

# BYLAWS OF THE SONOMA COUNTY EMERGENCY MEDICAL CARE COUNCIL

## I. PURPOSE

The Emergency Medical Care Council (EMCC) of Sonoma County shall serve as an advisory body to the Emergency Medical Services Agency and Sonoma County Board of Supervisors concerning the development, operation, and evaluation of the local Emergency Medical Services system as set forth in the local Emergency Medical Services Plan. The Council's activities shall include:

- Reviewing all aspects of emergency medical services in Sonoma County,
- Providing system oversight and maintenance
- Engaging in long term planning and coordinating public education and injury prevention activities as they relate to emergency medical services, and
- Reporting annually to the Board of Supervisors.

## II. MEMBERSHIP

- A. The EMCC shall consist of 17 voting members. It shall include both consumers and providers of health services.
- B. Voting members shall be selected to openings in the following categories. The nominations of all qualified applicants shall be submitted to the Board of Supervisors within ninety days for selection and appointment.

### **Consumers:**

One consumer representative from each Supervisorial District (5) and two at-large representatives; consumer representatives shall serve on the EMCC until a replacement is appointed by the Board of Supervisors.

### **Providers:**

Provider members of the EMCC shall serve for a two (2) year term. Selection process shall be repeated every two years and affected in odd years. Members may be selected to consecutive terms. The Sonoma County EMS Agency shall coordinate selection of representatives from ambulance provider agencies, hospitals, and dispatch agencies. Written correspondence with the affected agencies shall serve as the means of notification of vacancies, nominations and voting.

1. Two representatives from hospitals providing a basic emergency medical service. One shall be an emergency department physician and one shall be an emergency department nurse. Representatives shall be from different facilities. The process for selection shall include:
  - a. Solicitation of nominees from the administrator of each base and receiving hospital in Sonoma County; the current EMCC membership shall vote for the representative.

2. Two representatives from ambulance provider agencies in Sonoma County. One representative shall be from the franchise. The process for selection shall include:
  - a. Solicitation of nominees from the owner/director of each approved ambulance provider agency in Sonoma County; the current EMCC membership shall vote for the representative.
3. One representative from the authorized EMS Dispatch (REDCOM). The following provider representatives shall be nominated by their respective associations.
  - a. Two representatives from field EMS personnel, at least one of whom must be a currently accredited paramedic. The Sonoma County Paramedic Association shall nominate the representatives.
  - b. Two representatives from first responder agencies. The Sonoma County Fire Chief's Association shall nominate the representatives.
  - c. One representative from Sonoma County law agencies The Sonoma County Police Chief's Association shall nominate the representative.
4. Any member may resign from his/her position of the EMCC by submitting a written statement to the EMS Agency indicating their intention/resignation.
5. If, before the expiration of his/her term, a member ceases to retain that status that qualified him/her for appointment or selection to the EMCC, or resigns, his/her membership shall end, and there shall be a vacancy on the EMCC to be filled by the normal nomination and appointment process.
6. Each voting member of the EMCC may designate a non-EMCC member from the designated agency or an EMCC member as proxy for EMCC meetings. Proxies have the authority to vote in the regular member's absence and may be used to establish a quorum. A member shall only be allowed to issue a proxy for two consecutive meetings.

### **III. ATTENDANCE**

- A. Members are expected to attend all regular meetings of the EMCC. If unable to attend a given meeting, the member shall give advance notice to the Coastal Valleys Emergency Medical Services Agency.
- B. After two (2) consecutive unexcused absences, the member shall be advised by letter from the Sonoma County EMS Agency of the need for his/her presence. If there is no response to the letter within 30 days, the member shall be deemed to have relinquished his/her membership on the EMCC. Any member who is absent from four (4) meetings in any 12-month period shall be subjected to attendance review by the Chair and Vice Chair, to decide if relinquishment is appropriate. Appeals may be heard at the discretion and convenience of the Chair and Vice Chair.
- C. A member may resign by giving written notice to the Chair. Such resignation shall take effect at the date of receipt of such notice by the Board of Supervisors.

### **IV. MEETINGS**

- A. The regular meetings of the EMCC shall be held on a quarterly basis at a consistent hour,

day and place. The Chair may call special meetings or by a majority of the committee. All meetings of the EMCC are open to the public and shall be noticed in accordance with the Brown act.

- B. A quorum shall be a simple majority (51%) of the current appointed membership. A majority vote at a meeting where a quorum is present is required for action by the EMCC. A meeting at which a quorum is initially present may continue to transact scheduled business notwithstanding the withdrawal of members, provided that any action taken is approved by at least a majority of the required quorum (51%).

## V. OFFICERS AND DUTIES

- A. The officers of the EMCC shall be the Chair and Vice Chair.
- B. Officers shall be elected to a two year term. Officers shall not serve more than three consecutive terms in one office.
- C. Nominations will be solicited at the third EMCC meeting of the calendar year and published in the minutes. The election of officers shall be carried out at the next regularly scheduled meeting. Additional nominations may be made at the time. Terms shall commence at the next meeting at which officers are elected.
- D. In case of a vacancy in one or more offices, there shall be a special election to fill vacant positions at the next regular meeting.
- E. The Chair shall preside at all meetings of the EMCC.
- F. The Vice Chair shall carry out the duties of the Chair during his/her absence, or during a vacancy in the office of Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be assigned by the EMCC.
  - a. A representative of the Coastal Valleys EMS Agency shall take minutes of each meeting and provide a copy to each member and attendee.

## VI. COMMITTEES

- A. Most business of the EMCC will be conducted with the council as a whole. If necessary, matters may be referred to standing committees or ad hoc committees.
- B. **Standing Committees:** shall be established to assist the EMCC in carrying out its functions. As appropriate and feasible, they shall contain a liaison member of the EMCC, unless otherwise specified. Standing committees shall include, but not be limited to:
  - 1. **Medical Advisory Committee & its sub-committees**
  - 2. **Evaluation**
    - System Provider Compliance Committee*
    - This committee will review response times and other data to determine the compliance

of the franchise provider and/or its subcontractors with the requirements of the franchise contract. This committee will also review compliance by the other providers with response time standards and other county standards. The members of this committee will be as specified in the franchise contract as well as members from the public at large and the EMCC.

- C. **Ad Hoc:** The EMCC may establish Ad-hoc groups to advise on matters of interest. Membership on these focus groups may be open to members of the community who have an interest or special knowledge. Community members will have full voting privileges on the focus group on which they serve. A member of the EMCC shall be a liaison to the focus group. Focus groups will be terminated upon completion of their goals.

## VII. AMENDMENTS

A two-thirds vote of the current membership may amend these bylaws at any regular meeting of the EMCC, provided copies of the proposed amendments are sent to all members of the EMCC at least five (5) days prior to the meeting at which action is to be taken. The amended bylaws become effective immediately.

## VIII. CONFLICT OF INTEREST

All present and future members of the EMCC will be given a copy of Resolution No. 63815 advising them of the County's Conflict of Interest Policy. All members will conduct themselves in a manner consistent with the provisions of the Conflict of Interest Policy. Any regular member who finds himself/herself in a conflict of interest situation shall declare that such a situation exists and remove himself/herself from regular meeting participation in the proceedings of the EMCC until the conflict no longer exists.

## IX. PARLIAMENTARY AUTHORITY

The meetings of the EMCC shall be conducted in accordance with *Robert's Rules of Order, revised*.

## X. CERTIFICATE OF THE CHAIR

The undersigned, Chair of the EMCC, does hereby certify that the above and the foregoing Bylaws, consisting of <sup>Four (4)</sup> ~~five (5)~~ pages, were duly adopted by at least two-thirds (2/3) of the members of said council on January 28, 2013 and that they now constitute said Bylaws.

Signature of Council Chair: \_\_\_\_\_

