

**CONFIRE**

STAFF REPORT

DATE: July 15, 2026

FROM: Joe Barna 

Interim Deputy Executive Director

TO: Administrative Committee

SUBJECT: MUTUAL AID RFQ

Recommendation

Approve the attached IFT/CCT Mutual Aid Partner Administrative Policy and authorize the Executive Director, or designee, to develop and administer an annual Request for Qualifications (RFQ) process for private ambulance providers seeking consideration as IFT/CCT mutual aid partners. Any resulting mutual aid agreement would return to the Administrative Committee for approval before a provider is activated.

Background Information

CONFIRE has a need to preserve interfacility transport (IFT) and critical care transport (CCT) system resiliency while protecting the 911 system, CONFIRE's County ambulance service obligations, hospital relationships, and EMS system performance. Staff and legal counsel developed the attached policy to establish a formal process for identifying and approving private ambulance providers that may be eligible to provide IFT/CCT mutual aid support when appropriate. The EMS Subcommittee reviewed the policy and recommended approval by the Administrative Committee.

The policy establishes an annual RFQ process to determine whether interested private ambulance providers meet CONFIRE's qualifications for consideration as mutual aid partners. The RFQ will set forth the application requirements, documentation requirements, evaluation criteria, renewal requirements, and review procedures. The policy authorizes the Executive Director, or designee, to develop and update those requirements as system needs, regulatory requirements, and risk considerations change without requiring an amendment to the administrative policy.

Submission of an RFQ response would not make a provider an approved mutual aid partner. To be recognized under the policy, a provider must respond to CONFIRE's annual RFQ, meet the minimum qualifications and requirements set forth in the RFQ, and enter into a mutual aid agreement approved by the Administrative Committee. Use of any approved partner would remain an operational decision based on system need, provider availability, patient care needs, hospital throughput, contract compliance, and the best interest of the EMS system.

The policy also establishes clear limitations. Approval under the policy does not authorize 911 response, posting 911 ambulance resources, CONFIRE subcontractor status, dispatch priority, exclusivity, market share, guaranteed transports, or any right to receive CONFIRE call volume. The policy applies only to private ambulance providers seeking IFT/CCT mutual aid partner status and does not limit existing 911 mutual aid, public agency mutual aid, disaster mutual aid, MHOAC, ICEMA, EMSA, or other emergency management processes.

Fiscal Impact

There is no direct fiscal impact associated with the approval of the policy or the development of the RFQ. The RFQ process does not create a contract award, guaranteed transport volume, dispatch obligation, or payment commitment. Any future fiscal impact would depend on the terms of an individual mutual aid agreement and would return through CONFIRE's approval process before activation.

Attachments:

- Draft Mutual Aid Administrative Policy
- Mutual Aid RFQ Application Process Example