

EMERGENCY MEDICAL CARE COMMITTEE  
COUNTY OF LAKE  
BY-LAWS

Revision Date: December 17, 2024

**ARTICLE I – OFFICIAL NAME OF COMMITTEE**

1. The official name of this Committee shall be known as the County of Lake – Emergency Medical Care Committee (hereafter referred to as COL-EMCC).

**ARTICLE II – PURPOSE OF THE COL-EMCC**

1. It is the intent of the County of Lake to promote the development and accessibility of effective and efficient emergency medical care to the people of the county. The County Board of Supervisors, therefore, establishes the County of Lake Emergency Medical Care Committee for the purpose of reviewing emergency medical care in the County of Lake.

**ARTICLE III – OBJECTIVES AND DUTIES OF THE COL-EMCC**

1. The objectives of the Emergency Medical Care Committee include the following:
  - a. Improving interfacility communication infrastructure.
  - b. Stakeholder communication and relationship improvement.
  - c. Stakeholder conflict mediation.
  - d. County EMS infrastructure, process, and procedural review to identify system shortfalls and maintain an industry growth mindset through collaboration with local EMS agencies, Lake County Public Health, local base hospitals, the designated Local Emergency Medical Services Agency (LEMSA), and associated partners.
  - e. Ensuring local EMS practices maintain county and state best practices and statute adherence through LEMSAs and Lake County Public Health Advisory.
  - f. Providing open communication and transparency with community members regarding EMS system-based information, shortfalls, and improvements.
2. The Emergency Medical Care Committee shall, at least annually, review the operations of each of the following:
  - a. Ambulance services operating within the county.
  - b. Emergency medical care is offered within the county, including programs for training many people in cardiopulmonary resuscitation and lifesaving first aid techniques.
  - c. First aid practices in the county.
  - d. Educational and continuing education opportunities and programs related to EMS are offered within Lake County.
  - e. Disaster planning and preparedness as practiced within the County and between adjacent or adjoining Counties.
3. The EMCC shall, at least annually, report to the Lake County Board of Supervisors, any affected health systems agency, and to the Local EMS Agency its observations and recommendations relative to its review of the operations in Section 2, Article III of this document.
4. The EMCC shall act in an advisory capacity to the Board of Supervisors and to the LEMSAs on all matters relating to emergency medical services as directed by the Board of Supervisors.

5. The following are standing subcommittees of the COL-EMCC:
  - a. Interfacility Transfer (IFT) Subcommittee: Fosters collaboration between Emergency Medical Services (EMS) providers and the two (2) critical access hospitals in Lake County, California. Our primary goal is to enhance patient care during inter-facility transfers through effective communication, shared best practices, and a unified approach to emergency medical treatment.
    - i. The Chair of the EMCC will appoint members to the IFT Subcommittee, ensuring representation from diverse stakeholders, including one member each from Lake County Health Services and Behavioral Health Services, one from Adventist Clearlake Hospital, one from Sutter Lakeside Hospital, one representative from each Fire/EMS service operating in Lake County; and other medical service consumers or members of the general public as the Chair deems appropriate.
    - ii. Appointments will be valid for one year, with new appointments made as necessary or at the beginning of each calendar year. Upon such appointments, IFT shall select a chair and other officers. The IFT chair shall ensure an accurate roster of current IFT members is maintained and shall provide such roster to the Health Services Department and to the clerk to the Board of Supervisors.
    - iii. The IFT Subcommittee will convene monthly from November to March and bi-monthly from April to October, or as otherwise called by the IFT chair. Meetings will include a teleconference option; however, in-person attendance is strongly encouraged to facilitate meaningful collaboration. Although IFT is a standing subcommittee, it is exempt from Brown Act procedures regarding agendas.
    - iv. General rules of the subcommittee include active participation from all members, with each member encouraged to contribute their insights and expertise. Members are expected to adhere to confidentiality guidelines regarding specific patients and cases discussed in meetings. Decisions will be made collaboratively, with a focus on consensus whenever possible. Larger discussions or recommended actions involving public policies should be elevated to the EMCC chair for possible placement on a future EMCC agenda.
    - v. At the beginning of each meeting an official confidentiality notice will be applied in order to protect the privacy and confidentiality of the patients and cases discussed.
  - b. Membership Subcommittee: Keeps updated roster and facilitates approval of members, alternates.
6. The following are ad hoc committees that meet for a limited time or specific purpose:
  - a. Annual Reporting: Prepares draft annual report to the Board of Supervisors for EMCC review and approval; proposes date and possible presenters.
  - b. Bylaws: Meets at least annually to review bylaws and recommend changes.
  - c. Policy and Procedure Review: Meets as needed to review and recommend changes to public and/or private policies and procedures related to emergency medical care.

#### ARTICLE IV – MEMBERSHIP

1. Membership shall comprise active emergency care providers and interested emergency care consumers from Lake County willing to expend their energies in achieving a countywide quality emergency medical services system.
2. Prospective members and alternates shall be selected by their respective organizations, and their names will be submitted to the Membership Subcommittee for application assistance.

Other community members expressing a sincere interest in having a voice in quality emergency medical services in the County may submit their names to the Membership Subcommittee for application assistance. The Membership Subcommittee Chairperson shall submit the list of prospective members' names to the Clerk of the Board of Supervisors for final membership confirmation within forty-five (45) days of the prospective member's application.

3. Final confirmation of COL-EMCC members shall be granted by the County of Lake Board of Supervisors in accordance with the provisions of the Health and Safety Code, Div. 2.5.
4. Approved COL-EMCC members shall serve a term of two (2) years. An individual appointed in the middle of a term shall serve from the date of appointment to the end of the unexpired term. Appointed members can serve a maximum of three consecutive terms.
  - a. County supervisors and designated county staff may be assigned to serve as an EMCC member or alternate by virtue of their job titles without submitting a formal application. The Clerk to the Board of Supervisors shall be promptly notified of any such assignments.
5. An annual membership review shall be conducted by the Membership Subcommittee.
6. Renewal of continuing memberships shall be in January of years with an uneven number.
7. Conditions of membership:
  - a. Attendance and committee participation are conditions for maintaining active membership.
  - b. Members (or their designated alternate) shall attend not less than four (4) out of six (6) regular meetings or TWO-THIRDS of the COL-EMCC meetings.
  - c. If a member misses three (3) consecutive meetings, he/she will be removed from active membership. Attendance by a designated alternate constitutes attendance by the member.
  - d. Attendance records and information are to be maintained by the COL-EMCC Secretary for all regular COL-EMCC meetings.
8. Membership Application Process: All applications are to be routed to the Clerk to the Board of Supervisors for placement on a future Board of Supervisors agenda. Use the [online application form](#) or call the county administrative office at 707-263-2368 to be sent an application form.
9. Alternates:
  - a. Each member is to select an alternate member representative of his or her choice to ensure representation at the prescribed majority of the COL-EMCC meetings.
  - b. The alternate member is to have full voting privileges in the event of a COL-EMCC member's absence.
  - c. The approved COL-EMCC member is responsible for selecting the alternate who shall represent him or her in their absence and shall submit that name to the COL-EMCC Secretary on the appropriate form. The member is also responsible for notifying the Secretary of any changes in the alternate.
10. Membership at large shall be composed of selected individuals who represent the following agencies, organizations, or consumer interests:
  - a. Two (2) hospital representatives, one from each county acute care hospital that provides emergency medical care through an emergency department.
  - b. One (1) Lake County Public Health Officer
  - c. One (1) Lake County Health Services Director
  - d. Two (2) fire district representatives who provide emergency medical services in Lake County.
  - e. Two (2) Private ambulances permitted in Lake County
  - f. One (1) member of the Lake County Board of Supervisors

11. Membership Quorum:

- a. A fifty percent (50%) plus one (1) majority of COL-EMCC members at each COL-EMCC meeting shall constitute a quorum.
- b. Fifty percent (50%) plus one (1) of the COL-EMCC member quorum present shall constitute a majority vote.
- c. If less than fifty percent (50%) plus one (1) of the COL-EMCC members are present at the regular monthly COL-EMCC meeting, no decisions requiring a majority vote shall be presented to the floor and shall have to be carried over to the next regular meeting.

ARTICLE V – OFFICERS ELECTION OR SELECTION

1. The COL-EMCC shall elect or select a Chairperson, Vice-Chairperson, and Recording Secretary annually.
2. Other Officers and Committee Chairpersons may be elected or selected as deemed necessary by the needs or demands of the COL-EMCC.
3. The term of office shall be ONE year.

ARTICLE VI – OFFICER’S DUTIES

1. CHAIRPERSON:
  - a. Conduct all meetings consistent with the COL-EMCC guidelines, policies or bylaws.
  - b. Oversee and coordinate fellow officers’ and members’ activities and duties to ensure an efficient and smoothly run COL-EMCC.
  - c. Have an agenda prepared by him/herself and/or in conjunction with the efforts of other officers or committee members, and distribute this agenda prior to each meeting.
  - d. Coordinate with the COL-EMCC Secretary in order to properly submit the required minutes and reports necessary for an efficiently run and informative COL-EMCC meeting.
  - e. Inform the Board of Supervisors of membership vacancies and request the Membership Subcommittee recruit new members in accordance with the provisions of ARTICLE VI, Section 2, Membership Selection of this document.
  - f. Conduct all EMCC meetings in accordance with the protocols and guidelines of Robert’s Rules of Order.
2. VICE-CHAIRPERSON:
  - a. In the absence of the Chairperson of the COL-EMCC, the Vice-Chairperson shall be responsible for the COL-EMCC Chairperson’s duties as provided in ARTICLE VI of this document.
  - b. The Vice Chairperson shall be responsible for furthering COL-EMCC goodwill and public relations and shall assist any committee involved in this endeavor.
3. SECRETARY:
  - a. Comprehensive and understandable minutes are to be taken and recorded by the COL-EMCC Secretary at each regular or special meeting.
  - b. An agenda will be provided prior to each COL-EMCC.
  - c. Minutes of the previous COL-EMCC meeting shall be provided.
  - d. The Secretary shall maintain a channel of communication and information exchange with COL-EMCC Chairperson and earnestly attempt to impart pertinent information and facts to COL-EMCC members promptly.

- e. The Secretary shall maintain attendance records for all meetings of COL-EMCC.
  - f. The Secretary shall maintain an accurate and current roll of membership. Any changes shall be submitted to the Clerk of the Board of Supervisors and the COL-EMCC Chairperson.
4. SUBCOMMITTEE CHAIRPERSON:
- a. Provide the COL-EMCC Chairperson and/or Secretary with the subcommittee meeting place, date, and time.
  - b. For any standing subcommittee, provide the COL-EMCC Chairperson and/or Secretary with the proposed agenda. Agendas are not required for meetings of ad hoc subcommittees.
  - c. Report any problems arising within the subcommittee.
  - d. Report positive or negative decisions or actions undertaken by the subcommittee. For any standing subcommittee, prepare draft meeting minutes for EMCC review and approval.
  - e. Accept responsibility for overseeing a project or committee undertaking through to a positive or negative conclusion.
  - f. Utilize available references, resources, and contacts.
  - g. Outline the proposed objectives and goals of the subcommittee.
  - h. Maintain objectivity and flexibility.

#### ARTICLE VII – RECORD KEEPING

1. The EMCC meetings shall be conducted publicly with proper notice, and the agendas and minutes of all EMCC meetings shall be posted on the county [agenda center](#). Subcommittee meetings shall be noticed and conducted as stated in the EMCC bylaws.
2. Annual reports and other writings transmitted to the Board of Supervisors, the Health Services Department and/or other persons or organizations may be subject to California Public Records Act requirements. The Health Services Department shall act as the custodian of EMCC's annual reports and other writings intended for public use.

#### ARTICLE VIII – TELECONFERENCING

1. Public attendance and participation by teleconferencing shall be provided to the extent feasible. Where teleconferencing is anticipated, the sign-in link and instructions shall be listed on the COL-EMCC agenda and made available to the public not less than 72 hours prior to the meeting.
2. COL-EMCC Committee Members and their respective alternates, as well as a LEMSA representative, shall attend EMCC meetings in person whenever practical to help ensure continued collaboration and engagement.
3. Any EMCC member who cannot attend the meeting in person for good cause but wishes to attend remotely should contact the EMCC chair at least 24 hours in advance. Examples of good cause include a medical emergency, caregiving for a family member, a contagious illness, remote work assignment or work-related travel that prevents the member from appearing in person. Remote attendance for good cause is limited to two (2) times per year.
4. Notwithstanding the immediately preceding paragraph, remote attendance by teleconferencing shall not be denied to any person with a physical or mental disability.
5. Should teleconferencing be interrupted due to Internet outage or other circumstances, the EMCC Chairperson may pause the meeting for a reasonable time until service can be restored. Should an extended Internet outage, software failure or other emergency prevent restoration of teleconferencing, the EMCC Chairperson may exercise reasonable discretion to continue the meeting with those present in person or adjourn the meeting to another date or location.