

EMERGENCY MEDICAL CARE COMMITTEE

COUNTY OF LAKE

BY-LAWS

Revision Date: ~~December 6, 1988~~ March 5, 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 (here-after 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 therefor establishes the County of Lake Emergency Medical Care Committee for the purpose of review of emergency medical care in the County of Lake.

ARTICLE III – OBJECTIVES AND DUTIES OF THE COL-EMCC

1. 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 offered within the county, including programs for training large numbers of people in cardiopulmonary resuscitation and lifesaving first aid techniques.
 - c. First aid practices in the County.
 - d. Educational and continuing education opportunities and programs offered within the County relating to EMS.
 - e. Disaster planning and preparedness as practiced within the County and between adjacent or adjoining Counties.
2. The EMCC shall, at least annually, report to the Authority, the affected health systems agency, and the Local EMS Agency its observation and recommendations relative to its review of the operations in section 1, ARTICLE III of this document.
3. The EMCC shall submit its observations and recommendations to the County Board of Supervisors which it serves and shall act in the advisory capacity to the County Board of Supervisors which it serves, and to the Local EMS Agency, on all matters relating to emergency medical services as directed by the Board of Supervisors.
4. The following are standing subcommittees of the COL-EMCC:
 - a. Medical Advisory Subcommittee
 - b. Education Subcommittee
 - c. Disaster Subcommittee
 - d. Radio/communications Subcommittee
 - e. Publicity/funding Subcommittee
 - f. Bylaw Subcommittee

- g. Membership Subcommittee
- h. Policy review Subcommittee

ARTICLE IV – MEMBERSHIP

1. Membership shall be comprised of active emergency care providers and interested emergency care consumers from Lake County who are willing to expend their energies in achieving a County wide quality emergency medical services system.
2. Prospective members shall be selected by their respective organizations and their names submitted to the COL-EMCC Membership Chairperson and the Membership Subcommittee for screening.

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 COL-EMCC Membership Chairperson and the Membership Subcommittee for screening. The Membership Subcommittee Chairperson shall submit the list of prospective members names with the committee's recommendations to the Board of Supervisors for final confirmation of membership within forty-five (45) days of the prospective members 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 service a term of two (2) years. An individual appointed in the middle of a term shall serve from the date of appointment to January of the next renewal period.
5. Renewal of continuing memberships shall be January of years with an uneven number.
6. Conditions of membership:
 - a. Attendance and committee participation are conditions for maintaining active membership status.
 - b. Members (or their designated alternate) shall attend eight (8) out of twelve (12) 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.
7. 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 the selection of 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.
8. 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 acute care hospital within the county 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) representatives of fire districts providing 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 Supervisor
- ~~a.—A maximum of one representative from each ambulance provider:~~
- ~~b.—The County of Lake Board of Supervisors:~~
- ~~c.—One from California Highway Patrol:~~
- ~~d.—A maximum of one representative from each pre-hospital care training program:~~
- ~~e.—The COL Public Health Officer:~~
- ~~f.—One EMT-I:~~
- ~~g.—One EMT-II:~~
- ~~h.—The COL EMS Coordinator:~~
- ~~i.—A Maximum of one from the COL Sheriff's Office:~~
- ~~j.—A maximum of two representatives from each base or receiving hospitals:~~
- ~~k.—One representative from the COL Fire Chiefs Association~~
- ~~l.—A maximum of two COL Emergency department affiliated physicians:~~
- ~~m.—A maximum of four consumers as individuals or from interested groups:~~

9. Membership Quorum:

- a. A ~~TWO-THIRDS~~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 ~~TWO-THIRDS~~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 monthly meeting.

ARTICLE V – OFFICERS ELECTION OR SELECTION

- 1. The COL-EMCC shall annually elect or select a Chairperson, a Vice-Chairperson and a Recording Secretary.
- 2. Other Officers and Committee Chairpersons may be elected or selected as is 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 by-laws.
- b. Oversee and coordinate the activities and duties of fellow officers and members 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 COL 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 any accepted Rules of Order format.
2. VICE-CHAIRPERSON:
- a. In the absence of the Chairperson of the COL-EMCC, the Vice-Chairperson shall have the responsibility 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. 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 make an earnest attempt to impart pertinent information and facts to COL-EMCC members in a timely fashion.
 - e. The Secretary shall maintain attendance records for all regular and special meeting of COL-EMCC.
 - f. The Secretary shall maintain an accurate and current role of membership. Any changes in this role shall be submitted to the Clerk of the Board of Supervisors and the COL-EMCC Chairperson.
4. SUBCOMMITTEE CHAIRPERSON:
- a. Provide COL-EMCC Chairperson and/or Secretary with committee meeting place, date and time.
 - b. Provide COL-EMCC Chairperson and/or Secretary with the proposed agenda.
 - c. Report any problems arising within the committee.
 - d. Report positive or negative decisions or actions undertaken by the committee.
 - 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 proposed objectives and goals of the committee.
 - h. Maintain objectivity and flexibility.