



El Dorado County Emergency Services Authority

Policy Subject Matter: **Medical Equipment Supply/Resupply**
Review Date: **06.20.19**
Revision Date: **06.20.19**
Creation Date: **07.01.00**

I. Purpose:

The purpose of this policy is to describe the appropriate method for obtaining medical equipment and/or supplies utilized within the JPA.

II. Policy:

- A. The JPA Executive Director shall ensure that an approved catalog of medical supplies and equipment is supplied to each JPA member fire district. This catalog shall include all supplies and equipment payable by the JPA.
- B. Invoices for supplies and equipment needed by JPA member fire districts shall be sent directly to the JPA by the equipment vendor. The JPA shall then pay the cost of ordered supplies and equipment.
- C. Supplies and/or equipment listed in the approved catalog will be eligible for payment by the JPA. Any item(s) not listed in the approved catalog must have prior approval in order for the JPA to be responsible for payment. The Fire District shall be responsible to pay for any item(s) ordered without prior approval which are not included in the approved catalog.
- D. Each member fire district shall be provided with a regular summary of supplies and equipment which they have ordered.
- E. All non-transporting fire districts operating engines with a paramedic and/or EMT on-board shall implement a policy to replenish medical supplies used during medical aid calls from the responding medic unit. If the district is unable to replenish the medical supplies that were utilized from the engine with the responding medic unit at the time of the medical aid call, it will be the district's responsibility to follow-up with the responding medic unit or that medic unit's station at a later time in order to replenish their supply.
 1. If for any reason the non-transporting district is unable to replenish the medical supplies used during medical aid calls from the responding medic unit, that medic unit's station or any other medic unit station, it will be the responsibility of the non-transporting district to order the medical supplies on their fire side account and bill the JPA.
 - a. In order for the JPA to reimburse a non-transporting district for medical supplies that they were unable to replenish from the medic unit, the medic unit's station or any other medic unit station, the following information will be required when submitting an invoice.

- A copy of the call data.
- An itemized list of those items the non-transporting district was unable to replenish.
- A copy of the receipt for the items purchased that require reimbursement.
- The steps taken to attempt to replenish and the reason why replenishment was unsuccessful.