

# ***County of San Benito***



## ***Emergency Medical Care Commission***

### ***Bylaws***

***May 6, 2014***

**BYLAWS  
OF THE SAN BENITO COUNTY  
EMERGENCY MEDICAL CARE COMMISSION**

**I. PURPOSE.**

Purpose of the Emergency Medical Care Commission (EMCC) is to assure the availability of an effective and efficient emergency medical services (EMS) system that provides consistent, high quality emergency medical services to all people in San Benito County. The EMCC provides the Board of Supervisors (Board) under which it serves advice and recommendations on EMS system planning and oversight.

**II. AUTHORITY.**

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

**III. DUTIES.**

A. The duties of the EMCC as specified in California Health and Safety Code, Sections 1797.274 and 1797.276 are to review the operations of each of the following at least annually:

1. Ambulance service operations 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 Board which it serves and shall act in an advisory capacity to the Board 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 commissioner from each of the groups 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 & Recreation - Hollister Hills SVRA
7. California Highway Patrol - Hollister/Gilroy Office
8. Contracted Ambulance Provider
9. Hollister/San Benito County Fire Department
10. Hollister Police Department
11. Member-at-Large
12. National Park Service - Pinnacles National Park
13. Public Safety Communications Center
14. San Benito County Board of Supervisors
15. San Benito County Sheriff/Coroner
16. San Benito Healthcare District - Hazel Hawkins Memorial Hospital
17. City of San Juan Bautista

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

1. EMS Administrator
2. EMS Medical Director
3. Public Health Emergency Preparedness Coordinator

#### **V. TERMS.**

A. EMCC commissioners shall serve for terms of two years, and elected officers shall remain commissioners of the EMCC for the balance of their terms in office. All terms will expire on December 31st on even numbered years. There shall be no limit on the number of consecutive terms that an EMCC commissioner may serve.

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 copy to the EMCC Chair.

## **VI. OFFICERS.**

- A. The officers of the EMCC shall be the Chair and Vice Chair.
- B. Officers shall be elected by the EMCC membership to serve two years or until their successors are elected. The two-year term for officers will begin on January 1 and terminate on December 31st of the second year.
- C. Officers may not be elected for more than 3 consecutive terms in the same office.

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

- A. The Chair shall preside over all meetings of the EMCC.
- B. The Vice Chair shall assume the duties of Chair in the absence of the Chair and shall render assistance as requested by the Chair.
- C. When the Chair and Vice Chair are absent from a meeting, but there is a quorum of voting commissioners, the quorum may elect a Chair Pro Tempore to lead the meeting.

## **VIII. STANDING COMMITTEES.**

- A. The EMCC may appoint standing or ad hoc committees to address EMS related matters.
- B. The Prehospital 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 prehospital 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 shall be held bimonthly. Meetings will convene at 1:30 p.m. on the third Wednesday of January, March, May, July, September and November. Meetings shall be conducted in compliance with the Brown Act.
- B. The EMCC Chair may call special meetings as deemed necessary upon 10 days prior written notification.
- C. Nine (9) 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. ATTENDANCE.**

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

## **XI. VOTING.**

A. Each commissioner entitled to vote shall be entitled to cast one vote for each matter submitted to a vote of the commission.

B. If a quorum is present; all questions shall be decided by a majority of those commissioners present. Voting may not take place without a quorum present.

C. No commissioner or alternate commissioner shall be permitted to vote by proxy.

D. An alternate commissioner shall have full voting rights in the absence of the appointed commissioner from their agency.

## **XII. CONFLICT OF INTEREST**

Commissioners must disqualify themselves from making or participating in the making of any decision when the commissioner has a financial interest (as defined in Section 87103 of the Government Code) which it is reasonably feasible may be affected materially by the decision. No commissioner, however, shall be required to disqualify himself with respect to any matter which could not legally be acted upon without his/her participation. If such is the case (i.e., tie-breaking vote), the commissioner should declare in the minutes a potential conflict of interest and then discharge his duty as a commissioner in casting a vote.