

# BYLAWS OF THE SONOMA COUNTY EMERGENCY MEDICAL CARE COUNCIL

## I. PURPOSE

Pursuant to Health and Safety Code Division 2.5 Section 1797.270, the Emergency Medical Care Council (EMCC) of Sonoma County shall serve as an advisory body to the local 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,
- Review EMS system oversight,
- 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

The EMCC shall consist of 20 voting members appointed by the Board of Supervisors. All members shall be nominated or approved by the EMCC, and all nominees shall be submitted to the Board of Supervisors for consideration of appointment within 90 days of nomination.

### A. EMCC Member Composition

#### 1. District Representatives

- a. One member shall be nominated and appointed by each Supervisor on the Board of Supervisors to represent their respective district. District Members must maintain their primary residence in the district that they are representing.
- b. District Representatives shall serve at the will of the appointed Board Member. District Representatives will assume their seat on the EMCC by way of an appointment letter from the Board Member or designee to the Chair of the EMCC with a copy to the Director of Health Services and the member. Appointment shall be effective on the date of the letter unless otherwise specified by the Board Member.
- c. District Representatives may be removed from their seat on the EMCC by way of a letter from the Board Member or designee to the Chair of the EMCC with a copy to the Director of Health Services and the member. No appeal rights are expressed or implied for removal of a District Representative from the EMCC. Removal shall be effective on the date of the letter unless otherwise specified by the Board Member.
- d. The appointment of a new District Representative shall be noticed as "New Business" on the agenda of the first EMCC meeting after appointment.

2. Entity-Appointed EMS System Members

The following entities that serve the EMS System are granted representation on the EMCC by way of regulation or by inclusion in these bylaws. Nomination shall be in writing by an authorized representative of the entity to the Chair of the EMCC with a copy to the Director of Health Services. Entity-Appointed EMS System Members may be removed from their seat on the EMCC by way of a letter from an authorized representative of the entity to the Chair of the EMCC with a copy to the Director of Health Services and the member. No appeal rights are expressed or implied for removal of an Entity-Appointed EMS System Member from the EMCC. Removal shall be effective on the date of the letter unless otherwise specified.

- a. EOA-1 Ground Ambulance Provider - One representative from the ambulance provider agencies serving Sonoma County Exclusive Operating Area 1 (EOA-1 ).
- b. REDCOM - One representative from the authorized EMS Dispatch (REDCOM).
- c. Santa Rosa Junior College (SRJC) - One representative from SRJC to be nominated by the Dean of Public Safety Training Center.
- d. Provider Associations – EMS System Members shall be nominated as follows by their respective associations:
  - i. Sonoma County Paramedic Association - Two representatives, nominated by the Sonoma County Paramedic Association from field EMS personnel, at least one of whom must be a currently accredited paramedic.
  - ii. Sonoma County Fire Chief’s Association - Two representatives from first responder agencies as nominated by the Sonoma County Fire Chief’s Association.
  - iii. Sonoma County Law Enforcement Chiefs’ Association - One representative from Sonoma County law agencies as nominated by the Sonoma County Law Enforcement Chiefs’ Association.

3. Elected EMS System Members

LEMSA staff shall coordinate selection of candidates from ambulance providers, hospitals, and for At-Large positions. Representative agencies and general stakeholders shall be noticed in writing of vacancies, nominations, and voting. Nominations of Elected EMS System Members shall become effective upon appointment by the Board of Supervisors.

- a. EMS System members shall serve for a four (4) year term. Members may be selected to consecutive terms and without term limits.
- b. Representation of EMS System Members  
EMS System Members shall represent the following entities:

- i. Hospitals - 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. The Physician and Nurse representatives shall not be from the same hospital system. The process for selection shall include solicitation of nominees from the administrator of each base and receiving hospital in Sonoma County. The current EMCC membership shall vote for the representative (nominee) to be considered for appointment by the Board of Supervisors.
  - ii. Second Ambulance Provider – One representative from ambulance provider agencies that serve Sonoma County but who are not the exclusive provider in EOA-1. The process for nomination shall include solicitation of candidates from the owner/director of approved ALS ambulance provider agencies in Sonoma County. The current EMCC membership shall vote for a nominee to be considered for appointment by the Board of Supervisors.
  - iii. At-Large Members – Two At-Large Members shall be nominated by the EMCC after consideration and vote by the EMCC. Individuals who apply for an At-Large Member seat must use the approved Application Form available on the County website at: <https://sonoma-county.granicus.com/boards/forms/589/apply/2956597?code=123c7783-9055-4ef6-a706-3f4d448025dd>
- c. Nomination and Selection Procedure – Nomination and selection of elected EMS System Members shall be as follows:
- i. Prior to expiration of an elected EMS System Member Term, or upon vacancy of an elected Member seat, LEMSA staff shall notify the affected agencies or individuals on their stakeholder list that an elected vacancy exists and that EMCC is soliciting applications for nomination to fill the vacant seat. Notification must include the scheduled date for the EMCC meeting and shall be no less than 30 calendar days prior to an EMCC meeting to vote on nominations.
  - ii. LEMSA staff shall work with the EMCC Chair to place an item on the meeting agenda for consideration and vote to fill the vacant seat. All applications must be included in the agenda distribution process.
  - iii. Notification of Applicants - All individuals who have completed an application must be notified of the date and time of the EMCC meeting to vote on the vacant seat at least 5 working days prior to the meeting. All applicants must be provided an invitation to attend the meeting by providing them a link to the web-meeting and/or location and time if the meeting is in-person.
  - iv. Voting to Select Elected EMS System Member nominees: Voting to select EMS System Member nominees shall follow a majority vote pursuant to section XI(A) of Roberts Rules of order. If voting to simultaneously nominate two individuals to fill two vacant positions (such as At-Large positions) voting members may cast a vote for two applicants, and the two applicants receiving the most votes, regardless of majority, will become the nominees.

## B. Qualifications of EMCC Members

1. Residency – Board of Supervisors District Appointees and At-Large EMCC Members must be residents of Sonoma County.
2. Qualification – All Members of the EMCC must meet the nominating affiliation, status, or qualification described in the EMCC Member Composition section above and must maintain such affiliation, status, or qualification through the duration of their appointment.
3. Inclusivity – Members selected to the EMCC should be representative of the community that the EMS System serves.

## C. Commitment to Diversity, Equity, and Inclusion

When considering the nomination of members, the EMCC should consider how the nomination will support inclusivity and representation of the community served by the EMS system.

## D. Appointment of EMCC Members

1. The Chair of the EMCC shall submit the names and member descriptions of EMCC Member nominees to LEMSA staff for preparation of a Board of Supervisors agenda item requesting the Board to approve the nominee(s) for appointment to the EMCC.
2. Submission of the nomination by LEMSA staff to the Board of Supervisors for appointment should occur no later than 90 days after notification by the Chair.

## E. Separation of EMCC Members

1. Resignation - Any member may resign from his/her position of the EMCC by submitting a written statement to the EMCC Chair indicating their intention/resignation.
2. Term Expiration – An individual will no longer maintain their membership status at the conclusion of their member term. Any Member whose term is expired and has been extended by their nominating entity shall remain active members of the EMCC while awaiting formal consideration by the Board of Supervisors.
3. Notwithstanding EMCC nomination, any individual not approved for appointment by the Board of Supervisors shall not become a member of the EMCC. Failure of the Board of Supervisors to appoint an individual to the EMCC shall not prevent future nomination by the EMCC and/or future appointment by the Board of Supervisors.
4. Any member of the EMCC not approved for reappointment by the Board of Supervisors shall be permitted to serve the remainder of their term, or if their appointed term has expired, shall immediately vacate their seat on the EMCC.

5. Any Member of the EMCC may be removed from their seat by a majority vote of the Board of Supervisors.
6. Any member who does not retain the affiliation, status or qualification required for nomination and appointment as described in these bylaws shall be considered to have voluntarily resigned as an EMCC Member.
7. Any member who does not meet the standards described in the Attendance section of these bylaws shall be deemed to have voluntarily resigned as an EMCC Member.

### **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 notified by letter from the Coastal Valleys EMS Agency of the need for their attendance. If there is no response to the notification within 30 days, the member shall be deemed to have relinquished their EMCC membership. Any Member who is absent from four (4) meetings in any 12-month period shall be deemed to have relinquished their EMCC membership. Appeals may be heard at the sole discretion of the Chair their designee.

### **IV. MEETINGS**

- A. Regular Meetings - The regular meetings of the EMCC shall be held on a quarterly basis at a consistent hour, day, and place. All meetings of the EMCC are open to the public and shall be noticed in accordance with the Brown Act.
- B. Special Meetings – As necessary, the EMCC Chair may conduct a special meeting as necessary to support the purpose of the EMCC. In addition, a special meeting may be scheduled by majority request by the EMCC Members. Special meetings shall only be conducted on regular workdays and during regular work hours. Special meetings shall be noticed in accordance with the Brown Act.
- C. Quorum - 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%).
- D. Voting by Proxy - Each appointed EMCC Member may designate a non-EMCC member from their designated agency/affiliated association to be their voting proxy for an EMCC meeting that the appointed member may miss. Proxies have the authority to vote in the regular member's absence and may be used to establish a quorum. An appointed EMCC member shall only be allowed to designate a proxy for two consecutive meetings.

## V. OFFICERS AND DUTIES

- A. The officers of the EMCC shall be the Chair and Vice Chair.
- B. Officers shall be elected to a four-year term. Officers shall not serve more than two 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 officer positions, there shall be a special election to fill vacant position through the remainder of the current term at the next regular meeting.
- E. The Chair shall preside at all meetings of the EMCC.
  - 1. The Chair will coordinate development of annual report.
  - 2. The Chair may call a special meeting 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.
- G. 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 all system providers and/or their subcontractors.
      - (a) Ambulance services operating within the county.
      - (b) Emergency medical care offered within the county, including programs for training large numbers of people in cardiopulmonary resuscitation and lifesaving first aid techniques.
      - (c) First aid practices in the county.

- 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 who are approved by the EMCC 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. Any member of the EMCC may propose a motion to request formation of an Ad Hoc, which may be approved by a second to the motion followed by a majority vote of the EMCC.

## VII. ANNUAL LEMSA REPORTS

Pursuant to Chapter 28 of the Sonoma County Code of Ordinances, County staff shall provide reports periodically to the EMCC.

- A. **EMS System Review** – Section 28-4 describes the requirement that the LEMSA conduct an EMS System review not less than every 5 years and further requires that the system review be presented to the EMCC.
- B. **Maddy Fund Report** – Section 28-15 requires the LEMSA to present a report on Maddy Fund revenues and expenditures to the EMCC on an annual basis.
- C. **EMS Trust Report** – Section 28-15 requires the LEMSA to present a report on EMS Trust revenues and expenditures to the EMCC on an annual basis.

## VIII. BYLAWS AMENDMENTS

These bylaws may be amended by a two-thirds vote of the current membership at any regular meeting or special meeting of the EMCC. Any proposed amendment to these bylaws must be placed on the EMCC meeting agenda at least five (5) working days prior to the meeting at which action is to be taken and all members must be provided a copy of the amended bylaws (including track changes) at the time the agenda is posted. Upon approval, the amended bylaws become effective immediately.

## IX. 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.

## X. PARLIAMENTARY AUTHORITY

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

## **XI. CERTIFICATE OF THE CHAIR**

The undersigned, Chair of the EMCC, does hereby certify that the above and the foregoing Bylaws, consisting of five (5) pages, were duly adopted by at least two-thirds (2/3) of the members of said council on \_\_\_\_\_, 20\_\_, and that they now constitute said Bylaws.

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