

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Health Services Agency *mt*

BOARD AGENDA # *B-9

Urgent Routine

AGENDA DATE December 6, 2011

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval to Contract with Mountain Valley Emergency Medical Services Agency to Administer Local Emergency Medical Services for Budget Year 2012-2013 and Approval of Amended Bylaws of the Emergency Medical Services Committee

STAFF RECOMMENDATIONS:

1. Approve a contract with Mountain Valley Emergency Medical Services Agency to administer local emergency medical services for Budget Year 2012-2013.
2. Authorize the Managing Director of the Health Services Agency or her designee to negotiate and execute the agreement.
3. Approve Amended Bylaws of the Emergency Medical Services Committee.

FISCAL IMPACT:

Stanislaus County's contribution to the Mountain Valley Emergency Medical Services Agency for Budget Year 2012-2013 is estimated to be \$227,781 which is funded through court-imposed fines and fees (discretionary Maddy Funds) of \$77,995 and the Ambulance Maintenance Fees totaling \$149,786. This contract does not include any funding from the County's General Fund. The actual amounts for the Budget Year 2012-2013 contract year are not yet available and would be included in the Health Services Agency proposed budget for Budget Year 2012-2013. There is no fiscal impact associated with the proposed change to the Bylaws of the Emergency Medical Services Committee.

BOARD ACTION AS FOLLOWS:

No. 2011-730

On motion of Supervisor Withdraw, Seconded by Supervisor De Martini
and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Withdraw, De Martini, and Chairman Monteith

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None


1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:



ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No. BD-19-B-13

DISCUSSION:

Under the Health and Safety Code, Division 2.5, Chapter 4, Article 1, Section 1797.200, "Each county may develop an emergency medical services program. Each county developing such a program shall designate a local EMS agency which shall be the county health department, an agency established and operated by the county, an entity with which the county contracts for the purposes of local emergency medical services administration, or a joint powers agency created for the administration of emergency medical services by agreement between counties or cities and counties pursuant to the provisions of Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code".

Joint Powers Agreement and Administration of Local EMS services

Since the early 1980's, Stanislaus County has contracted with the Mountain Valley Emergency Medical Services (MVEMS) Agency to administer local emergency medical services responsibilities. The MVEMS Agency operates under a Joint Powers Agreement (JPA) designed to develop a regional system of emergency medical services care to collect special funding available to regional agencies. The original Joint Exercise of Powers Agreement was effective on January 21, 1981. A Stanislaus County Supervisor sits as a member of the Joint Powers Board of Directors. Another member of the Board of Supervisors serves as an Alternate Director.

Historically, there have been three major responsibilities of the MVEMS Agency which are to establish and ensure a safe, dependable and responsible pre-hospital emergency medical care system, to serve as the Medical Health Operational Area Coordinator (MHOAC), and to protect the County from exposure to liability in matters related to the provision of pre-hospital emergency medical services within the County. The MHOAC role includes the authority to obtain and coordinate services and the allocation of resources in the event of a disaster or major incident in which mutual aid is requested. On July 1, 2007, however, with approval by the Board of Supervisors on December 19, 2006, the MHOAC role transferred to the County's Public Health Officer.

Based upon a level of dissatisfaction with the relationship with MVEMS, on December 22, 2009, the Board of Supervisors authorized staff to issue a notice of intent to terminate the relationship, and authorized a needs assessment and development of a recommended alternative arrangement and implementation plan. The resulting consultant report was distributed in September 2010.

On December 15, 2010, the JPA Board announced a leadership change at the executive level of the MVEMS Administration, including the immediate appointment of an interim director. In January 2011, a recruitment effort to identify and select a permanent appointment was launched. The initial interviews were conducted by a three-member panel which consisted of the Chair of the JPA board (Mariposa County

Approval to Contract with Mountain Valley Emergency Medical Services Agency to Administer Local Emergency Medical Services for Budget Year 2012-2013 and Approval of Amended Bylaws of the Emergency Medical Services Committee
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Board of Supervisor), a Stanislaus County Board of Supervisor, and the Stanislaus County Health Services Agency Managing Director. The final selection was made by the JPA Board.

In recognition of the improved dialogue and leadership change being made by the JPA, an actual termination notice by Stanislaus County to the JPA was not issued and on March 1, 2011, the Board of Supervisors authorized the contract with MVEMS to administer local emergency medical services for the 2011-2012 Fiscal Year. Given the noted improvements, it is staff's recommendation that Stanislaus County continue to monitor and support the relationship through the 2012-2013 Budget Year.

There continues to be two funding sources to meet the County's per capita annual contribution for the MVEMS Agency services. They are Ambulance Maintenance Fees and the Maddy Funds (SB12-612) provided by the State of California. For the Fiscal Year 2011-2012, the Ambulance Maintenance Fees total \$149,786, with the balance of \$77,995 paid from the Maddy Funds received by the County. While the projected expense and Stanislaus County's contribution for Budget Year 2012-2013 is not yet known, given historical trends, and assuming the regional funding provided by the State continues, it is anticipated to be similar to that experienced during the 2011-2012 Fiscal Year. As the contract document for Budget Year 2012-2013 is not yet available, a copy of the Fiscal Year 2011-2012 agreement is attached for reference.

Emergency Medical Services Committee – Proposed Amended Bylaws

The Stanislaus County Emergency Medical Services Committee was established in 2001 by the Board of Supervisors to serve in an advisory capacity to the Board and the Local Emergency Medical Services Agency on matters relating to the County's emergency medical service system. This committee consists of eleven members, each appointed by the Board of Supervisors to serve three-year terms. As outlined in the Bylaws, the committee seats deliberately represent multiple disciplines and interests. The committee has experienced some difficulty achieving a quorum and as a solution, has recommended that the Board consider the establishment of alternate committee member seats, with appointments to be subsequently made by the Board of Supervisors as the sponsoring groups or agencies make recommendations. Alternates would be specific to a seat to preserve the intended composition, and if both regular and alternate committee members attend the same meeting, only the regular member would have voting privileges. Proposed amended bylaws which also include other non-material modifications are attached for consideration.

POLICY ISSUES:

Approval of these recommendations support the Board of Supervisor's priority of A Healthy Community by ensuring continued Emergency Medical Services Agency services, and the priorities of Effective Partnerships and Efficient Delivery of Public Services by supporting and monitoring the improvement efforts being made by the

Approval to Contract with Mountain Valley Emergency Medical Services Agency to Administer Local Emergency Medical Services for Budget Year 2012-2013 and Approval of Amended Bylaws of the Emergency Medical Services Committee
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Mountain Valley Emergency Medical Services Agency and by enhancing the structure of the Emergency Medical Services Committee.

STAFFING IMPACT:

There is no staffing impact associated with this item.

DEPARTMENT CONTACT:

Mary Ann Lee, Managing Director, 209-558-7163.

FORMAL AGREEMENT BETWEEN
MOUNTAIN-VALLEY
EMERGENCY MEDICAL SERVICES AGENCY
AND
STANISLAUS COUNTY ON
FUNCTIONS TO BE PERFORMED FOR COUNTY BY EMS AGENCY STAFF

THIS AGREEMENT is entered into by and between Stanislaus County, hereinafter referred to as County, and the Mountain-Valley Emergency Medical Services Agency, hereinafter referred to as "Agency."

WHEREAS, the Emergency Medical Services System and the Prehospital Emergency Medical Care Personnel Act (California Health and Safety Code Section 1797, et seq.) hereinafter referred to as the Act, authorizes counties to designate their local Emergency Medical Services ("EMS") Agency, and

WHEREAS, the Agency is qualified to be a "local EMS Agency" pursuant to Health and Safety Code Sections 1797.94, and

WHEREAS, the Agency plans and implements an Emergency Medical Services system on a multi-county basis as distinct from a county-to-county basis, and

WHEREAS, the County desires to contract with the Agency for the Agency to administer certain local emergency medical services, and

WHEREAS, the County agrees that planning and implementing an Emergency Medical Services system on a multi-county basis is in the best interest of emergency medical service for the County.

NOW THEREFORE, IT IS AGREED by and between the parties hereto as follows:

- 1. The Agency shall perform the following, all in accordance with the Health and Safety Code, Division 2.5, Chapters 4 and 7, Sections:**

<u>Section</u>	
a.	1797.202 Medical Director Appointment
b.	1797.204 Planning, Implementing and Evaluating the EMS System
c.	1797.206 Implementation of ALS/LALS systems. Monitoring Training Programs
d.	1797.208 Training Program Approval
e.	1797.210 Certification of Personnel
f.	1797.212 Establish Certification Fees

- g. 1797.213 Training Programs, EMT I, II, EMT-P, MICN
- h. 1797.214 Additional Training/Qualifications
- i. 1797.218 Authorizing ALS/LALS Programs
- j. 1797.220 Medical Control Policies and Procedures
- k. 1797.221 Trial Studies
- l. 1797.222 Draft ordinances for transfer of trauma, burn or pediatric patients as requested
- m. 1797.224 Create exclusive operating areas
- n. 1797.250 Development and Submittal of EMS Plan
- o. 1797.252 Coordinate and Facilitate EMS System Development
- p. 1797.254 Submit annual EMS plan
- q. 1797.256 Review of EMS Grants
- r. 1797.257 & Submittal of Trauma Plan
1797.258
- s. 1798 Medical Control
- t. 1798.2 Base Hospital Policies and Procedures
- u. 1798.3 Alternative Base Stations
- v. 1798.100 Designation of Base Hospitals or Alternative Bases
- w. 1798.101 Rural Base Hospitals and Receiving Facilities
- x. 1798.162 Regional Trauma Systems
thru .166
- y. 1798.170 Triage and Transfer Protocols
- z. 1798.172 Transfer Agreement Guidelines and Standards
- aa. 1798.200 Certificate Review Process
- bb. 1798.202 Authority to temporarily suspend EMT-P license
- cc. 1798.204 Conduct proceedings for probation suspension, revocation or denial of a certificate
- dd. 1798.205 Violations of Transfer Guidelines, Protocols or Agreements

2. The Agency shall perform all obligations under Chapter 8 of the EMS Authority regulations with respect to EMS aircraft operation in the County.
3. The Agency agrees to assist the Health Officer in his/her role as the Medical Health Operational Area Coordinator (MHOAC). In such, the Agency will ensure that all operational procedures associated with medical/health mutual-aid, as outlined in the California State Emergency Medical Services Authority Disaster Medical Response Plan, and the "OES Region IV Multi-Casualty Incident Plan," are carried out. The Agency shall coordinate all assigned mutual-aid disaster operations that effect the

County with the MHOAC and the County Office of Emergency Services. Any additional cost incurred by the Agency associated with carrying out this function will be negotiated by the parties and a reasonable fee to be paid to the Agency for these increased services.

4. The MHOAC shall approve all medical/health mutual aid standard operating procedures under which the Agency shall function. In the event of a disaster, the County maintains the authority to approve the use of any County medical/health resources, all expenditures of County funds, and all mutual-aid requests for medical resources prior to their mobilization.
5. The Agency shall not place any such person who has a conflict of interest with County. Should a conflict of interest develop during the period of this contract, the Agency expressly agrees to remove such person from all duties involving County immediately upon written notice from County that such conflict of interest exists, as determined in good faith by County.
6. The overall goal of the Agency in relation to its responsibilities under the Act will be to promote the most effective program possible, with the resources available, which is compliant with the Act.
7. The Agency will provide staff support for Stanislaus County Emergency Medical Care Committee to prepare minutes and complete mailings.
8. The Agency staff shall serve as the local EMS Agency in fulfillment of the requirements of Stanislaus County Ordinance NO. C.S. 410.
9. The Agency will participate in the planning, implementation and evaluation of County's emergency medical disaster program.
10. It is recognized by the parties hereto that State EMS System guidelines are in the process of being revised. It is also recognized that the revised guidelines may increase the County requirements. It is agreed by and between the parties hereto that if that is the case, and the county wishes to contract the additional requirements with the Agency, then the parties will negotiate a reasonable fee to be paid to the Agency for these increased services.
11. The Agency agrees to adhere to all performance standards as outlined in Appendix 1 of this agreement.

12. For services rendered under this contract, the County shall contribute to the Agency two hundred twenty-seven thousand seven hundred eighty-one dollars (\$227,781) for Fiscal Year 2011/12. Of this amount, one hundred forty-nine thousand seven hundred eighty-six dollars (\$149,786) shall be collected directly from the ambulance providers via their annual fee schedule. The remaining seventy-seven thousand nine hundred ninety-five dollars (\$77,995) shall be paid monthly by the County at the rate of six thousand four hundred ninety-nine dollars and fifty-eight cents (\$6,499.58) per month.
13. In the event that County/Agency requires or requests that Stanislaus County Counsel be utilized in the development, approval and/or implementation of; policies, procedures, contracts, actions against certification or other related EMS activities, the cost of Counsel's services shall not be charged to the Agency.
14. The term of this Agreement shall be from July 1, 2011 through June 30, 2012
15. If the County chooses to cancel this agreement, the County must give written notice to the Agency not later than June 1, 2012 in order to opt out for the next one year cycle.
16. The agreement may be amended at any time by the mutual written consent of the parties hereto upon approval of the State EMS Authority.
17. The Agency shall provide, at its own expense and maintain at all times, the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the County as may be required by the Risk Manager of the County. The policies or certificates thereof shall provide that, thirty (30) days prior to cancellation or material change in the policy, notices of same shall be given to the Risk Manager of the County by certified or registered mail, return receipt requested, for all of the following stated insurance policies.
 - A. Worker's Compensation - in compliance with the statutes of the State of California.
 - B. General Liability insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and/or for property damage. This insurance shall indicate on the certificate of insurance the coverages and indicate policy aggregate limit applying to premises and operations.
 - C. Automobile Liability insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and/or for property damage. This insurance shall cover for bodily injury and property damage for owned automobiles.

If at any time any of said policies shall be unsatisfactory to the County, as to form or substance or if a company issuing such policy shall be unsatisfactory to the County, the Agency shall promptly obtain a new policy, submit the same to the Risk Manager for approval and submit a certificate thereof as hereinabove provided. Upon failure of the Agency to furnish, deliver or maintain such insurance and certificates as above provided, this Agreement, at the election of the County, may be forthwith declared suspended, or terminated. Failure of the Agency to obtain and/or maintain any required insurance shall not relieve the Agency from any liability under this Agreement, nor shall the insurance requirements construed to conflict with or otherwise limit the obligations of the Agency concerning indemnification. The County, its officials, agents and employees shall be named as an additional insured on all insurance policies required herein. The Agency's insurance policy(ies) shall include a provision that the coverage is primary as respects the County; shall include no special limitations to coverage provided to additional insured and, shall be placed with insurer(s) with acceptable Best's rating of A:V or with approval of the Risk Manager.

- 18. The Agency agrees to indemnify, defend and hold harmless the County, its officers, agents and employees, from and against any and all claims, damages, losses, expenses, and reasonable attorney's fees for every cause, including but not limited to personal injury, death or property damage, arising directly or indirectly out of any act or omission of the Agency, its officers, agents or employees, in the performance of this agreement.**

County agrees to indemnify, defend and hold harmless the Agency, its officers, agents and employees, from and against any and all claims, damages, losses, expenses, and reasonable attorney's fees for every cause, including but not limited to personal injury, death or property damage, arising directly or indirectly out of any act or omission of County, its officers, agents or employees, in the performance of this agreement.

- 19. Unless the context otherwise requires, the definitions contained in the Act govern the provisions of this contract.**
- 20. During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition,**

marital status, age (over 40) or sex. Contractors and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. Contractors and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, Section 12900, et seq.)

and the applicable regulations promulgated hereunder (Cal. Admin. Code, Title 2, Section 7285.0, et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Administrative Code are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

This Contractor shall include the non-discrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

IN WITNESS WHEREOF, the parties hereto cause their representatives to affix their signatures:

COUNTY OF STANISLAUS

By Mary Ann De
Title: Managing Director, HSA
Board Action # 2011-127

9/23/11
Date

MOUNTAIN-VALLEY EMERGENCY MEDICAL SERVICES AGENCY

By Jim Allen
Title: Jim Allen, Chairman
Board of Directors

7-6-2011
Date

Approved as to form, Stanislaus County:

NA
Risk Manager

Date

Dean Wright
County Counsel

9/19/2011
Date

Appendix 1 -

Performance Standards for MVEMSA contract Fiscal Year 2011-2012

1. Annual Satisfaction Survey to be conducted. Action Plan based on survey results to be submitted for consideration and approval to designated County representatives within 60 days. Update on Action Plan implementation to be submitted to designated County representatives 90 days after implementation. It is understood and agreed given MVEMS' regulatory role, that some negative comments may not warrant an activity in the Action Plan.
2. Budget with appropriate narrative explanation to be submitted to designated County representatives for comment prior to the MVEMS Board for consideration and comment. Budget submittal to include both Operating Budget and Balance Sheet.
3. Maintenance of the System Status Committee regular meetings with field representation from Fire and Ambulance. Quarterly report to EMSC.
4. Response and Transport Quarterly Reports to be submitted to EMSC containing trended data of not less than four previous quarters.
 - Exceptions Report for response time to be included with appropriate explanation, including the assessment of fines.
5. Make the Unusual Occurrence Report available to designated County representatives upon request.
6. Bi-annual trauma audit report to be completed. Confirmation of the completed report to be sent to designated County representatives (not to include the actual report, which is considered confidential for both patient privacy and to encourage open dialogue and quality improvement).
7. Annual Staffing and Training plan to be developed and submitted to the EMSC for review and approval. Administrator to report status of program and changes at quarterly EMSC and shall collaborate with the County Agriculture Commissioner, County Public Health, County Office of Emergency Services, Law Enforcement and Fire agencies, and Dispatch centers to establish a training calendar with quarterly updates.
8. Annual Report outlining activities that demonstrate compliance with the EMS Plan approved by the State EMS Authority to be presented to the EMSC.
9. Actively and collaboratively participate in the County Disaster Council, if reactivated.
10. Collaborate and coordinate with the Public Health Officer and department in the effective performance of the MHOAC role, in part evidenced by the establishment of an Agency/County accepted MHOAC responsibilities matrix.

**BYLAWS OF THE STANISLAUS COUNTY
EMERGENCY MEDICAL SERVICES COMMITTEE**

ARTICLE I. AUTHORITY

The Stanislaus County Emergency Medical Services Committee was created by the Stanislaus County Board of Supervisors pursuant to their authority under applicable California law, including, but not limited to, Stanislaus County Ordinance Chapter 6.70, California Health and Safety Code Section 1797 et seq, and California Code of Regulations, Title 22, Division 9.

ARTICLE II. PURPOSE

The Stanislaus County Board of Supervisors hereby establishes the *Emergency Medical Services Committee*, hereinafter referred to as the ACommittee.® The purpose of the Committee is to ensure that the interests of the county, its political subdivisions, and citizens are considered as they relate to the planning and provision of emergency medical services (EMS) within the county. The Committee shall also serve in an advisory capacity to the Mountain-Valley EMS Agency and the Stanislaus County Board of Supervisors on EMS issues.

The following constitutes the Rules and Procedures of the Committee:

ARTICLE III. FUNCTION AND RESPONSIBILITY

Section 1. Functions:

The function of the Committee is to:

- A. Recommend the optimal EMS dispatch configuration for Stanislaus County.
- B. Recommend the optimal EMS first response configuration for Stanislaus County.
- C. Recommend the optimal emergency ambulance service area configuration for Stanislaus County.
- ~~G~~.D. Evaluate the need for policy development pertaining to patient destination, receiving facility capacity and designation, and specialty care.
- ~~H~~.E. Recommend guidelines for the development and maintenance of a coordinated EMS disaster plan.
- F. Evaluate the existing level(s) and needs for community EMS education.

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Section 2. Responsibilities:

- A. The Committee shall review and make recommendations approval of on any revisions to the Local EMS Agency=s Transportation Plan for Stanislaus County.
- ~~C~~.B. The Committee shall review and make recommendations approval of on all new applications for EMS dispatch services within the county.

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D.C. The Committee shall review and make recommendations approval of on all new applications for ALS first responder services within the county.

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E.D. The Committee shall review and and make recommendations approval of on all new applications for ambulance transport services within the county.

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F.E. The Committee shall review and make recommendations approval of on all county-specific EMS policies developed by the Local EMS Agency.

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G.F. The Committee shall approve a mechanism for the disbursement of Stanislaus County EMS System Enhancement Funds, recommend priorities for awarding ~~these awarding those~~ funds, and monitor the distribution of those funds.

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H.G. The Committee shall review EMS system effectiveness, and act in an advisory capacity to the Board of Supervisors and the Local EMS Agency on EMS-related issues affecting the county.

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ARTICLE IV: MEMBERSHIP AND TERM OF OFFICE

Section 1. The ~~e~~County Board of Supervisors shall prescribe the membership, and appoint the regular and alternate members of the Committee. ~~The Committee~~The Committee shall be composed of not more than eleven (11) regular members. The composition of the Committee shall be as follows:

I.A. Urban (>30,000 Population) City Administrator	(1) one member
J.B. Rural (<30,000 Population) City Administrator	(1) one member
K.C. County Administrator	(1) one member
L.D. Fire District Board of Directors Member	(1) one member
M.E. Hospital District Board of Directors Member	(1) one member
N.F. Non-District Hospital Administrator	(1) one member
O.G. Stanislaus County Medical Society Member (Physician)	(1) one member
P.H. County Public Health/Social Services Representative	(1) one member
Q.I. Managed Care Representative	(2) two members
R.J. Non-EMS Affiliated Public Representative	(1) one member

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Section 2. Recommendations for appointment as a regular or alternate member will be requested from the sponsoring groups or agencies. Other qualified persons may file applications with the Clerk ~~of te~~ of the Board of Supervisors of Stanislaus County. Final selection and appointment will be made by the Board of Supervisors. In the event that a membership position is open for a position which represents several jurisdictions, organizations or agencies, every reasonable attempt shall be made to ensure appointment for membership is made on a rotational basis between those jurisdictions, organizations or agencies.

Section 3. The regular term of office for each member shall be (3) three years. Members terms of office shall be staggered to ensure that no more than four terms of office begin, or end, during the same calendar year.

~~Section 4. If any member fails to attend two consecutive meetings, or a total of three meetings within one year, their membership may be terminated by a majority vote of the Committee.~~

Section 54. Vacancies occurring prior to the end of the term shall be filled by the Board of Supervisors.

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ARTICLE V: ORGANIZATION

Section 1. The officers of the Board shall be a chairperson and a vice-chairperson who shall be elected at the initial Committee meeting each calendar year.

Section 2. It will be the duty of the chairperson to preside over the meetings of the Committee, to appoint subcommittees and task forces, to call special meetings, and to coordinate all activities with designated staff.

Section 3. It will be the duty of the vice-chairperson to preside over meetings in the absence of the chairperson, and to otherwise assume the chairperson's duties in his/her absence.

~~Section 4. Regular Committee members may be represented by their appointed alternate at Committee meetings. If both the regular and alternate Committee member are in attendance at a meeting, only the regular member shall have voting privileges.~~

ARTICLE VI: STAFF SUPPORT

Staff support will be provided by the Local EMS Agency. Staff with expertise from other county departments will be solicited when appropriate.

ARTICLE VII: MEETINGS

Section 1. Regular meetings of the Committee shall be held at least quarterly, at a time, day, and location determined by the Committee. Special meetings may be called by the chairperson or by a majority of the Committee members.

Section 2. All meetings shall be open to the public.

ARTICLE VIII: QUORUM

A quorum to conduct business shall require a majority of six (6) members to be in attendance.

ARTICLE IX: AGENDA

EMS Agency staff, under the direction of the chairperson, will prepare an official agenda before each meeting which will be posted at least 72 hours in advance. Suggested items may be added to the agenda by submitting a ~~request~~ request to the chairperson at least three weeks prior to the next scheduled meeting.

ARTICLE X: MINUTES

Minutes of each meeting shall be kept by EMS Agency staff and approved by the membership.

ARTICLE XI: SUBCOMMITTEES AND TASK FORCES

- Section 1. A Technical Advisory subcommittee shall be established as a standing subcommittee. The Technical Advisory subcommittee shall act in an advisory capacity to the Committee, and shall meet on an as-needed basis. The membership of the Technical Advisory subcommittee shall be established by the Committee by resolution.
- Section 2. The chairperson may appoint additional standing subcommittees and task forces as needed. Task force and subcommittee members need not be members of the Committee.
- Section 3. A nominating subcommittee shall be appointed by the chairperson, and shall meet one month prior to the annual election of officers. This subcommittee will make recommendations for election of officers for the following year.

ARTICLE XII: CONDUCT OF MEETINGS

The meetings of the Committee shall be conducted in accordance with Robert's Rules of Orders.

ARTICLE XIII: BYLAWS ADOPTION AND AMENDMENTS

- Section 1. Bylaws amendments may be accomplished by a two-thirds (2/3) vote of the Committee members present, followed by subsequent approval of the Board of Supervisors.
- Section 2. These Bylaws shall become effective August 28, 2001 and were revised on
_____.

(Approved by the Stanislaus County Board of Supervisors ~~8/28/01~~ _____)

**BYLAWS OF THE STANISLAUS COUNTY
EMERGENCY MEDICAL SERVICES COMMITTEE**

ARTICLE I. AUTHORITY

The Stanislaus County Emergency Medical Services Committee was created by the Stanislaus County Board of Supervisors pursuant to their authority under applicable California law, including, but not limited to, Stanislaus County Ordinance Chapter 6.70, California Health and Safety Code Section 1797 et seq, and California Code of Regulations, Title 22, Division 9.

ARTICLE II. PURPOSE

The Stanislaus County Board of Supervisors hereby establishes the *Emergency Medical Services Committee* hereinafter referred to as the *Committee*. The purpose of the Committee is to ensure that the interests of the county, its political subdivisions, and citizens are considered as they relate to the planning and provision of emergency medical services (EMS) within the county. The Committee shall also serve in an advisory capacity to the Mountain-Valley EMS Agency and the Stanislaus County Board of Supervisors on EMS issues.

The following constitutes the Rules and Procedures of the Committee:

ARTICLE III. FUNCTION AND RESPONSIBILITY

Section 1. Functions:

The function of the Committee is to:

- A. Recommend the optimal EMS dispatch configuration for Stanislaus County.
- B. Recommend the optimal EMS first response configuration for Stanislaus County.
- C. Recommend the optimal emergency ambulance service area configuration for Stanislaus County.
- D. Evaluate the need for policy development pertaining to patient destination, receiving facility capacity and designation, and specialty care.
- E. Recommend guidelines for the development and maintenance of a coordinated EMS disaster plan.
- F. Evaluate the existing level(s) and needs for community EMS education.

Section 2. Responsibilities:

- A. The Committee shall review and make recommendations on any revisions to the Local EMS Agency's Transportation Plan for Stanislaus County.
- B. The Committee shall review and make recommendations on all new applications for EMS dispatch services within the county.

- C. The Committee shall review and make recommendations on all new applications for ALS first responder services within the county.
- D. The Committee shall review and make recommendations on all new applications for ambulance transport services within the county.
- E. The Committee shall review and make recommendations on all county-specific EMS policies developed by the Local EMS Agency.
- F. The Committee shall approve a mechanism for the disbursement of Stanislaus County EMS System Enhancement Funds, recommend priorities for awarding those funds, and monitor the distribution of those funds.
- G. The Committee shall review EMS system effectiveness, and act in an advisory capacity to the Board of Supervisors and the Local EMS Agency on EMS-related issues affecting the county.

ARTICLE IV: MEMBERSHIP AND TERM OF OFFICE

Section 1. The County Board of Supervisors shall prescribe the membership, and appoint the regular and alternate members of the Committee. The Committee shall be composed of not more than eleven (11) regular members. The composition of the Committee shall be as follows:

- | | | |
|----|--|-----------------|
| A. | Urban (>30,000 Population) City Administrator | (1) one member |
| B. | Rural (<30,000 Population) City Administrator | (1) one member |
| C. | County Administrator | (1) one member |
| D. | Fire District Board of Directors Member | (1) one member |
| E. | Hospital District Board of Directors Member | (1) one member |
| F. | Non-District Hospital Administrator | (1) one member |
| G. | Stanislaus County Medical Society Member (Physician) | (1) one member |
| H. | County Public Health/Social Services Representative | (1) one member |
| I. | Managed Care Representative | (2) two members |
| J. | Non-EMS Affiliated Public Representative | (1) one member |

Section 2. Recommendations for appointment as a regular or alternate member will be requested from the sponsoring groups or agencies. Other qualified persons may file applications with the Clerk of the Board of Supervisors of Stanislaus County. Final selection and appointment will be made by the Board of Supervisors. In the event that a membership position is open for a position which represents several jurisdictions, organizations or agencies, every reasonable attempt shall be made to ensure appointment for membership is made on a rotational basis between those jurisdictions, organizations or agencies.

Section 3. The regular term of office for each member shall be (3) three years. Members terms of office shall be staggered to ensure that no more than four terms of office begin, or end, during the same calendar year.

Section 4. Vacancies occurring prior to the end of the term shall be filled by the Board of Supervisors.

ARTICLE V: ORGANIZATION

Section 1. The officers of the Board shall be a chairperson and a vice-chairperson who shall be elected at the initial Committee meeting each calendar year.

Section 2. It will be the duty of the chairperson to preside over the meetings of the Committee, to appoint subcommittees and task forces, to call special meetings, and to coordinate all activities with designated staff.

Section 3. It will be the duty of the vice-chairperson to preside over meetings in the absence of the chairperson, and to otherwise assume the chairperson's duties in his/her absence.

Section 4. Regular Committee members may be represented by their appointed alternate at Committee meetings. If both the regular and alternate Committee member are in attendance at a meeting, only the regular member shall have voting privileges.

ARTICLE VI: STAFF SUPPORT

Staff support will be provided by the Local EMS Agency. Staff with expertise from other county departments will be solicited when appropriate.

ARTICLE VII: MEETINGS

Section 1. Regular meetings of the Committee shall be held at least quarterly, at a time, day, and location determined by the Committee. Special meetings may be called by the chairperson or by a majority of the Committee members.

Section 2. All meetings shall be open to the public.

ARTICLE VIII: QUORUM

A quorum to conduct business shall require a majority of six (6) members to be in attendance.

ARTICLE IX: AGENDA

EMS Agency staff, under the direction of the chairperson, will prepare an official agenda before each meeting which will be posted at least 72 hours in advance. Suggested items may be added to the agenda by submitting a request to the chairperson at least three weeks prior to the next scheduled meeting.

ARTICLE X: MINUTES

Minutes of each meeting shall be kept by EMS Agency staff and approved by the membership.

ARTICLE XI: SUBCOMMITTEES AND TASK FORCES

- Section 1. A Technical Advisory subcommittee shall be established as a standing subcommittee. The Technical Advisory subcommittee shall act in an advisory capacity to the Committee, and shall meet on an as-needed basis. The membership of the Technical Advisory subcommittee shall be established by the Committee by resolution.
- Section 2. The chairperson may appoint additional standing subcommittees and task forces as needed. Task force and subcommittee members need not be members of the Committee.
- Section 3. A nominating subcommittee shall be appointed by the chairperson, and shall meet one month prior to the annual election of officers. This subcommittee will make recommendations for election of officers for the following year.

ARTICLE XII: CONDUCT OF MEETINGS

The meetings of the Committee shall be conducted in accordance with Robert's Rules of Orders.

ARTICLE XIII: BYLAWS ADOPTION AND AMENDMENTS

- Section 1. Bylaws amendments may be accomplished by a two-thirds (2/3) vote of the Committee members present, followed by subsequent approval of the Board of Supervisors.
- Section 2. These Bylaws became effective August 28, 2001 and were revised on _____.

(Approved by the Stanislaus County Board of Supervisors _____)