


<b>Sierra – Sacramento Valley EMS Agency Program Policy</b>			
<b>EMS Service Provider Permit</b>			
	Effective: 12/01/2024	Next Review: 10/2027	<b>410</b>
	Approval: Troy M. Falck, MD – Medical Director		SIGNATURE ON FILE
	Approval: John Poland – Executive Director		SIGNATURE ON FILE

**PURPOSE:**

To establish the criteria for when an EMS Service Provider Permit is required, the process for obtaining a permit, and the grounds for permit denial, suspension, or revocation.

**AUTHORITY:**

- A. HSC, Div. 2.5, § 1797, et seq.
- B. CCR, Title 13, § 1100 et seq.
- C. CCR, Title 22, Div. 6, Ch. 8, § 87465 and 87469.
- D. CCR, Title 22, Div. 9, Ch. 3.1, 3.2, 3.3, 7 & 10.

**POLICY:**

- A. A permit is required to provide any of the following EMS services within the S-SV EMS jurisdictional region:
  - 1. BLS, LALS, ALS and/or CCT ground ambulance transport services.
  - 2. LALS and/or ALS non-transport services.
  - 3. EMS aircraft services.
  - 4. BLS, LALS and/or ALS special event/standby services.
- B. Permits are issued on a temporary or annual basis as follows:
  - 1. Temporary permits are only issued for BLS special event/standby services.
  - 2. An annual permit is required for all other types of EMS services. Annual permit holders may also provide BLS special event/standby services without obtaining a temporary permit.

- C. BLS non-transport public safety agencies, organizations that have an exclusive operating agreement (EOA) with S-SV EMS, and EMS services provided as a result of an automatic or mutual aid request are exempt from the permit requirement.

**PROCEDURE:****A. Temporary EMS Service Provider Permit:**

1. Permit applications may be obtained from S-SV EMS. Completed applications, including all required supporting documentation, shall be submitted to S-SV EMS at least seven (7) working days prior to the event. Incomplete applications will not be processed.
2. Approved permit holders shall ensure that all personnel providing BLS special event/standby services have appropriate credentials and training to provide such services. This training shall include instructions to immediately call 9-1-1 and request an S-SV EMS authorized emergency transport provider if EMS transportation is necessary.
3. Approved permit holders shall have all necessary medical equipment and supplies available on site to provide BLS patient assessment and treatment.

**B. Annual EMS Service Provider Permit:**

1. Permit applications may be obtained from S-SV EMS. Completed applications, including all required supporting documentation and associated fees, shall be submitted/paid to S-SV EMS. Incomplete applications will not be processed. Completed applications will be processed within 30 calendar days of submission.
2. Permit holders shall submit a completed renewal application, including all required supporting documentation, to S-SV EMS by May 31<sup>st</sup> of each year. Renewal applications will be provided by S-SV EMS to current permit holders at least 30 calendar days prior to the application due date.
3. Upon receipt of a completed permit application, S-SV EMS will do the following:
  - Perform a review of the application and all supporting documentation.
  - Perform a background investigation of applicant (if required).
  - Review the application and proposed services for compliance with State law, regulations and S-SV EMS requirements.
  - Perform an inspection of vehicles and/or stations (as applicable) to verify compliance with S-SV EMS requirements.
    - Initial applicant inspections are required prior to service implementation.
    - Renewal applicant inspections will occur annually.

- Issue an EMS Service Provider Permit if all requirements are met and there are no grounds for denial or issue a written notice of permit denial if applicable.
  - All initial and renewal EMS service provider permits will receive an expiration date of June 30<sup>th</sup> of the following calendar year.

C. Denial, Suspension, or Revocation of an S-SV EMS Service Provider Permit:

1. A determination by S-SV EMS that an applicant or permit holder meets any of the following conditions may result in denial, suspension, or revocation of an EMS Service Provider Permit:
  - Failure to provide a complete application.
  - The applicant proposes to operate a service within an area where another organization has been granted an EOA to provide such service.
  - The applicant has previously had an application, permit, or agreement denied, suspended, or revoked, and the status of such denial, suspension, or revocation directly affects their present ability to provide adequate services.
  - The applicant/permit holder has a criminal record which reasonably indicates they would be unlikely to fulfill the responsibilities of providing such services.
  - There is reasonable cause to believe that the applicant/permit holder will not provide services in a manner that will promote the health and welfare of individuals within the S-SV EMS region.
  - Failure to comply with applicable State laws, regulations and/or S-SV EMS requirements.
  - The applicant/permit holder does not have the required medical equipment/supplies for their units.
  - Failure to maintain required performance standards.
  - Failure to pay required permit and/or monitoring fees.
  - The applicant/permit holder or their personnel exhibit unprofessional conduct.
2. If an EMS Service Provider Permit is denied, S-SV EMS will provide written notice of the reason for denial, and specific recommendations to fulfill compliance requirements (if any) within 30 calendar days of receiving a completed application.
  - If a public safety agency's permit application to provide LALS and/or ALS service is not timely approved or is denied, an appeal shall be conducted in conformance with the administrative adjudication proceedings set forth in Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the California Government Code. A final decision rendered pursuant to this appeal may be further appealed to a court of competent jurisdiction.
  - If a private provider's EMS service provider permit application is not timely approved or is denied, an appeal may be made to the S-SV EMS JPA Governing Board of Directors. The decision rendered by the S-SV EMS JPA Governing Board of Directors shall be final.

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3. If an EMS Service Provider Permit is suspended or revoked, S-SV EMS will provide written notice of the reason for the suspension or revocation. This written notice will include the effective date of such suspension or revocation and any requirements necessary to become compliant (if applicable).