

**Emergency Medical Care Committee
Contra Costa County, California
BY-LAWS**

The Emergency Medical Care Committee (EMCC) acts as an advisory body to the County Board of Supervisors, the Local EMS Agency, and the County Health Services Director on all matters relating to Emergency Medical Services.

I. AUTHORITY

The Contra Costa County Board of Supervisors (Authority), established the Contra Costa County EMCC (Resolutions 68/404, 77/637, 79/460 and by Board Order on February 24, 1998) in accordance with the California Health and Safety Code Division 2.5, Chapter 4, Article 3, to act in an advisory capacity to the Board and the County Health Services Director on matters relating to emergency medical services.

II. 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 operating 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 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, and 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 County EMS Agency on all matters relating to emergency medical services as directed by the Board.

III. MEMBERSHIP

Membership of the EMCC consists of twenty-four (24) members and two (2) ex officio, non-voting members comprised of the following:

- A. Consumer representatives: One (1) representative from each of the five (5) supervisorial districts appointed by the Board of Supervisors.
- B. One (1) representative nominated from each of the following organizations or groups and appointed by the Board of Supervisors:
 - a. Alameda-Contra Costa Medical Association - from a Contra Costa County Receiving Hospital
 - b. American Heart Association
 - c. American Red Cross
 - d. California Highway Patrol
 - e. Communications Center Managers' Association
 - f. Contra Costa Fire Chiefs' Association
 - g. Contra Costa Police Chiefs' Association
 - h. Emergency Nurses Association – from a Contra Costa County Receiving Hospital

- i. Hospital Council, Bay Area Division – from a Contra Costa County Receiving Hospital
- j. Public Managers' Association
- k. Trauma Center (Contra Costa Contract)
- l. Contra Costa Office of the Sheriff
- m. Contra Costa Health Services – Behavioral Health
- C. One (1) representative selected from each of the following groups, nominated by the Health Services Director and appointed by the Board of Supervisors:
 - a. Ambulance Providers (Contra Costa 9-1-1 Service Contract)
 - b. Air Medical Transportation Provider (Contra Costa Authorized)
 - c. EMS Training Institution
 - d. Private Provider Field Paramedic
 - e. Public Provider Field Paramedic
 - f. Emergency Department Physicians - from a Contra Costa County Receiving Hospital
- D. The EMS Director and the EMS Medical Director shall serve as ex officio non-voting members.

IV. APPOINTMENT PROCESS

The EMS Agency will contact each of the agencies, organizations and groups listed in Section A above, to solicit nominations for one (1) representative prior to the expiration of its representative's term.

- A. The nominations received from Section III B will be submitted to the Clerk of the Board for the Board of Supervisors' consideration and appointment.
- B. The Health Services Director will consider suggested names received from Section III C and will provide nominations from these groups for the Board of Supervisors' consideration and appointment.
- C. Membership will terminate automatically if an appointed member no longer meets the criteria for the seat held.

V. TERMS

- A. EMCC members shall serve for a term of office not to exceed two (2) years.
- B. All terms will expire on September 30th on even-numbered years. There shall be no limit on the number of consecutive terms that an EMCC member may serve.
- C. Any Board-appointed member choosing to resign from the EMCC must notify the EMCC Chair and the EMS Director.
- D. Each resigning EMCC member should also notify one's membership entity of their resignation.
- E. The EMS Agency will follow the initial appointment procedure to fill a position for the remainder of a term when there is a resignation or lack of participation.

VI. OFFICERS

- A. The officers of the EMCC shall be a Chair and a Vice Chair.
- B. Officers shall be elected by the EMCC membership to serve for two (2) years or until their successors are elected. The term will begin on December 1st and terminate on November 30th of odd-numbered years.
- C. Officers may not be elected for more than two (2) consecutive terms in the same office. In the event of a vacancy in the Chair position, the Vice Chair automatically assumes the Chair position. In the event of a vacancy in the Vice Chair position, the EMCC will elect a new Vice Chair from among its current membership at its next regular public meeting subsequent to the officer's resignation.

VII. DUTIES OF OFFICERS

- A. The Chair shall preside over all meetings of the EMCC in addition to serving as the Chair of the Executive Committee. The Chair will be a 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 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 the two non-officer Executive Committee members present at the meeting shall preside.

VIII. EXECUTIVE COMMITTEE

- A. The Executive Committee is established to conduct the business of the EMCC between regular meetings and shall be comprised of the:
 - 1. EMCC Chair
 - 2. EMCC Vice Chair
 - 3. Two (2) non-officer EMCC members
- B. EMCC members elected to the Executive Committee will serve for two (2) years or until their successors are elected. The term will begin December 1st, and terminate on November 30th of odd-numbered years. Executive Committee members may be elected to consecutive terms.
- C. The Executive Committee shall be subject to the direction of the EMCC and none of its acts shall conflict with action or directions of the EMCC.
- D. The Executive Committee shall meet at the request of the Chair, or at the request of a majority of the members of the Executive Committee.
- E. Whenever issues must be voted on at Executive Committee meetings in which other EMCC members are in attendance, the voting shall be limited to Executive Committee members.

IX. NOMINATING COMMITTEE

- A. The EMCC Chair shall appoint a three (3)-member nominating committee from the membership prior to the June EMCC meeting of odd-numbered years.
- B. Current officers may not be members of the Nominating Committee.
- C. This committee shall solicit one or more names for each office. The nominated ballot shall be presented at the September meeting, at which time nominations from the floor may be added to the slate. The slate of nominees shall be voted on and elected at this September meeting.
- D. Nominations and election of the two non-officer Executive Committee members will be handled in the same manner as the nomination of EMCC officers.
- E. Whenever a vacancy occurs on the Executive Committee, the EMCC shall elect an EMCC member to fill the vacant position to complete the remainder of the existing term of office.

X. MEETINGS

- A. Regular meetings of the EMCC shall be held quarterly, at least four (4) times per year, or more often as deemed necessary. Meetings will convene at 4:00 pm on the second Wednesday of March, June, September and December, unless otherwise directed by the EMCC or its Executive Committee.
- 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.
- D. Staff support for the EMCC will be provided by the County Emergency Medical Services Agency.

XI. ATTENDANCE

- A. EMCC members shall attend EMCC meetings.
- B. A member who cannot attend a meeting must notify the Chair and may have one excused absence in a twelve month period.
- C. Whenever a member does not attend two regularly scheduled meetings, within a rolling twelve month period, complete their Brown Act requirements or fails to meet the criteria for sitting on the advisory body the EMS Agency shall notify the nominating agency/organization of the absences and request appropriate action.
- D. Members must complete the required Ethics and Brown Act training provided by the County within three months of appointment and submit the "Training Certification for Member of County Advisory Body" form to EMS staff prior to participating at any meeting.
- E. Members who do not complete the Ethics and Brown Act training within 3 months may not further participate until the requirement is fulfilled.
- F. Ethics and Brown Act training is recommended to be completed every two years while serving on a County Advisory Committee.

XII. VOTING

All motions placed before the EMCC shall be approved or rejected by the majority of membership.

XIII. AD HOC COMMITTEES

- A. The EMCC membership may create ad hoc committees to address EMS related matters.
- B. The EMCC Chair shall appoint chairs and members of any ad hoc committees.
- C. Ad hoc committee members must be members of the EMCC.
- D. Ad hoc committees shall meet at the request of the ad hoc committee Chair upon proper public notice.
- E. A quorum shall be more than 50% of the appointed members.
- F. EMS Agency shall provide a staff member to attend each ad hoc committee meeting.

XIV. PARLIAMENTARY AUTHORITY

Meetings of the EMCC will be conducted by the Chair following generally accepted parliamentary procedures.

XV. AMENDMENT

These by-laws may be amended by a two-thirds affirmative vote at any regularly scheduled meeting of the EMCC provided the amendment has been submitted in writing to all members ten (10) working days prior to the meeting.

Revised: 9/14/2015

Approved by EMCC: (10/9/2015)

Approved by BOS: (01/05/2016)