



## Comal County Emergency Services District 2

### RFQ – EMS Assistant Medical Director

**RFQ Name:** EMS Assistant Medical Director  
**Contact Person:** Assistant Chief Christopher Clapper  
**Phone:** 830 907-2922  
**Email Address:** [Christopher.Clapper@ccesd3.org](mailto:Christopher.Clapper@ccesd3.org)

#### **PURPOSE:**

The purpose of this Request for Qualifications (RFQ) is to solicit proposals from qualified parties to provide Assistant Medical Director Services for Comal County ESD 2 (Canyon Lake Fire/EMS).

Comal County ESD 2 (Canyon Lake Fire/EMS) reserves the right to reject all submittals and informalities in the evaluation process. This RFP does not obligate Comal County ESD 2 (Canyon Lake Fire/EMS) to pay any costs incurred by respondents to prepare and submit their qualifications. Furthermore, the RFQ does not oblige Comal County ESD 2 (Canyon Lake Fire/EMS) to accept or contract any expressed or implied services.

#### **OBJECTIVES:**

The objective of this Request for Qualifications (RFQ) is to secure the services of an Assistant Medical Director for the leadership and guidance of the Emergency Medical Service ("EMS") within Comal County ESD 2 (Canyon Lake Fire/EMS). Comal County ESD 2 (Canyon Lake Fire/EMS) currently provides emergency medical response, treatment and ambulance transport services within its jurisdictional boundaries, mutual aid agreements, both in and out of State wildland/Emergency Medical Task Force assignments.

The Assistant Medical Director will be responsible for assisting in oversight of the medical (patient care) operations of Comal County ESD 2 (Canyon Lake Fire/EMS). The anticipated contract period during which the services are to be performed is one year from contract execution, with the option for two (2) additional two (2) year renewal periods.

The Assistant Medical Director shall perform the services under this agreement as an independent contractor, and nothing contained herein shall be construed to be inconsistent with this relationship or status.



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## Minimum Qualifications

1. He/She is a physician licensed to practice medicine in the State of Texas as an M.D. or D.O.
2. In good standing with the Texas Medical Board, and in compliance with Texas Medical Board rules, 22 Texas Administrative Code, Chapter 197 and the Texas Occupational Code
3. Capable of becoming an EMS Medical Director with the Texas Department of State Health Services;
4. Familiar with the design and operations of the pre-hospital EMS system;
5. Experience with and active participation in management of the acutely ill and/or injured patients;
6. Experience in the training and continuing education of the EMS personnel;
7. Experience, knowledge, or training in the EMS quality improvement process, including medical audit, review, and critique of the EMS personnel performance;
9. Knowledgeable about laws and regulations affecting local, regional, state, and national EMS operations;
10. Proposer must reside in the State of Texas
11. The Qualification Proposer must have the ability to prescribe medications, including controlled substances in the State of Texas.

### Preferred Qualification

12. The Proposer is Board Certified in Emergency Medicine through either the American Board of Emergency Medicine or the American Board of Osteopathic Emergency Physicians for at least two (2) years.



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#### SCOPE OF SERVICES

##### Time Commitment, Duties, and Responsibilities

The selected Assistant Medical Director must be available to participate in the following:

- Between the Medical Director and Assistant Medical Director, provide Canyon Lake Fire/EMS medical control representation at the STRAC Main / Prehospital meeting  $\geq$  50% (3 meetings virtually or in person)
- Between the Medical Director and Assistant Medical Director, provide Canyon Lake Fire/EMS medical control representation at the STRAC Medical Directors meeting  $\geq$  50% (3 meetings virtual or in person)
- Between the Medical Director and Assistant Medical Director, provide Canyon Lake Fire/EMS medical control representation to meet in-person or virtually a minimum of ten (10) times each year for monthly case review / EMS continuing education.
- Between the Medical Director and Assistant Medical Director, provide Canyon Lake Fire/EMS medical control representation to meet in person or virtually, as needed, for QA / CQI (case review meeting DSHS Medical Director requirements). These meetings might include the Fire Chief, Assistant Fire Chief and/or the Field Instructor Trainer group.
- Between the Medical Director and Assistant Medical Director, provide Canyon Lake Fire/EMS medical control participation in the annual Credentialing Verification / Cadaver Lab
- Between the Medical Director and Assistant Medical Director provide Canyon Lake Fire/EMS medical control availability to meet as needed with area Emergency Department Directors and Hospital Administrators concerning pre-hospital care and EMS operations.
- Between the Medical Director and Assistant Medical Director, provide online medical control at all times.
- Assist the Medical Director with responsibility for the medical performance of the paramedics and EMTs employed by Comal County ESD 3 (Canyon Lake Fire/EMS) when designated. The cooperative medical direction will retain the ultimate authority to permit and /or prohibit any paramedic or EMT from using advanced life support or other emergency medical procedures. The area of responsibility will include, but not be limited to, on-duty field personnel, on-duty command personnel, and volunteer personnel.
- Between the Medical Director and Assistant Medical Director, provide direction and content validation for the Comal County ESD 2 (Canyon Lake Fire/EMS) paramedic and EMT



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#### CONTINUED SCOPE OF SERVICES

continuing education program.

- Between the Medical Director and Assistant Medical Director, serve as a consultant to the Comal County ESD 2 (Canyon Lake Fire/EMS) staff for ongoing evaluation and management of emergency services.
- Participate in the annual review of the EMS Protocols for accuracy within local, state, and federal standards of care guidelines. To include the development of protocols that ensure the transport of patients to facilities that offer a level of care appropriate to the patient's condition (e.g. regional facility Protocol) to potentially improve patient care. Participate in innovative EMS patient care modalities for possible implementation.
- Assist the EMS Staff or assigned program with research, development, and continuous quality improvement (CQI) for all respective programs and/or pilot projects related to emergency and non-emergency medical care and services.
- Participate in the development and maintain a system to review and evaluate new medications, EMS equipment, and
- Review emergency medical protocols for the possible elimination of medications, equipment, and treatment modalities that no longer provide effective and efficient care and treatment for emergency patients.

*Preferred:* 8 hours of interaction with operational personnel (i.e. ride outs, station visits) each quarter.

#### SUBMISSION:

Please submit qualification packets via email to [christopher.clapper@ccesd3.org](mailto:christopher.clapper@ccesd3.org), or in person to:

Comal County ESD 2  
Canyon Lake Fire/EMS Station 51  
1074 Scissortail  
Canyon Lake, TX 78133

If submitting by email, please put the RFQ – EMS Assistant Medical Director in the email's subject line.



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Proposals must be received by 4:00 p.m. Central Standard Time on March 7<sup>th</sup>, 2025.  
Proposals submitted after the due date will not be considered.

#### AWARD NOTICES:

The District will issue an award notice following approval by the Comal County ESD 2 (Canyon Lake Fire/EMS) selection committee and Board of Emergency Services Commissioners (ESD 2). The Assistant Fire Chief will maintain a tabulation of responses.

#### AWARDS:

Comal County ESD 2 (Canyon Lake Fire/EMS) reserves the right to reject any or all proposals or waive irregularities and informalities if it is deemed in the best interest of Comal County ESD 2 (Canyon Lake Fire/EMS). The resulting agreements are not exclusive, are for the sole convenience of Comal County ESD 2 (Canyon Lake Fire/EMS), and Comal County ESD 2 (Canyon Lake Fire/EMS) reserves the right to obtain like goods or services from other sources if the resulting agreement is terminated for any reason during the initial term of the contract. In that case, Comal County ESD 2 (Canyon Lake Fire/EMS) reserves the right to award an alternate if deemed in the best interest of the Comal County ESD 2 (Canyon Lake Fire/EMS).

#### WAIVER:

Each proposer; by submission of qualifications, proclaims, agrees, and does waive any and all claims for damages against Comal County ESD 2 (Canyon Lake Fire/EMS), including its officers and employees, when any of the rights reserved by Comal County ESD 2 (Canyon Lake Fire/EMS) may be exercised.

#### ELIGIBILITY CRITERIA

Proposal packages must contain the following information:

**Cover Page:** Identify the RFQ titled *EMS Assistant Medical Director RFQ*, the Proposers' name, address, telephone number, and date of proposal.

**Transmittal Letter:** Briefly state the Proposer's understanding of the services to be performed, the commitment to perform the services within the time-period specified, and a statement explaining why the Proposer believes itself to be the best qualified to perform the services. The Proposer must sign the transmittal letter.

**Medical Qualifications:** Various licenses and certifications that pertain/validate the required qualifications listed in this RFQ.



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**Relevant Experience:** Experience gained in an EMS system where the Proposer has been responsible as a Physician or Medical Director for a comparable size or larger EMS agency.

**Commitment to Clinical Performance:** A written statement from the Proposer outlining plans on system improvement (QA/QI), design, and EMS Protocols specific to the CLFEMS.

**References:** Provide at least three (3) references from associates who attest to the Proposer's relevant expertise. References shall include names and contact information. Comal County ESD 2 (Canyon Lake Fire/EMS) reserves the right to contact references pertaining to this solicitation and related proposal.

*All inquiries and requests for clarification or interpretation regarding this RFQ shall be made in writing to the attention of Christopher Clapper emailed to [christopher.clapper@ccesd3.org](mailto:christopher.clapper@ccesd3.org) no later than March 3<sup>rd</sup>, 2025. Please put the RFQ – EMS Assistant Medical Director in the email's subject line.*

#### About Comal County ESD 2 (Canyon Lake Fire/EMS):

The Comal County Emergency Services District No. 2 DBA: Canyon Lake Fire/EMS is a political subdivision of the State of Texas, legally established under Chapter 775 of the Health Safety Code. The EMS district was formed by a majority of property owners and registered voters, who petitioned the Comal County Judge and commissioners to create a special taxing district for the express purpose of providing emergency medical services to the community. Since that time, the district has grown from three fire stations to six and a future administrative offices (currently in the bid process). Along with these facilities came the need for additional staffing; with 95 public safety, 2 civilian staff, the District has grown significantly since its origin. The EMS district is located on the northwest side of Comal County, Texas. It encompasses two hundred fifty (250) square miles, with 80 miles of shoreline.

A popular summer visitor haven, the population fluctuates from 30,000 full-time residents to over 100,000 population during the touristy summer months. Additionally, the district is home to the beautiful Canyon Lake and responsible for 10 miles of the Guadalupe River. Outside the district boundaries are canyons and rivers that offer water recreation and spectacular views. Fiscal management of district operations is provided by an appointed five-member board, in conjunction with the Fire Chief who directs administrative and operational services.