

MISSION STATEMENT:

The goal of the Emergency Medical Care Committee is to assure the availability of an effective and efficient emergency medical services system that provides consistent, high quality emergency medical services to all people in Contra Costa County. The EMCC advocates EMS system fiscal stability, provides a means for community involvement in defining levels of EMS, and promotes a system that can withstand future challenges and thrive. The EMCC provides the Board of Supervisors under which it serves and the Health Services Director with advice and recommendations on EMS system planning and oversight.

- I. **AUTHORITY.** The Emergency Medical Care Committee (EMCC) of Contra Costa County has been established by the Contra Costa County Board of Supervisors, (resolutions 68/404, 77/637, 79/460 and by Board Order on February 24, 1998), in accordance with the California Health and Safety Code Sections 1797.270 and Section 1797.272, to act in an advisory capacity to the Board and the County Health Services Director on matters relating to emergency medical services.
- II. **DUTIES.**
 - A. The duties of the EMCC as specified in the California Health and Safety Code Section 1797.274 and 1797.276 are to review the operations of each of the following at least annually:
 1. Ambulance services operating within the county.
 2. Emergency medical care offered within the county, including programs for training large numbers of people in cardiopulmonary resuscitation and lifesaving first aid techniques.
 3. First aid practices in the county.
 - B. The EMCC shall, at least annually, report to the Authority, and the local EMS Agency its observations and recommendations relative to its review of the 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 the county. The EMCC shall submit its observations and recommendations to the County Board of Supervisors which it serves and shall act in an advisory capacity to the County Board of Supervisors, and to the County EMS Agency, on all matters relating to emergency medical services as directed by the Board.
- III. **MEMBERSHIP.**
 - A. Membership of the EMCC shall consist of the following:
 1. Consumer representatives - One representative and one alternate representative from each supervisorial district approved by the Board of Supervisors.
 2. One representative and one alternate representative from each of the following organizations or groups approved by the Board of Supervisors.
 - a. Alameda-Contra Costa Medical Association
 - b. American Heart Association

- c. American Red Cross
 - d. California Highway Patrol
 - e. Communications Center Managers' Association
 - f. Contra Costa Fire Chiefs' Association
 - g. Contra Costa Police Chiefs' Association
 - h. Emergency Nurses Association
 - i. Hospital Council, Bay Area Division
 - j. Public Managers' Association
 - k. Trauma Center (Contra Costa Contract)
 - l. Contra Costa Sheriff-Coroner
 - m. Contra Costa Health Services
 - n. Community Awareness and Emergency Response - CAER
3. A representative and one alternate representative of each of the following groups nominated by the Health Services Director and approved by the Board of Supervisors:
- a. Ambulance Providers (Contra Costa Contract)
 - b. Air Medical Transportation Provider (Contra Costa Authorized)
 - c. Base Hospital
 - d. Emergency Department Physicians
 - e. EMS Training Institution
 - f. Private Provider Field Paramedic
 - g. Public Provider Field Paramedic
4. Existing membership-elected EMCC Officers for the remainder of their terms.
- B. The EMS Director shall serve as an ex officio member.
- C. The EMS Agency will contact each of the agencies, organizations and groups listed in Section A, above, to solicit nominations for one representative and one alternate representative prior to the expiration of its representative's and its alternate representative's term. Included in the request will be the attendance record of the agency's representative.
- D. The nominations will be submitted to the Clerk of the Board for the Board of Supervisors consideration and approval.

IV. **TERMS.**

- A. EMCC members shall serve for terms not to exceed two years, and elected officers shall remain members of the EMCC for the balance of their terms in office. All terms will expire on September 30 on even numbered years. There shall be no limit on the number of consecutive terms that an EMCC member may serve.

- B. Any Board appointed member or alternate member choosing to resign from the EMCC must submit a written letter of resignation to the Clerk of the Board of Supervisors with copy to the EMCC chair.

V. OFFICERS.

- A. The officers of the EMCC shall be a Chair, First Vice-Chair, and Second Vice-Chair.
- B. Officers shall be elected by the EMCC membership to serve for one year or until their successors are elected. The one-year term for officers will begin on October 1 and terminate on September 30.
- C. The EMCC Chairperson shall appoint a three member nominating committee from the membership prior to the June EMCC meeting. This committee shall solicit one or more names for each office. The ballot shall be presented at the June meeting, where nominations from the floor can be added to the slate. The election of officers and the two at large members of the Executive Committee shall be carried out by mail ballot of members with results announced at the September EMCC meeting.
- D. Officers may not be elected for more than 3 consecutive terms in the same office.

VI. DUTIES OF OFFICERS.

- A. The Chair shall preside over all meetings of the EMCC in addition to serving as the Chair of the Executive Committee. The Chair will be a spokesperson for the EMCC and assure that the EMCC is informed about County emergency medical services issues and needs.
- B. The First Vice-Chair shall assume the duties of Chair in the absence of the Chair and shall render assistance as requested by the Chair. The First Vice-Chair shall also serve as a member of the Executive Committee.
- C. The Second Vice-Chair shall assume the duties of Chair in the absence of the First Vice Chair and shall render assistance as requested by the Chair or First Vice Chair. The Second Vice-Chair shall serve as a member of the Executive Committee.
- D. In the absence of the Chair and Vice-Chairs, a member of the Executive Committee shall preside.

VII. EXECUTIVE COMMITTEE

- A. The Executive Committee is established to conduct the business of the EMCC between regular meetings and shall be composed of the:
 - 1. EMCC Chair
 - 2. EMCC First Vice-Chair
 - 3. EMCC Second Vice-Chair
 - 4. Two EMCC members at large
- B. EMCC members elected to the Executive Committee will serve for one year or until their successors are elected. The one-year term will begin October 1, and terminate on September 30. Executive Committee members may be elected to consecutive terms.
- C. Nominations and election of the two at-large EMCC members to the Executive Committee will be handled in the same manner as the nomination of EMCC officers.

- D. At least one member of the Executive Committee shall be a Citizen/Consumer.
- E. The Executive Committee shall be subject to the orders of the EMCC and none of its acts shall conflict with action or directions of the EMCC.
- F. The Executive Committee shall meet at the call of the Chair, or at the request of a majority of the members of the Executive Committee.
- G. Whenever a vacancy occurs on the Executive Committee, the Chair shall appoint an EMCC member to fill the vacant position for completing the existing term with the approval of the total EMCC.
- H. Whenever issues arise requiring the attention of the EMCC before its next regular scheduled meeting, the Executive Committee shall be empowered to meet and take whatever action is considered appropriate. It will be the responsibility of the Chair to assure that all Executive Board members are notified of such meetings.
- I. Whenever issues must be voted on at Executive Committee meetings in which other EMCC members are in attendance, the voting shall be limited to Executive Committee members.

VIII. MEETINGS.

- A. Regular meetings of the EMCC shall be held at least four (4) times per year or more often as deemed necessary. Meetings will convene at 4:00 pm on the second Wednesday of March, June, September, and December unless otherwise directed by the EMCC or its Executive Committee.
- B. The EMCC Chair may call special meetings as deemed necessary upon 10 days prior written notification.
- C. Members present shall constitute a quorum for the EMCC.
- D. Staff support for the EMCC will be provided by the County Emergency Medical Services Agency.

IX. ATTENDANCE.

Whenever a member, or his or her alternate, does not attend three consecutive, regularly scheduled meetings, the Chair of the EMCC shall notify the appointing agency/organization of the absences.

X. VOTING.

- A. All motions placed before the EMCC shall be approved or disapproved by the majority of members present and voting.
- B. An alternate for a member shall have full voting rights in the absence of the appointed member.
- C. All members of the EMCC shall have the right to vote on any motion.

XI. STANDING COMMITTEES.

- A. The EMCC membership may appoint standing or ad hoc committees to address EMS related matters.
- B. The EMCC Chair shall appoint chairpersons and members of all standing committees.
- C. Standing committee members need not be members of the EMCC.

- D. The EMCC Chair shall be ex officio, a member of all standing committees.
- E. Standing committees shall meet at the call of the standing committee Chair.
- F. Members present shall constitute a quorum.
- G. EMS Agency shall provide a staff member to attend each standing committee meeting.

XII. PARLIAMENTARY AUTHORITY.

All proceedings of the EMCC and its standing/ad hoc committees shall be conducted in a free and open manner. Upon the request of any three members of the EMCC or at the discretion of the Chair, parliamentary procedure as specified in Robert's Rules of Order will be followed provided they do not otherwise conflict with these by-laws.

XIII. AMENDMENT.

These by-laws may be amended by a two-thirds vote at any regularly scheduled meeting of the EMCC provided that the amendment has been submitted in writing to all members two weeks prior to the meeting.