

**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 ~~including the contract provider for the metropolitan base contract service area.~~
2. Make recommendations to the ~~Department of Health~~ Department of Public Health's EMS Division staff ("EMS Agency") regarding adjustments in and modifications of the terms and conditions of the agreements ~~which that~~ 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) ~~at least annually~~ 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 of the EMS Agency staff,~~ To 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. To advise the Fresno County Board of Supervisors and the Fresno County Department of Health on all matters relating to emergency medical services within Fresno County, including the following:~~

- ~~1. System administration and medical control;~~
- ~~2. Communications;~~
- ~~3. Transportation, including ambulance services;~~
- ~~4. Manpower and training;~~
- ~~5. Medical disaster practices;~~
- ~~6. Specialty care services, including trauma care;~~
- ~~7. Data collection and evaluation;~~
- ~~8. Public information and education; and~~
- ~~9. Any other matter, as directed by the Fresno County Board of Supervisors.~~

~~F.E.~~ The recommendations of the EMCC provided to the Fresno County Board of Supervisors, ~~and the Fresno County Department of Public Health, and EMS Agency~~ shall be non-binding.

III. COMMITTEE MEMBERS

A. Composition

- ~~1. The EMCC shall be composed of the following eleven (11) voting members:~~
 - ~~a. 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.~~
 - ~~(1) One (1) member selected from a list of four (4) fire chiefs proposed by the Central Valley Fire Chiefs Association.~~

- ~~(2) One (1) member selected from a list of four (4) members of law enforcement administration proposed by the Fresno Madera Police Chiefs Association.~~
- ~~(3) One (1) member selected from a list of four (4) emergency department nurses who is licensed as a registered nurse and has experience in emergency department or emergency services proposed by the Mid Valley Emergency Nurses Association.~~
- ~~(4) One (1) member selected from a list of four (4) physicians proposed by the Fresno/Madera Medical Society.~~
- ~~(5) One (1) member selected from a list of four (4) hospital administrators proposed by the Hospital Council of Northern and Central California.~~
- ~~(6) 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.~~
- ~~b. 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.~~
- ~~e. One (1) committee member will be selected at large by the Fresno County Board of Supervisors.~~
 - ~~1. The EMCC shall be composed of eleven (11) voting members appointed by the Board of Supervisors. All persons appointed to the EMCC shall be knowledgeable of, and interested in, issues concerning emergency medical care.~~
- ~~a. Four (4) members shall be appointed from candidates proposed by the following Fresno County or regional organizations that have an interest in the EMS system: (1) The Central Valley Fire Chiefs Association; (2) The Fresno-Madera Police Chiefs Association; (3) The Fresno/Madera Medical Society; and (4) The Hospital Council of Northern and Central California. One (1) member will be selected from a list of potential candidates proposed by each such organization. The candidates must reside or work in Fresno County. Each organization shall submit its list of potential candidates to the Clerk to the Board of Supervisors for consideration by the Board of Supervisors. The Board of Supervisors retains the right not to appoint a candidate proposed~~

by an organization and to request the organization propose other candidates for the Board of Supervisor's consideration.

b. Five (5) members shall be selected by the Board of Supervisors. Each Supervisor shall nominate one member, however, the member is not required to live or work in the nominating supervisor's district. The board may reject such nominee, whereupon the supervisor making the nomination may nominate another person until one acceptable to the Board is appointed.

c. One (1) member, who is licensed as a registered nurse and has experience in emergency department or emergency services, shall be selected at-large by the Board of Supervisors.

d. One (1) member shall be selected at-large by the Board of Supervisors.

~~d. Persons applying for committee membership shall be knowledgeable of, and interested in issues concerning emergency medical care.~~

B. Term Of Service

1. The term of office of each EMCC member shall be four years and shall commence at noon on the first Monday after January 1st and shall end at noon on the first Monday after January 1st of the fourth succeeding year, but each commissioner shall continue to serve until his successor has been duly appointed and qualified.

2. The term of office of the five (5) members each nominated by an individual Board of Supervisor pursuant to Section III(A)(1)(b) above, shall coincide with the term of the nominating supervisor. The term of office of the remaining six (6) members, which are appointed at large, shall be staggered, so that no more than two-thirds (2/3) of the terms of the at-large members of the EMCC shall expire in any one (1) year period. The term of office of the remaining six (6) members, which are appointed at large, shall be staggered, with the term of office of three (3) members beginning in each even-numbered year and the term of office of three (3) members beginning in each odd-numbered year. Any vacancy during a term shall be filled for the unexpired term.

3. Members shall serve their entire term, unless they are removed or resign prior to the end of their term.

4. Any vacancy during a term shall be filled for the remainder of the unexpired term.

~~1. The names of potential applicants for membership on the EMCC shall be solicited/submitted by to 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 term of the Fresno County Board of Supervisors member which that appointed them expires. Members appointed at large will be staggered to run concurrent with the terms of the Fresno County Board of Supervisors. 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~~Fresno County Department of Health~~ and the Clerk of the Board of Supervisors.
3. All EMCC members shall be subject to the attendance requirements set forth in Fresno County Ordinance Code Section 2.68.010 et seq.~~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 ~~notify~~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. ~~The EMCC Chairperson shall request that the Fresno County Board of Supervisors appoint a new member from the affected member category to fill the vacant position.~~ In the case of members appointed from representative organizations, EMS Agency~~County~~ staff to the EMCC shall notify such organization and request ~~a slate of candidates~~a new candidate ~~from the affected member category~~ for consideration of the Fresno County Board of Supervisors.

~~so that the Fresno County Board of Supervisors appoint a new member from the affected member category to fill the vacant position.~~

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 Fresno County Ordinance Code Section 2.68.010 may be deemed a resignation. ~~The secretary of the EMCC~~EMS Agency shall give written notice to ~~an~~the EMCC member who will be deemed to have resigned upon the occurrence of one additional absence, in accordance with Fresno County Ordinance Code Section 2.68.010,~~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 ~~EMCC Chairperson~~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 ~~Fresno County Department of Health~~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.~~The Fresno County Director of Health shall receive all such minutes.~~

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. EXECUTIVE COMMITTEE POSITION OF CHAIRPERSON AND VICE-CHAIRPERSON

A. Composition

~~The executive committee shall carry out the day to day business of the EMCC. The executive committee shall be composed of the following five (5) officers:~~

- ~~1. Chairperson~~
- ~~2. Vice Chairperson~~
- ~~3. Secretary~~
- ~~4. Two (2) Executive Assistants~~

B.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.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. If the vacancy is in the office of Chairperson, the Vice-Chairperson shall act in the interim as Chairperson. If the vacancy is in an executive office other than the Chairperson, the executive committee may appoint an interim officer.

~~D.C.~~ Duties And Responsibilities

1. The duties and responsibilities of the EMCC Chairperson are:
 - a. To call and chair EMCC meetings;
 - ~~b. To call and chair executive committee meetings;~~
 - ~~e.b.~~ To ~~inform~~ 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.

- ~~3. The duties and responsibilities of the Secretary are:~~
 - ~~a. To act as a parliamentarian in taking and disseminating and retaining the minutes of the EMCC and executive committees meetings;~~
 - ~~b. To give notice of the EMCC and executive committees meetings;~~
 - ~~e. To ensure that all EMCC members and executive committee officers have a current copy of these by laws;~~

~~d. To assist the Chairperson.~~

~~4. The duties and responsibilities of the executive assistants are to assist the Chairperson.~~

~~E. The Executive Committee~~

~~The executive committee shall meet as necessary. Minutes shall be taken of all meetings. All actions of the executive committee shall be subject to ratification by the EMCC at its next meeting.~~

~~IV. SUB COMMITTEES AND LIAISONS~~

~~A. Establishment~~

~~Sub committees, advisory committees, and task forces may be established by the Chairperson with a concurrence of the EMCC. Persons serving in such capacity may include non members of the EMCC; however, any Chairperson or Vice-Chairperson of a sub-committee shall be chosen from the EMCC and shall be a current EMCC member.~~

~~The Chairperson will establish liaisons with the following individuals or organizations:~~

- ~~1. Medical Control Committee Chairperson;~~
- ~~2. Base Hospital Committee Chairperson;~~
- ~~3. EMS Operations Committee Chairperson;~~
- ~~4. EMS Division Manager; and~~
- ~~5. EMS Medical Director.~~

~~B. Duties and Responsibilities~~

~~It shall be the duty and responsibility of EMCC sub committees and liaisons to assist the EMCC in carrying out its responsibilities. Sub committees and liaisons shall render reports at the regular meetings of the EMCC.~~

~~C. Meetings~~

~~The Quorum, Voting, Minutes, Procedure, and Open Meeting requirements of meetings of the executive committee, sub-committees, advisory committees, and task forces shall be the same as those applicable to EMCC meetings.~~

~~V.~~ 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.