

# Spokane County Emergency Medical Services and Trauma Care Council (SCEMSTCC) Bylaws

Adopted: September 10, 2002

Revised: March 10, 2009

Revised: June 10, 2014

Revised October 14, 2014

Revised January 13, 2015

## ARTICLE I - Title

The name of the organization shall be known as the Spokane County Emergency Medical Services and Trauma Care Council (SCEMSTCC), referred to as the EMS Council.

## ARTICLE II – Officers

### Section 1. Qualification

Any director is qualified to hold office.

### Section 2. Officers

The officers of the council shall be the Chair, Vice-Chair, Secretary, Treasurer and Executive-Chair. All Officers are elected by name, not the position they represent.

### Section 3. Election

The Chair and Vice-Chair officers of the EMS Council shall be nominated and elected by simple majority vote of the members present and voting at the regular December meeting of the EMS Council. The Executive-Chair shall be the immediate past Chair for the next two year cycle.

### Section 4. Term of office

- 1) The Chair, Vice-Chair and Treasurer shall be elected bi-annually for terms of two (2) years.
- 2) No director may hold more than one office.
- 3) No director may serve more than two (2) consecutive terms in the same office.

### Section 5. Vacancy

#### 1) Chair

A) Vacancy in the office of Chair shall be filled by the Vice-Chair.

#### 2) Vice-Chair

A) Vacancy in the office of Vice-Chair shall be filled by election of the EMS Council at the first regular meeting at which said election may be completed for the remainder of the unexpired term.

#### 3) Executive Chair

A) Vacancy in the office of Executive-Chair shall be filled by a special election at the first regular meeting at which said election may be completed. Any Director that has previously held the office of Chair will be eligible to fill this vacancy.

#### 4) Treasurer

A) Vacancy in the office of Treasurer shall be filled by a special election at the first regular meeting at which said election may be completed.

## ARTICLE III – Duties

### Section 1. Chair

The Chair of the EMS Council shall:

- 1) Preside over all meetings of the EMS Council.
- 2) Appoint Ad Hoc committees/committee members and representatives as necessary.
- 3) Perform duties and functions of the council as the official EMS Council representative.
- 4) Shall serve on the executive committee.

### Section 2. Vice-Chair

The Vice-chair of the EMS Council shall:

- 1) Perform the duties of the chair in the absence of that officer.
- 2) Assist and monitor the committees and task forces established by the council or appointed by the Chair.
- 3) Shall serve on the executive committee.

### Section 3. Secretary:

The Secretary of the EMS Council shall be the Office Administrator of the **SCEMSTCC**. The Secretary shall:

- 1) Record and retain the minutes of the meetings of the EMS Council and committees.
- 2) Record, retain, and distribute protocols/guidelines/standing orders for the EMS Council, committees and Medical Program Director.
- 3) Receive and disperse the correspondence of the EMS Council and committees.
- 4) The Administrator shall not have a vote in Council matters.
- 5) At the direction of the Treasurer or his/her designee, make financial transactions.

### Section 4 Executive-Chair

The Executive-Chair of the Council shall:

- 1) Preside over all meetings of the Executive Committee.
- 2) In the absence of the Chair and Vice Chair, preside over all meetings of the EMS Council

### Section 5 Treasurer

- 1) Is a standing member of the Budget Committee.
- 2) Review monthly the Council's Balance Sheet
- 3) Provide monthly authorization to the Office Administrator of payables
- 4) Make monthly Financial report to the Council
- 5) Account for the Office Administrator's work timesheet.
- 6) Review and be signatory of all financial documents for the accountant.
- 7) Shall serve on the Executive Committee.

## ARTICLE IV – Composition and Membership

### Section 1. Members

The council shall have no members. The internal operation of the council shall be governed by such bylaws, as a majority of the Board of Directors shall adopt.

### Section 2. Board of Directors

The board of Directors for the EMS Council shall at a minimum consist of representatives from Spokane County Agencies as required by current Washington State statute and Washington Department of Health WAC.

Section 3. The board of Directors shall include:

1) ALS Directors:

- A) Each Public/Government ALS provider agency in Spokane County shall designate two (2) directors, one of whom shall be the physician advisor of the Public/Government ALS provider agency.
- B) Each Private ALS provider agency in Spokane County with ten (10) or more full time equivalent paramedic personnel shall designate two (2) directors, one of who shall be the physician advisor of the Private ALS provider agency.
- C) Each Private ALS provider and Air Transport agency in Spokane County with fewer than ten (10) full time equivalent paramedic personnel shall designate one (1) non-physician or physician director.

2) BLS Directors:

- A) Four members, one each from each geographic address quadrant (Sprague Avenue and Division Street) of Spokane County to be designated by consensus of the Public/Government BLS provider agencies within the quadrant, allowing that a BLS provider agency with a service area in more than one quadrant shall be considered to be in the quadrant in which the greatest part of its service area lies.

3) Related vocations Directors:

- A) One physician director designated by the Spokane County Medical Society.
- B) One director designated by consensus of the public and private BLS affiliated and private BLS transport agencies within Spokane County
- C) One director designated by the Combined Communications Center (CCC) Board of Directors.
- D) One director designated by the Spokane City/County Department of Emergency Management.
- E) One elected official director designated by consensus of the elected City and County officials within Spokane County.
- F) One director designated by consensus of the law enforcement agencies within Spokane County
- G) One director designated by consensus of the prevention specialists involved in the delivery of EMS/TC within Spokane County
- H) One director from CHS/Rockwood Hospital Group.
- I) One director from Providence Hospital Group
- J) One director from Spokane Veterans Administration Hospital

4) Unrelated vocations Directors:

- A) One director unrelated to EMS termed a “consumer” designated by the Board of Directors.

5) Non-Voting representatives:

- A) Two representatives of the WA Department of Health (L&C, and Regional support)
- B) The Spokane County Medical Program Director
- C) Two representative of the U.S. Air Force, Fairchild AFB, one representing the Fire Department and one representing Medical Services.
- D) The Spokane County Medical Examiner
- E) The Spokane Regional Health District Health Officer

Section 4.

The Board of Directors of the Council may be expanded or reduced by a formal vote of two-thirds majority of the Council's Directors.

Section 5.

Appointment of a director and alternate or a Non-Voting representative and alternate will be made by the agency represented in writing to the Council. Unrelated vocations directors shall approved by a vote of be two-thirds majority of the Board of Directors of the quorum.

Section 6.

The term of a director shall not be limited.

Section 7.

Each Director shall have one vote in council matters.

#### ARTICLE V – Meetings of the EMS Council

Section 1. Regular meetings

The regular meeting of the EMS Council shall be held on the second Tuesday of each month, excluding the month of August when no meeting will be held.

Section 2. Annual meeting

The regular meeting in the month of December shall be the annual meeting of the Council. Bi-annually the meeting shall include the election of officers for the succeeding two (2) year period.

Section 3. Special meetings

A special meeting of the EMS Council may be called by the Chair or by any five (5) members of the EMS Council. The notice for a special meeting shall state the purpose of the meeting, and only that subject shall be considered or acted on.

Section 4. Notice of meetings

Notice of any meeting of the EMS Council shall be provided at least five (5) days prior to the meeting, providing that a special meeting for an emergency situation may be called with twenty-four (24) hours notice.

Section 5. Quorum

A quorum shall be 40% of the filled Directors position's of the EMS Council. A quorum shall be required for final action at any meeting.

#### ARTICLE VI – Committees

Section 1. The council shall have 3 standing committees.

1) Executive committee:

A) Comprised of the current Executive Chair, current Chair, current Treasurer and current Vice-Chair.

B) Meetings of the executive committee shall be held as necessary to carry out short-notice/ emergency EMS Council business.

C) Any executive committee member may call a meeting at any time agreeable to all four members.

2) Quality Improvement (QI) committee:

A) Membership:

- Physician or designee if physician representing another agency also and agency QI officer or other designated representative from each Public/Government ALS agency.
- Physician or designee if physician representing another agency also and agency QI officer or other designated representative from each Private ALS agency with over ten (10) full time equivalent paramedics
- Physician or designee if physician representing another agency also from each Private ALS agency with under (10) full time equivalent paramedics
- One physician director designated by the Spokane County Medical Society.
- One Director from one of the BLS quadrants.
- One mutually agreed upon representative of Air Transport Services.
- One representative from CHS/Rockwood Hospital Group
- One representative from Providence Hospital Group.
- One representative from Spokane Veterans Administration Hospital

B) The regular meeting of the QI committee shall be the second Tuesday of each month, following the regularly scheduled Council meeting.

C) The QI committee shall:

I) Review and provide recommended changes to protocols/guidelines/standing orders/County Operating Procedures to the EMS Council. Changes will be forwarded to the EMS Council for approval.

II) Review complaints brought forward to the EMS Council or MPD and make recommendations for action to the appropriate authorities except where issues fall under the purview of the MPD and Uniform Disciplinary Act (UDA) as established by rule and law. These proceedings shall be only open to committee members and specifically invited guests of the agencies involved in the complaint or invited by the MPD.

- a. Complaints to be reviewed shall be made in writing to the MPD expressing their concerns and involvement. A copy of the complaint will be distributed to agencies/facilities involved to provide support documentation and information for review at the meeting. Complaints for review will be only accepted from patients, a patient's physician, treating EMS agencies or the treating personnel at a medical facility involved in direct treatment of said patient. No "third-party" hear say complaints will be reviewed.

D) The Q.I. Committee shall be chaired by the Medical Program Director (MPD).

3) Finance Committee:

- A) Comprised of the executive committee, treasurer and other members selected by the Council.
- B) Meeting of the Finance Committee shall be at the discretion of the Committee Chair (Council Vice-Chair), but will be held at least once each year.
- C) The finance committee shall:
  - I) Make recommendations to the EMS Council on share amounts and budgets, as well as audit or procure an audit of the books of the EMS Council when appropriate.

#### Section 2. Ad Hoc committees

The EMS Council may appoint such other ad hoc committees as may be determined to be necessary or advisable for the proper or adequate conduct of the affairs of the EMS Council.

#### Section 3. Committee action

The committees, by simple majority of a quorum, shall determine those recommendations to be forwarded through the committee chair to the EMS Council.

### ARTICLE VII – Office of the Medical Program Director

#### Section 1. Medical Program Director (MPD)

- 1) The council shall recommend to the Washington State Department of Health (DOH), in accordance with current RCW and WAC, the designation of the Spokane County Medical Program Director.
- 2) The MPD shall fulfill all of the mandates of that position prescribed by law.
- 3) The MPD shall, in cooperation with the EMS Council and the EMS and Medical community of Spokane County, develop plans, programs and protocols pursuant to the purposes and objectives of the EMS Council, subject to EMS Council review and comment.
- 4) The MPD shall manage and administer the office of the MPD and provide ongoing direction to the Administrative Assistant.

#### Section 2. Office Administrator

- 1) The EMS Council, in consultation with the MPD, shall select and employ an Office Administrator for the EMS Council and MPD.
- 2) The Medical Program Director shall provide ongoing direction for the Office Administrator and the EMS Council shall have overall employment responsibility.
- 3) The Office Administrator shall be the Secretary – Treasurer of the EMS Council and shall provide administrative support to the EMS Council.

### ARTICLE VIII – Funding

#### Section 1. Revenue

The revenue require to support the office of the Medical Program Director (MPD) and the operations, programs, services, and activities of the EMS Council shall be provided by fees charged to EMS Council member agencies/groups as determined by the council, and from such other sources as may be available.

#### Section 2. Budget Proposal

- 1) The EMS Council Finance committee shall develop an annual budget, to include both revenue and expense for the next calendar year, to be presented to the EMS Council for its initial review at the regular meeting in July.
- 2) The budget shall provide for the funding of reasonable and necessary to support the office of the MPD and the operations, programs, services, and activities of the EMS Council.

#### Section 3. Budget Adoption

- 1) The EMS Council shall consider and may amend and revise the budget proposal as deemed necessary.
- 2) The EMS Council shall take final action to adopt the budget no later than the regular meeting in September.

#### Section 4. Notice

The adopted budget and per member costs shall be mailed to all EMS Council members immediately after its adoption so that any dues, fees or support costs to be borne by the member agencies may be planned and budgeted for.

#### Section 5. Non-Payment of dues, fees or support costs

Any EMS Council agency/group identified to be in a state of arrears may be suspended by vote of the EMS Council.

### ARTICLE IX – Fiscal Year

#### Section 1.

The fiscal year of the EMS Council shall be the calendar year.

### ARTICLE X – Rules of Order

#### Section 1.

Roberts's rules of order shall govern the conduct of all meetings of the EMS Council.

### ARTICLE XI – Amendment of Bylaws

#### Section 1. Proposals for Amendments

- 1) Proposals of amendment of the bylaws may be made by petition of five (5) or more members of the EMS Council.
  - Proposals shall be submitted in writing and shall be specific as to the amendment sought.
- 2) Periodic review of the by-laws may be requested by council action and amended as seen fit per the notice and approval process in Article XI Section 2 and Section 3.

#### Section 2. Notice

Proposals for amendment of the bylaws shall be distributed to all members of the EMS Council at least sixty (60) days or 2 regular meetings prior to the meeting at which the proposals are to be considered for final adoption.

### Section 3. Approval

A proposed amendment to the bylaws of the EMS Council shall be discussed and can be modified as to content as an agenda item at 2 regular scheduled council meetings. The passage of the final proposed amendment shall require the approval of two-thirds of the members present and voting at the meeting.

Adopted at the regular meeting of the Spokane County Emergency Medical Services and Trauma Care Council held September 10, 2002.

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