POLICY

Department: Medical Co-Response	**Policy No. 23-15-25**	Page
Policy Title: Medical First Responder - Levels of Service & Minimum Standards	**Date:** Sept 10, 2025	Resolution No. RC25-341

Purpose: The Purpose of this policy is to identify the emergency services the Birch Hills County Medical Co-Responders (MFR) are authorized to provide and to identify the level or standard to which each service will be performed, including training.

1 DEFINITIONS

For the purposes of this policy, the following terms are defined:

CAO means the Chief Administrative Officer who is responsible for managing the BHC Medical First Responder program within the boundaries of the County.

County means Birch Hills County.

Medical First Responder (MFR) means the individuals who are authorized to provide pre-ambulatory emergency care on behalf of BHC.

PCR means the Patient Care Report submitted by MFR members to the CAO and for review and forwarded to AHS.

Service Levels means MFR Standards approved by Birch Hills County Council for Medical First Responders operating on behalf of BHC.

1 GENERAL

1.1 As a rural municipality, Birch Hills County has identified a need to assist residents and visitors within BHC with pre-ambulatory care until advanced medical care is provided by an ambulance or STARS.

1.2 Birch Hills County Council has the sole authority to set the level of service for MFR members to act on behalf of the County as follows:

a. Standard First Aid, level C CPR & BLS with the following enhanced protocols:
* Blood pressure
* Bgl (using a patient's own strips)
* Spo2
* Cervical collars
* BVM
* O2
* OPA
* Suction

Department: Medical Co-Response	Policy No. 23-15-25	Page
Policy Title: Medical First Responder - Levels of Service & Minimum Standards	**Date:**	Resolution No.

1.3 Members shall be authorized to practice at the approved level with the provision the members have met their ongoing training requirements.

1.4 MFR members shall maintain a Standard First Aid certificate with CPR & BLS while a member of the MFR team. Birch Hills County shall be responsible for recertification costs. Enhanced protocols shall be reviewed and documented at a minimum of every three (3) years. All training documents shall be forwarded to the CAO for record keeping.

1.5 MFRs with higher training shall only practice at the BHC approved level.

1.6 Volunteers authorized to act as MFR members within BHC shall be reimbursed for training time, medical co-responses and travel as per policy #20-01-22.

1.7 Certifications of a higher standard than approved by this policy or individual insurance, and individual registration fees shall not be reimbursable.

2 Medical First Responder Requirements

2.1 Maintain individual certifications and complete required refresher courses.

2.2 Enter into an agreement to promptly return County-issued equipment (e.g. jump kits, radios, AEDs, vests/jackets) upon leaving the program.

2.3 All MFR members are required to maintain confidentiality as per legislation. Any contravention of confidentiality will be deemed a dismissible event.

2.4 Make reasonable efforts to respond to medical calls as dispatched by 911.

3. Recruiting

3.1 Prospective members shall have a current Standard First Aid & CPR-C certificate.

3.2 New recruits shall be required to obtain an acceptable criminal record search.

Department: Medical Co-Response	Policy No. 23-15-25	Page
Policy Title: Medical First Responder - Levels of Service & Minimum Standards	**Date:**	Resolution No.

3.3 New recruits will be restricted to attending Medical Co-responses with a senior member of the MFR team until the recruit has proven proficiency in Advanced First Aid, Basic Life Support, Oxygen Therapy, Bag-Valve masks, OPAs and basic scenarios. The senior member assigned to the recruit shall attest to the recruit's abilities.

4. Minimum Training Requirements

4.1 The Medical First Responder Team generally meet the 1st and 3rd Tuesday of each month or as mutually agreed to for the purpose of conducting training and education sessions.

4.2 Medical First Responder are required to attend a minimum of 50% of scheduled practices and education sessions to maintain competency.

4.3 Individual MFR members are encouraged to lead enhanced protocol training for their peers based on the AHS training program on a regular basis as a means of learning and to share the burden of organizing such training. Competency of individual skills for enhanced protocols will be done collectively by members and not require certification as per AHS direction.

4.4 Training records shall be kept and forwarded to the CAO indicating the date and times of training, the subject of training, who organized the training, and attendance.

4.5 To maximize practical experience and fiscal responsibility, the group will:

- Seek free or low-cost training sessions offered by regional partners and organizations
- Prioritize hosting training locally to reduce travel time and associated costs.
- Notify the CAO when training opportunities involve direct costs such as travel expenses or fees.

5. Certifications

5.1 Birch Hills County shall compensate Medical First Responders for the cost of training required to maintain certification to the Standard First Aid + CPR level C BLS as a Medical First Responder for BHC.

5.1.1 Minimum certifications shall include Standard First Aid + CPR Level C, and BLS.

5.1.2 Medical First Responders shall provide current certifications to the CAO for record keeping purposes.

POLICY

Department: Medical Co-Response	**Policy No. 23-15-25**	Page
Policy Title: Medical First Responder - Levels of Service & Minimum Standards	**Date:**	Resolution No.

6.Medical Co-Response

6.1 Birch Hills County values the work of the Medical First Responders and recognizes that as volunteers' circumstances can prevent attending to Medical Co-responses. Birch Hills County encourages the Medical First Responders to attend to 911 calls as often as practical to ensure our residents' emergency needs are met.

By signing below, I acknowledge that as a BHC Medical First Responder I have read and understood this policy, and accept all responsibilities outlined within.		
Print Name MFR member	Signature	Date

Larry Davidson
Chief Administration Officer

Albert Poetker
Reeve