

**EMS QUALITY ASSURANCE BOARD BYLAWS***(Approved by the Board of Supervisors)*

#150.10

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Orig. Date: 9/87

Revised: 5/6/08

**I. NAME:**

The name of this organization will be the Emergency Medical Services (EMS) Quality Assurance Board (QAB) of Orange County hereinafter referred to as the EMS QAB.

II. PURPOSE:

EMS QAB members shall be appointed by the Orange County Board of Supervisors ("the Board") and shall have such duties as described herein as of the date these Bylaws are adopted by the Board or hereafter amended by the Board.

The purpose of the EMS QAB is to monitor, investigate, study and make recommendations to the EMS Program Manager and EMS Medical Director regarding the quality and level of health care provided by the EMS system.

III. MEMBERSHIP:

Section 1. The EMS Medical Director and EMS Program Manager will submit recommendations for membership to the Health Care Agency Director for recommendation to the Board for appointment. The membership of the EMS QAB will be appointed by the Board and will serve at the Board's discretion. Any member or members of the EMS QAB may have his or her membership terminated upon a majority vote of the Board.

Section 2. The membership will include a representative group of a total of fifteen (15) Orange County EMS System providers and participants including but not limited to: Public and Private Provider Agency EMS Coordinators and Field Personnel, Base Hospital Physicians and Coordinators, Emergency Department Physicians and Managers, and EMS Education Providers.

Section 3. Employees of the Orange County Health Care Agency/Emergency Medical Services (HCA/EMS) Program who are appointed to the EMS QAB and whose appointments are concurrent with their terms of employment shall be known as Ex Officio members. Ex Officio members of the EMS QAB are:

- a) Health Disaster Management Division Manager
- b) EMS Medical Director
- c) EMS Program Manager
- d) EMS Coordinator – Quality Improvement / Data (QI / Data)
- e) EMS Coordinator – Advanced Life Support (ALS)
- f) EMS Coordinator – Basic Life Support (BLS)
- g) EMS Coordinator – Facilities / Trauma

Section 4. An appointed member will serve for a term of two (2) years. Upon expiration of the first term, members may elect to serve for one (1) additional two (2) year term.

Section 5. Members may choose to resign from their position at any time upon written notice to the EMS Medical Director. Written notice should be submitted within thirty (30) days prior to the member's expected resignation date.

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Section 6. The HCA/EMS will recommend to the Board the removal of any person due to one or more of the following conditions:

- a) Within any twelve (12) month period during any two (2) year term, the member fails to attend three (3) regular EMS QAB meetings without prior notification or excused absence.
- b) The member fails to attend three (3) consecutive EMS QAB meetings during any two (2) year term.
- c) The member's staff privileges with an Orange County EMS representative group or agency, if applicable, have been suspended due to resignation or termination of employment or affiliation.
- d) The member had their respective professional license or certificate suspended or revoked.

Section 7. Upon the term expiration, resignation, or removal of any member, the EMS Medical Director shall recommend the appointment of a replacement member to the Board within one hundred-eighty (180) days.

Section 8. Members are considered volunteers and are not monetarily compensated for their service or for attendance at any meeting.

Section 9. All members of the EMS QAB will be required to sign the EMS QAB Statement of Confidentiality (Exhibit A) upon appointment.

IV. OPERATIONS:

The EMS QAB shall operate under such rules as the Board may periodically establish for the operation of advisory commissions and, in the absence of such rules, by commonly accepted parliamentary procedure.

V. OFFICER:

Section 1. The Chairperson of the EMS QAB shall be the EMS Assistant Medical Director who shall be appointed by the Board. The Chairperson shall be the only designated officer of the EMS QAB, and no additional officers may be added.

Section 2. The Chairperson shall occupy one (1) member position of the total membership of fifteen (15) members.

Section 3. The term of service of the Chairperson shall be concurrent with the position held by the EMS Assistant Medical Director.

Section 4. If the EMS Assistant Medical Director is not able to serve, the EMS Medical Director may appoint a suitable designee to fill the role of the Chairperson in the interim. A "suitable" designee may be chosen from the existing QAB membership or a new member may be recommended by the EMS Medical Director for appointment. If a new member is chosen, the new member shall be appointed by the Board. When the EMS Assistant Medical Director is able to return to service, Chairperson responsibilities will automatically revert to him or her.

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VI. MEETINGS:

Section 1. Regular meetings of the EMS QAB will be held on the second (2nd) Monday of February, April, June, August, October, and December of every calendar year.

Section 2. Special meetings may be called by the Chairperson as appropriate or upon written request of a two-thirds majority of the EMS QAB members.

Section 3. A quorum shall be a majority of the QAB membership. No business shall be transacted unless a quorum is present and only so long as a quorum is maintained.

Section 4. Members must be physically present in a meeting to vote on any topic or recommended action that is considered confidential or protected from discovery. Absentee voting will be permitted for topics or recommended actions that are not considered confidential or protected from discovery (i.e. voting in regards to changes to the Bylaws) provided that the Absentee member submit his or her vote in writing to the Chairman at least (10) business days prior to the next meeting. Each member will be permitted to vote only one time for every one vote. Voting by proxy will not be permitted.

Section 5. If at any time a member identifies a known or perceived conflict of interest pertaining to any topic discussed during any meeting, the member will excuse him / herself from the discussion and will not participate in any further discussion pertaining to the topic in which a conflict was identified.

Section 6. The EMS QAB meetings are governed by the Brown Act except to the extent that Business and Professions Code section 805, Evidence Code section 1157, Evidence Code section 1040, and the Public Records Act may allow for closed meetings and/or nondisclosure of records

Section 7. EMS QAB records and minutes of closed meetings shall be considered confidential and shall not be disclosed to the extent allowed by Business and Professions Code section 805, Evidence Code section 1157, Evidence Code section 1040, and the Public Records Act.

Section 8. The EMS QAB shall be staffed by the EMS Program Manager or designee who will prepare an agenda and develop minutes for each meeting.

VII. SUBCOMMITTEE:

Section 1. Subcommittees may be appointed by the EMS QAB Chairperson for the purpose of investigating, surveying or auditing specific subjects or areas of prehospital emergency medical care.

Section 2. Subcommittee membership may be selected from the existing EMS QAB total membership including Ex Officio members.

Section 3. A subcommittee will be limited to specific activities for which the subcommittee was created.

VIII. ADOPTION OF AMENDMENTS:

The Bylaws may be amended at any time by two-thirds vote of the total membership if the proposed amendment has been submitted in writing at the previous regular meeting; provided, however, that any proposed amendment by the membership will not be effective until and unless approved by the Board.

Approved:

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Revised: 5/6/08**IX. EFFECTIVE DATE:**

These Bylaws shall be effective upon approval by the Board of Supervisors.

Approved by Resolution # 87-1539 Date November 17, 1987

Amended by Resolution # 90-640 Date May 15, 1990

Amended by Board Action: ASR 07-2551 Date May 6, 2008

Approved:

EXHIBIT A

EMERGENCY MEDICAL SERVICES QUALITY ASSURANCE BOARD
OF ORANGE COUNTY

STATEMENT OF CONFIDENTIALITY

As a member of the Emergency Medical Services Quality Assurance Board of Orange County involved in the evaluation and improvement of the quality of prehospital and specialty hospital programs care rendered within the Emergency Medical Services system, I recognize that confidentiality is vital to the free and candid discussions necessary to effective quality assurance review.

Therefore, I agree to respect and maintain the confidentiality of all discussions, deliberations, data, records, and all other information generated in connection with these activities, and to make no voluntary disclosures of such information except to persons authorized to receive it in the conduct of the Emergency Medical Services Quality Assurance affairs.

Furthermore, my participation in quality assurance activities is in reliance on my belief that the confidentiality of these activities will be similarly preserved by every other member of the Emergency Medical Services Quality Assurance Board of Orange County or other involved individual. I understand that the HCA/EMS or EMS agency or representative not mentioned elsewhere is entitled to undertake such action as is deemed appropriate to ensure that this confidentiality is maintained, including application to a court for injunctive or other relief in the event of a threatened breach of this Agreement

Dated: _____

Signed: _____

Approved:

