, B, C, or D.

3. Administrative Submission Process

To facilitate the collection of plans under § 3172(2), Maine EMS suggests that municipal officials coordinate the following steps:

1. **ADOPTION:** The municipal officers (Selectboard, Town Council, etc.) vote to adopt their Municipal EMS Plan at a public meeting.
2. **POSTING:** The adopted plan is posted publicly in the same manner as local ordinances are posted (e.g., posted physical copies at the Town Office, post offices, and/or uploaded to the municipal website).
3. **SUBMISSION:** A municipal official submits the plan details digitally to Maine EMS using the standardized online portal (MS Forms) detailed below.

4. Submission Guide for Municipalities

To streamline compliance and reduce municipal administrative burdens, Maine EMS has established an online submission portal using Microsoft Forms.

Because Microsoft security restrictions prevent external users from uploading files directly, **municipalities do not need to upload a physical document**. Instead, an authorized municipal official will complete a short questionnaire and digitally certify that the plan has been formally adopted and posted locally.

Preparation Checklist

Before opening the submission link, ensure you have the following information ready:

- ☐ Official Municipality Name & County
- ☐ Contact information for the submitting municipal official
- ☐ Date the plan was voted on and adopted by your municipal officers
- ☐ Name of the primary transporting EMS provider(s)
- ☐ The text of your adopted resolution (to copy and paste into the form) OR the URL link to where the plan is posted on your municipal website.

Submission Steps

1. Navigate to the official submission portal
at: <https://forms.cloud.microsoft/g/0G8xkEPK75>
2. Fill out the brief questionnaire.
3. Paste your plan text or insert your town's website link in the designated fields.
4. Check the **Official Attestation** box to digitally sign and certify your compliance.
5. Click **Submit**. You will receive an automated confirmation email for your municipal records.