

## **EMERGENCY MEDICAL CARE COMMITTEE (EMCC) BYLAWS**

Adopted by Solano County Board of Supervisors 2/4/92.

Revision adopted by Solano County Board of Supervisors 5/12/98.

### **I. NAME**

The name of this organization shall be the Solano County Emergency Medical Care Committee (also referred to as the EMCC).

### **II. PURPOSE**

The Emergency Medical Care Committee of the Solano County has been established by the Solano County Board of Supervisors by Resolution in accordance with the California Health and Safety Code Sections 1751 and 1752 as a nonprofit unincorporated association to act in an advisory capacity to the Board and the County Health Officer/EMS Medical Director on matters relating to emergency medical care.

### **III. DUTIES**

The duties of the Emergency Medical Care Committee as specified in the California Health and Safety Code, Sections 1755 & 1756, are to at least annually:

- A. Review, at least annually, emergency medical care operating within the County, to include as per CA H&S Code 1797.274:
  - 1. Ambulance services and public safety agencies.
  - 2. Emergency medical care offered within the County, including programs for training large numbers of citizens in cardiopulmonary resuscitation and lifesaving first aid techniques.

3. First aid practices.
  4. Such related subjects assigned by the Board of Supervisors.
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- B. Report its observations and recommendations relative to its review of the ambulance services, emergency medical care and first aid practices; the EMCC will also oversee training citizens in cardiopulmonary resuscitation, life-saving first aid techniques, as well as public participation in such programs in Solano County.
  - C. Annually, on or before the April EMCC meeting, and following Committee approval, submit observations and recommendations to the Board of Supervisors and to the Health Officer/EMS Medical Director regarding first aid, ambulance services, and any other matters relating to emergency medical care as directed by the Board of Supervisors or Health Officer/EMS Medical Director. (CA H & S Code 1979.276).

#### **IV. COMMITTEE AGENDA**

- A. EMS staff shall send an agenda and minutes of the previous meeting two weeks before the next scheduled meeting. Other meeting materials shall be distributed to members one-half (1/2) hour before the meeting for their review. The Agenda will be posted for public notice in the EMS Office.
- B. The Health Officer/EMS Medical Director or his/her designee may attach additional materials to the agenda. Committee members may contact the EMS Office and request specific materials related to an agenda item prior to the meeting. EMS staff shall attempt to comply with the committee member request. This method of information delivery is necessary to limit postage costs and wasted paper duplicating costs resulting from the large number of individuals who serve on the EMCC.

#### **V. MEMBERSHIP**

- A. General  
This committee shall have a membership of individuals representing the agencies or categories as indicated on Attachment A.
- B. Approval  
Annually, on or before the March EMCC meeting, the Health Officer or designee shall be responsible for contacting the various agencies or members of a membership category (excepting supervisorial district appointments) to obtain the names of individuals nominated. The names shall be submitted to the Board of Supervisors for consideration and approval.
- C. Resignations  
Any member desiring to resign from the committee shall submit a resignation in writing to the Board of Supervisors, with a copy to the Chairperson of the committee. The Chair shall direct EMS Staff to initiate a process to replace the individual who resigns.

D. Alternates

Each agency or category may designate an alternate who shall attend EMCC meetings when the regular member cannot. The regular member shall inform the EMCC Chair or designee when a designated alternate will be attending in place of the member. Designated alternates shall be approved by the EMCC Chairperson to be eligible to vote in the member's absence. It is the responsibility of the approved member to keep his/her alternate and the agency/category being represented adequately informed on matters relating to the committee.

E. Attendance

It shall be the responsibility of each appointed member to attend, or assure his/her alternate attends all regular meetings of the EMCC or subcommittees to which they are appointed. Any member who has not attended, or sent the designated alternate without prior approval of the chairperson, for three consecutive regularly scheduled meetings shall be removed from membership, and his/her membership seat shall be declared vacant. The Chairperson of the EMCC shall notify the agency being represented of the vacancy and request that a replacement member be nominated to the Board of Supervisors.

**VI. EXECUTIVE OFFICERS**

A. General

The officers of the committee shall be a Chairperson and a Vice-Chairperson. Officers shall be elected to serve for a one year term commencing on May 1, or at the next regular meeting after May 1, and for not more than three (3) consecutive terms.

B. Duties of Officers

The Chairperson shall preside at meetings, represent the EMCC before the Board of Supervisors, coordinate the subcommittees, review and approve minutes before distribution, prepare/approve the agenda for up-coming meetings, and sign correspondence from the EMCC. The outgoing chair shall submit the required annual report for Committee and Board of Supervisors approval. The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence, and shall render assistance as requested to the Chairperson.

**VII. MEETINGS**

A. General

All meetings of the EMCC and its subcommittees shall be open to the public. Regular meetings shall be scheduled with the time and place as determined by the membership during the regular November meeting. Should unforeseen circumstances require it, a special meeting of the EMCC may be called by the Chairperson who shall also determine time and place. Meetings shall occur at least quarterly for the purpose of conducting business.

B. Quorum

A quorum shall consist of no less than 5 voting members at any scheduled meeting.

C. Voting

All motions placed before the EMCC or its subcommittees will be approved or disapproved by a consensus of Committee. All Board of Supervisor action items and non-consensus items shall be decided by vote. Simple majority vote of the members present at quorum when the vote is taken shall decide the issue. The right of the Chairperson to vote shall be restricted to motions in which his/her vote will break a tie.

Any member who represents multiple agencies and/or categories as indicated on Attachment A shall have only one (1) vote when the committee is acting on a motion.

**VIII. PARLIAMENTARY AUTHORITY**

Roberts Rules of Order (Revised) shall govern all meetings of the EMCC and its subcommittees. Roberts Rules of Order may be suspended by a two-thirds vote of the voting members present at quorum.

**IX. SUBCOMMITTEES**

A. General

Standing or ad hoc subcommittees shall be established as deemed necessary by the EMCC. The chairperson of the EMCC shall have the option to appoint the subcommittee Chairperson. The Chairperson of the EMCC shall be an ex-officio member of all subcommittees, except the nominating subcommittee. All subcommittees shall be subject to the direction from the Chair. Activities of the subcommittee shall not conflict with the actions or direction of the EMCC or bylaws of the EMCC. Subcommittee Chairperson or their designee shall report the activities and the recommendations of the subcommittees to the EMCC for its approval and/or action.

B. Ad Hoc Subcommittees

The Chairperson and members of an ad hoc subcommittee shall be appointed by the EMCC Chairperson, after the EMCC votes to establish such a subcommittee for a specific purpose.

C. Standing Subcommittees

The Chairperson of each standing subcommittee shall be a member of the EMCC. All appointments to standing subcommittees shall serve for a period of two years from the date of appointment. Standing subcommittees shall meet at least quarterly or at the call of the subcommittee Chairperson. The purpose and function of standing subcommittees shall be reviewed by the EMCC annually. Any revisions to the stated purpose and/or function of a standing subcommittee shall be approved as an attachment to the Bylaws. Purpose and functions of standing subcommittees shall be as approved by the EMCC. Standing subcommittees may be dissolved by a majority vote if their purpose/function is deemed no longer necessary or applicable by a majority vote of the EMCC. The existing standing committees are:

1. Executive Emergency Medical Care Committee (EMCC) shall consist of Chairman, Vice Chairman, and the Board of Supervisor Representative. This committee shall meet with EMS Staff on a regular basis for consideration of EMS business when it is determined by the EMCC that the entire committee need not be present.

2. The Prehospital Care Committee (PCC) which shall consist of RNs, MICNs and EMT-1s, EMT-2 & EMT-Ps and Ex Officio EMS Staff will function under the PCC bylaws. This committee shall meet with EMS Staff on a regular basis for consideration of EMS issues that deal with the technical aspects of EMS care. The PCC shall report its recommendations to the EMCC.

#### **X. AMENDMENT OF BYLAWS**

Bylaws of the EMCC may be amended by a two-thirds (2/3) vote of all members present at the next EMCC meeting following the 30 day notice. Notice of proposed changes shall be sent to all members thirty days in advance. Membership and duties of the EMCC shall remain the prerogative of the Board of Supervisors, as governed by the California Health and Safety Code, Sections 1751 and 1756.

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APPENDIX A

VOTING MEMBERSHIP OF EMCC

	# of Votes
Consumer Representative .....	1
Incorporated Cities of Solano County .....	7
Benicia	
Dixon	
Fairfield	
Rio Vista	
Suisun City	
Vacaville	
Vallejo	
ALS Providers .....	6
Medic Ambulance	
AMR Ambulance	
REACH Helicopter	
CALSTAR Helicopter	
UCD LifeFLight	
CHP Air Operations	
Base Hospitals .....	2
Sutter-Solano Medical Center	
North Bay Medical Center	
CHP Area Operations .....	1
PCC Chairperson .....	1
EMT Training .....	1
Paramedic Training .....	1
Office of Emergency Services (OES) .....	1
Fire Chief's Association/Rural Fire Districts .....	1
Members at Large .....	5
<b>TOTAL</b>	<b>27</b>

EMS Staff and affiliated County Staff in attendance are non-voting members of the Committee. Staff shall attend for recording of minutes, dissemination of reports, and clarification of technical details of EMS program or policies as requested by the Committee.

It is a goal of The EMCC to encourage and allow a large cross-section of the community to have input into the development of the Solano County EMS System.

It is recognized that multiple membership seats of different organizations could be assigned to the same individual, to allow for dissemination of EMCC activities and information to various organizations that are affected by the Solano EMS System. Individuals representing more than one organization/agency shall have only one vote.