

# County of San Benito



## Emergency Medical Care Commission

### Bylaws

January 2019

**BYLAWS**  
**of the San Benito County**  
**Emergency Medical Care Commission**

**I. Purpose**

Purpose of the Emergency Medical Care Commission 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 San Benito County. The EMCC provides the Board of Supervisors under which it serves advice and recommendations on EMS system planning and oversight.

**II. AUTHORITY**

The Emergency Medical Care Committee (EMCC) of San Benito County was established by the San Benito County Board of Supervisors pursuant to Division 2.5 of the California Health and Safety Code Sections 1797.270 and Section 1797.272. The EMCC acts in an advisory capacity to the County Board of Supervisors on matters relating to emergency medical services.

**III. 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 operation 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 California Emergency Medical Services 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, 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 San Benito County Emergency Medical Services Agency (EMS Agency) on all matters relating to emergency medical services as directed by the Board.

#### **IV. MEMBERSHIP**

Membership of the EMCC shall consist of one commissioner and one alternate from each of the agencies/organizations below. No commissioner or alternate commissioner may represent more than one group or organization.

1. Air Ambulance Provider
2. American Red Cross – Local Chapter
3. Aromas Tri-County Fire Protection District
4. Bureau of Land Management – Hollister Field Office
5. CALFIRE – San Benito/Monterey Unit
6. California Department of Parks & Recreations – Hollister Hills SVRA
7. California Highway Patrol – Hollister/Gilroy Office
8. Contracted Ambulance Provider
9. Field Emergency Medical Technician or Paramedic currently functioning within the San Benito County pre-hospital care setting
10. Hollister Fire Department
11. Hollister Police Department
12. Member-at-Large
13. National Parks Service – Pinnacles National Park
14. Public Safety Communications Center
15. San Benito County Behavioral Health Department
16. San Benito County Board of Supervisors
17. San Benito County Probation Department
18. San Benito County Public Health Department
19. San Benito County Sheriff/Coroner
20. San Benito Healthcare District – Hazel Hawkins Memorial Hospital – Base Station

Ex-Officio members are non-voting and include the following San Benito County positions:

1. EMS Coordinator
2. EMS Medical Director
3. EMS Administrator

#### **V. TERMS**

- A. Commissioners of EMCC shall be appointed by and serve at the pleasure of the Board of Supervisors. Alternate commissioners may be designated by each organization having representation on EMCC; however, in order to have voting privileges, an alternate designated by an organization must be officially appointed as such by the Board of Supervisors after the vacancy in membership is properly noticed per the Maddy Act (Government Code Section 54970 et seq.).
- B. Any Board appointed commissioner or alternate commissioner choosing to resign from the EMCC must submit a written letter of resignation to the Clerk of

the Board of Supervisors with a copy to the EMCC Chair.

- C. Vacancies in membership shall be properly noticed (Maddy Act) and nominations to fill vacancies shall be submitted by the representative of the organization. Public-at-Large wishing to be appointed shall complete an application available from the Clerk of the Board.

#### **VI. OFFICERS**

- A. The officers of the EMCC shall be the Chair and Vice Chair.
- B. Officers shall be elected from the voting commissioners of the EMCC at the first meeting of the New Year by a simple majority of the EMCC commission present. The two-year term for officers will begin upon accepting the election and terminate on December 31<sup>st</sup> of the second year.
- C. Officers may not be elected for more than 3 consecutive terms in the same office.

#### **VII. DUTIES OF THE OFFICERS**

- A. The chair shall preside over all meetings of the EMCC. The Chair will be the spokesperson for the EMCC and assure that the EMCC is informed about County emergency medical services issues and needs.
- B. The Vice Chair shall assume the duties of the Chair in the absence of the Chair and shall render assistance as requested by the Chair.
- C. In the absence of the Chair and Vice Chair, one of Ex-Officio members present at the meeting shall preside.

#### **VIII. STANDING COMMITTEES**

- A. The EMCC may appoint standing or ad hoc committees to address EMS related matters.
- B. The Pre-hospital Advisory Committee (PAC) is a standing committee of the commission. Its purpose is to advise the EMS Agency Medical Director on matters related to the practice of pre-hospital patient care. The commission may also appoint additional subcommittees which shall serve for specified periods of time.

#### **IX. MEETINGS**

- A. Regular meetings of the EMCC will be held at least four (4) times per year, normally on the first Wednesday of the month. The day, time, and place of all meetings shall be specified by the Chairperson. Meetings shall be conducted in compliance with the Brown Act.
- B. The EMCC Chair may call special meetings as deemed necessary upon proper public notice.
- C. A quorum for the EMCC shall consist of a majority of the filled seats. Eleven (11) voting members shall constitute a quorum for the purpose of conducting a meeting of the Emergency Medical Care Commission.
- D. Staff support for the EMCC will be provided by the EMS Agency.

**X. MEETING AGENDAS**

- A. Meeting agendas for all scheduled meetings shall be emailed in advance to all commission members and other interested persons who have submitted a request.
- B. Agenda items proposed for consideration at a scheduled meeting of the Commission shall be submitted to the EMS Agency no later than ten (10) working days prior to the meeting.
- C. Agendas will be prepared by the EMS Agency in cooperation with the Chairperson.

**XI. ATTENDANCE**

- A. EMCC commissioners shall attend EMCC meetings.
- B. A member who cannot attend a meeting must notify the EMS Agency.
- C. Whenever a commissioner does not attend three (3) consecutive, regularly scheduled meetings, the Chair of the EMCC shall notify the nominating agency/organization of the absences and request appropriate action.

**XII. VOTING**

- A. Each commissioner present at a meeting shall have one (1) vote. Only officially designated Alternate commissioners shall have voting privileges.
- B. No commissioner or alternate commissioner shall be permitted to vote by proxy.

**XIII. MEETING COMMENCEMENT**

- A. All EMCC meetings will begin precisely at the time stated on the agenda. If there is no quorum at the designated starting time of the meeting, those in attendance may receive and discuss information, but no official business requiring an action by the Commission may be conducted.

**XIV. RULES OF ORDER**

All meetings will be governed by the Brown Act.

**XV. CONFLICT OF INTEREST**

If a conflict of interest is perceived to exist, at the onset of the meeting, should any commissioner determine their recusal is warranted due to conflict of interest, then that member should inform the Chairperson and state for the record that they will not be participating in that agenda item.