

BY-LAWS OF THE FRESNO COUNTY
EMERGENCY MEDICAL CARE COMMITTEE

I. GOALS

Goals of the Fresno County Emergency Medical Care Committee (EMCC) are to promote the development, implementation, and maintenance of a coordinated county-wide Emergency Medical Services (EMS) System, which will ensure high quality care and service to patients in Fresno County.

II. DUTIES AND RESPONSIBILITIES

In accordance with the California Health and Safety Code, the duties and responsibilities of the EMCC are as follows:

A. Ambulance Service Contract Compliance:

1. Monitor the operation of ambulance service providers under contract to Fresno County.
2. Make recommendations to the Department of Health's EMS Division staff ("EMS Agency") regarding adjustments in and modifications of the terms and conditions of the agreements which govern each contractor's delivery of ambulance service.
3. Receive monthly reports regarding each ambulance contractor's performance under the terms and conditions of its specific ambulance agreement and, as appropriate and authorized in the specific agreement, assess financial penalties against the contractor as specified for the contractor's failure to meet the standards set forth in its respective agreement.

B. To Review, at Least Annually, the Following Operations:

1. Emergency medical care offered within Fresno County, including programs for training the public in cardiopulmonary resuscitation and life saving first aid and techniques.
2. First aid practices within Fresno County.

C. To make observations and recommendations (as needed) on its review of ambulance services, emergency medical care, and first aid practices, and programs for training people in cardiopulmonary resuscitation and lifesaving first aid techniques, and public participation in such programs in Fresno County.

- D. With the assistance the EMS Agency staff, submit a report of its observations and recommendations, at least annually, on its review of emergency medical care services in Fresno County to the Fresno County Department of Public Health. The Department of Public Health will provide the Fresno County Board of Supervisors and the State Emergency Medical Services Authority with a copy of said report.
- E. The recommendations of the EMCC provided to the Fresno County Board of Supervisors, Fresno County Department of Public Health, and EMS Agency shall be non-binding.

III. COMMITTEE MEMBERS

A. Composition

The EMCC shall be composed of the following eleven (11) voting members:

1. Five (5) members are selected by the Fresno County Board of Supervisors from a list of candidates proposed by the following Fresno County or regional organizations (which include Fresno County) that have an interest in the EMS system. One (1) member will be selected from the slate of candidates proposed by each such organization. The candidates must reside or work in Fresno County.
 - a. One (1) member proposed by the Central Valley Fire Chiefs Association.
 - b. One (1) member proposed by the Fresno-Madera Police Chiefs Association.
 - c. One (1) member who is licensed as a registered nurse and has experience in emergency department or emergency services.
 - d. One (1) member proposed by the Fresno/Madera Medical Society.
 - e. One (1) member proposed by the Hospital Council of Northern and Central California.
 - f. The Fresno County Board of Supervisors may accept any or all of the candidates proposed by a local organization or request that a new slate of candidates from that organization be presented for the Board's review and approval.

2. Five (5) members will be selected by the Fresno County Board of Supervisors from applicants for the position. One (1) position will be assigned to each supervisorial district, however, the member is not required to live or work in that supervisorial district.
3. One (1) committee member will be selected at-large by the Fresno County Board of Supervisors.
4. Persons applying for committee membership shall be knowledgeable of, and interested in, issues concerning emergency medical care.

B. Term of Service

1. The names of potential applicants for membership on the EMCC shall be solicited by the Clerk of the Board of Supervisors from interested organizations.
2. The Fresno County Board of Supervisors shall select and appoint the members of the EMCC. Such members shall serve terms which shall be up to four (4) years in length and shall expire on the same date and year as the Fresno County Board of Supervisors member which appointed them. Members shall serve their entire term, unless they are removed or resign prior to the end of their term. Members whose terms have expired shall continue to serve until they are reappointed or their successors are appointed by the Fresno County Board of Supervisors.

C. Removal and Resignation

1. Any EMCC member may be removed by the Fresno County Board of Supervisors.
2. Any EMCC member may resign upon submission of a written resignation to the EMCC Chairperson with copies of said resignation to the EMS Agency and the Clerk of the Board of Supervisors.

Any EMCC member who is absent from fifty percent (50%) or more of the regular meetings within a calendar year or who has not complied with the provisions of Fresno County Ordinance Code, Section 2.68.010, pertaining to meeting attendance, shall be deemed to have resigned his or her membership, unless the absence is excused by the EMCC Chairperson due to illness, absence from Fresno County, or extreme, adverse weather.

D. Vacancy

In the event of a vacancy in the EMCC, the EMCC Chairperson shall direct the EMS Agency to notify, as soon as possible, the Fresno County Board of Supervisors to the fact of a vacancy and any reason for it. In the case of members appointed from representative organizations, EMS Agency staff to the EMCC shall notify such organization and request a new candidate for consideration of the Fresno County Board of Supervisors.

E. Meetings

1. Frequency in Attendance.

The EMCC shall meet as necessary, but not less than once every third month. Members are expected to attend all meetings of the EMCC and any of its subcommittees of which they are members. As provided in these by-laws, excessive absenteeism may be deemed a resignation. The EMS Agency shall give written notice to the EMCC member who, without an excuse, has missed two (2) regular meetings in a calendar year. The written notice shall contain a statement advising the member of the fact of the absences and the consequences of excessive absenteeism, together with a copy of the provisions of Fresno County Ordinance Code, Section 2.68.010, pertaining to meeting attendance. Meetings that are canceled in advance will not be counted as an absence.

2. Notice and Agenda

Written notice of regular EMCC meetings shall be provided to EMCC members by the EMS Agency with at least seventy-two (72) hours advance notice of the meeting date, time, and place. The EMCC Chairperson shall place on the agenda any topic requested in writing by any EMCC member or the EMS Agency.

3. Quorum and Voting

A simple majority of members shall be present for a duly noticed meeting of the EMCC in order to constitute a quorum for the conduct of official business. A simple majority of those members present at a duly constituted meeting shall be necessary to decide actions taken by vote. No actions or voting shall be permitted by proxy and, with the exception of the election officers, no actions will be by secret ballot.

4. Conflict of Interest

In addition to any Federal or State conflict of interest requirements which may apply, the EMCC members shall comply with Fresno County Board of Supervisors' Administrative Policy No. 35 regarding conflict of interest.

5. Minutes

Minutes will be taken of all meetings of EMCC and be made available for public review.

6. Procedure

All EMCC meetings shall be governed by the procedures set forth in the current edition of Robert's Rules of Order except where they are in conflict with these by-laws.

7. Open Meetings

All EMCC meetings shall be subject to the provisions of the "Ralph M. Brown Act" (Government Code Sections 54950, et. seq.).

IV. POSITION OF CHAIRPERSON AND VICE-CHAIRPERSON

A. Election and Term of Office

Nominations for executive officers shall be made at the first meeting of the EMCC of each calendar year. Election of officers shall be conducted by secret ballot of the EMCC at its first meeting following the nomination of officers. The person receiving a simple majority of votes cast shall be the successful candidate. If no person receives a majority of the votes cast, a run-off will be held immediately at such meeting between the two (2) candidates receiving the most votes. Newly-elected officers shall assume office immediately and hold office for one (1) year or until such person's membership is terminated pursuant to these by-laws, whichever is the earlier. The member is not prohibited from being nominated and selected to serve concurrent terms.

B. Vacancy

If the vacancy is in the office of Chairperson, the Vice-Chairperson shall act in the interim as Chairperson. If the vacancy is the Vice-Chairperson position, a special

election to fill the vacancy shall be held at the next meeting of the EMCC following such vacancy.

C. Duties and Responsibilities

1. The duties and responsibilities of the EMCC Chairperson are:
 - a. To call and chair EMCC meetings;
 - b. To direct the EMS Agency staff to notify the Fresno County Board of Supervisors of any vacancy on the EMCC and to assist in the solicitation of nominations to fill the vacancy.
2. The duties and responsibilities of the Vice-Chairperson are:
 - a. To act in the capacity of the Chairperson in the absence of or at the request of the Chairperson;
 - b. To assist the Chairperson.

V. AMENDMENTS

Recommended amendments to these by-laws may be made by a majority of the EMCC at any regularly-scheduled EMCC meeting, after at least one (1) week prior written notice of the proposed changes has been given to each EMCC member. Final approval of amendments to these by-laws shall be made by the Fresno County Board of Supervisors.