

**BYLAWS OF THE STANISLAUS COUNTY
EMERGENCY MEDICAL SERVICES COMMITTEE**

ARTICLE I. AUTHORITY

The Stanislaus County Emergency Medical Services Committee was created by the Stanislaus County Board of Supervisors pursuant to their authority under applicable California law, including, but not limited to, Stanislaus County Ordinance Chapter 6.70, California Health and Safety Code Section 1797 et seq, and California Code of Regulations, Title 22, Division 9.

ARTICLE II. PURPOSE

The Stanislaus County Board of Supervisors hereby establishes the *Emergency Medical Services Committee*, hereinafter referred to as the “Committee.” The purpose of the Committee is to ensure that the interests of the county, its political subdivisions, and citizens are considered as they relate to the planning and provision of emergency medical services (EMS) within the county. The Committee shall also serve in an advisory capacity to the Mountain-Valley EMS Agency and the Stanislaus County Board of Supervisors on EMS issues.

The following constitutes the Rules and Procedures of the Committee:

ARTICLE III. FUNCTION AND RESPONSIBILITY

Section 1. Functions:

The function of the Committee is to:

- A. Recommend the optimal EMS dispatch configuration for Stanislaus County.
- B. Recommend the optimal EMS first response configuration for Stanislaus County.
- C. Recommend the optimal emergency ambulance service area configuration for Stanislaus County.
- D. Evaluate the need for policy development pertaining to patient destination, receiving facility capacity and designation, and specialty care.
- E. Recommend guidelines for the development and maintenance of a coordinated EMS disaster plan.
- F. Evaluate the existing level(s) and needs for community EMS education.

Section 2. Responsibilities:

- A. The Committee shall review and recommend approval of any revisions to the Local EMS Agency’s Transportation Plan for Stanislaus County.
- B. The Committee shall review and recommend approval of all new applications for EMS dispatch services within the county.
- C. The Committee shall review and recommend approval of all new applications for

ALS first responder services within the county.

- D. The Committee shall review and recommend approval of all new applications for ambulance transport services within the county.
- E. The Committee shall review and recommend approval of all county-specific EMS policies developed by the Local EMS Agency.
- F. The Committee shall approve a mechanism for the disbursement of Stanislaus County EMS System Enhancement Funds, recommend priorities for awarding those funds, and monitor the distribution of those funds.
- G. The Committee shall review EMS system effectiveness, and act in an advisory capacity to the Board of Supervisors and the Local EMS Agency on EMS-related issues affecting the county.

ARTICLE IV: MEMBERSHIP AND TERM OF OFFICE

Section 1. The county Board of Supervisors shall prescribe the membership, and appoint the members of the Committee. The Committee shall be composed of not more than eleven (11) members. The composition of the Committee shall be as follows:

- H. Urban (>30,000 Population) City Administrator (1) one member
- I. Rural (<30,000 Population) City Administrator (1) one member
- J. County Administrator (1) one member
- K. Fire District Board of Directors Member (1) one member
- L. Hospital District Board of Directors Member (1) one member
- M. Non-District Hospital Administrator (1) one member
- N. Stanislaus County Medical Society Member (Physician) (1) one member
- O. County Public Health/Social Services Representative (1) one member
- P. Managed Care Representative (2) two members
- Q. Non-EMS Affiliated Public Representative (1) one member

Section 2. Recommendations for appointment will be requested from the sponsoring groups or agencies. Other qualified persons may file applications with the Clerk of the Board. Final selection and appointment will be made by the Board of Supervisors. In the event that a membership position is open for a position which represents several jurisdictions, organizations or agencies, every reasonable attempt shall be made to ensure appointment for membership is made on a rotational basis between those jurisdictions, organizations or agencies.

- Section 3. The regular term of office for each member shall be (3) three years. Members terms of office shall be staggered to ensure that no more than four terms of office begin, or end, during the same calendar year.
- Section 4. If any member fails to attend two consecutive meetings, or a total of three meetings within one year, their membership may be terminated by a majority vote of the Committee.
- Section 5. Vacancies occurring prior to the end of the term shall be filled by the Board of Supervisors.

ARTICLE V: ORGANIZATION

- Section 1. The officers of the Board shall be a chairperson and a vice-chairperson who shall be elected at the initial Committee meeting each calendar year.
- Section 2. It will be the duty of the chairperson to preside over the meetings of the Committee, to appoint subcommittees and task forces, to call special meetings, and to coordinate all activities with designated staff.
- Section 3. It will be the duty of the vice-chairperson to preside over meetings in the absence of the chairperson, and to otherwise assume the chairperson's duties in his/her absence.

ARTICLE VI: STAFF SUPPORT

Staff support will be provided by the Local EMS Agency. Staff with expertise from other county departments will be solicited when appropriate.

ARTICLE VII: MEETINGS

- Section 1. Regular meetings of the Committee shall be held at least quarterly, at a time, day, and location determined by the Committee. Special meetings may be called by the chairperson or by a majority of the Committee members.
- Section 2. All meetings shall be open to the public.

ARTICLE VIII: QUORUM

A quorum to conduct business shall require a majority of six (6) members.

ARTICLE IX: AGENDA

EMS Agency staff, under the direction of the chairperson, will prepare an official agenda

before each meeting which will be posted at least 72 hours in advance. Suggested items may be added to the agenda by submitting a request to the chairperson at least three weeks prior to the next scheduled meeting.

ARTICLE X: MINUTES

Minutes of each meeting shall be kept by EMS Agency staff and approved by the membership.

ARTICLE XI: SUBCOMMITTEES AND TASK FORCES

- Section 1. A Technical Advisory subcommittee shall be established as a standing subcommittee. The Technical Advisory subcommittee shall act in an advisory capacity to the Committee, and shall meet on an as-needed basis. The membership of the Technical Advisory subcommittee shall be established by the Committee by resolution.
- Section 2. The chairperson may appoint additional standing subcommittees and task forces as needed. Task force and subcommittee members need not be members of the Committee.
- Section 3. A nominating subcommittee shall be appointed by the chairperson, and shall meet one month prior to the annual election of officers. This subcommittee will make recommendations for election of officers for the following year.

ARTICLE XII: CONDUCT OF MEETINGS

The meetings of the Committee shall be conducted in accordance with Robert's Rules of Orders.

ARTICLE XIII: BYLAWS ADOPTION AND AMENDMENTS

- Section 1. Bylaws amendments may be accomplished by a two-thirds (2/3) vote of the Committee members present, followed by subsequent approval of the Board of Supervisors.
- Section 2. These Bylaws shall become effective August 28, 2001.

