

# 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  
Revised November 13, 2018  
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 representative is qualified to hold office.

### Section 2. Officers

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

### Section 3. Election

The Chair, Vice-Chair, and Treasurer 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.

(1) In the case of a tie, a coin toss will determine the new officer.

### 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 representative may hold more than one office.
- 3) No representative 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 special 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 representative 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 for the remainder of the unexpired term.

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.
- 5) If Treasurer is unavailable, shall account for employee(s) time sheet.

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 EMS Council or appointed by the Chair.
- 3) Shall serve on the executive committee.

Section 3 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 4 Treasurer

- 1) In the absence of the Chair, Executive Chair, and Vice Chair, will preside over all meetings of the EMS Council.
- 2) Be Chair of the Finance Committee.
- 3) Review the Council's Balance Sheet monthly and report to EMS Council
- 4) Provide authorization to the Office Administrator for payables.
- 5) Account for employee(s) time sheet.
- 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. Composition

The council shall have no members. The internal operation of the council shall be governed by such bylaws as a majority of the EMS Council shall adopt. EMS Council composition shall be comprised of representatives from Spokane County Agencies.

Section 2. Council Composition

The composition 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 EMS Council shall include:

- 1) ALS Representatives:
  - A) Each agency that is approved to provide ALS service in Spokane County shall designate two (2) directors, one of whom shall be the physician advisor of the Public/Government ALS provider agency.
- 2) BLS Representatives:
  - A) Four members and one physician advisor shall be designated, two from each half of Spokane County with I-90 as the dividing line for North and South Spokane County.
- 3) Related vocations Representatives (as applicable):
  - A) One physician representative designated by the Spokane County Medical Society.
  - B) One representative from any non-911 private transport agency.
  - C) One representative designated by emergency medical communications.
  - D) One representative designated by Greater Spokane Emergency Management.
  - E) One representative that is an elected official designated by consensus of the elected City and County officials within Spokane County.
  - F) One law enforcement representative designated by consensus of the law enforcement agencies within Spokane County
  - G) One representative designated by consensus of the injury prevention specialists involved in the delivery of EMS/TC within Spokane County
  - H) One representative each from MultiCare Deaconess Hospital, Valley Hospital, and Deaconess North Emergency Center.
  - I) One representative each from Providence Sacred Heart, Providence Holy Family, and Providence Sacred Heart Pediatric Hospital.
- 4) Unrelated vocations Representative:
  - A) One representative who is a resident of Spokane County and is not eligible to otherwise serve as a representative by nature of employment or affiliation with any other member agency or organization. This consumer representative shall be designated by the EMS Council and serve a two (2) year term with no limit to the number of terms served.
- 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.

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

Section 5.

The term of a representative shall not be limited except for the consumer, which shall be reaffirmed every two (2) years.

Section 6.

Each representative shall have one vote in council matters for each agency represented.

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 scheduled meeting will be held.

Section 2. Annual meeting

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

- 1) The positions of Chair and Vice Chair shall be elected on odd numbered years and the position of Treasurer shall be elected on even numbered years.

Section 3. Special meetings

A special meeting of the EMS Council may be called by the Chair or by any five (5) representatives on 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 representatives or identified alternates of the EMS Council. A quorum shall be required for final action at any meeting.

Section 6. Telephone, teleconference, audio, and similar meetings

Council representatives may participate in and hold a meeting by means of a conference telephone, web-based or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation in such a meeting shall constitute presence in person at the meeting except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

ARTICLE VI – Committees

Section 1. The council shall have 4 standing committees.

1) Executive committee:

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

- B) Meetings of the executive committee shall be held quarterly or 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:
    - I. Physician (or designee if physician representing another agency also) and agency QI officer or other designated representative from each agency approved to provide ALS service.
    - II. One physician representative designated by the Spokane County Medical Society.
    - III. One representative and one Physician Advisor from BLS agencies.
    - IV. One mutually agreed upon representative of Air Transport Service if not already covered above under ALS agency.
    - V. Representatives from each hospital group to include ER, Cardiac, Stroke, and Trauma.
    - VI. Chair of Protocol Committee (volunteer position)
  - B) The regular meeting of the QI committee shall be the second Tuesday of each month, excluding the month of August when no meeting shall be held.
  - 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).
  - E) Guests are welcome with advance notice and approval from the Chair. They are required to introduce themselves and sign in.
  - F) All members and guests shall sign the Pledge of Confidentiality.
- 3) Finance Committee:
- A) Comprised of the executive committee, and other members selected by the Council.
  - B) Meeting of the Finance Committee shall be at the discretion of the Committee Chair (Council Treasurer), 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.
- 4) Protocol Committee:
  - A) Comprised of volunteers from the Council and/or QI Committee.
  - B) Meetings held monthly or as necessary

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, 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 Executive Committee, in consultation with the MPD, shall select and employ an Office Administrator for the EMS Council and MPD.
- 2) The Medical Program Director and Executive Committee shall provide ongoing direction for the Office Administrator and the Executive Committee shall have overall employment responsibility.
  - A) The duties of the Office Administrator will be reviewed yearly by the Executive Committee.
- 3) The Office Administrator shall be the Secretary of the EMS Council and shall provide administrative support to the EMS Council.
- 4) Duties will include:
  - A) Record and retain the minutes of the meetings of the EMS Council and committees.
  - B) Record, retain, and distribute protocols/guidelines/standing orders for the EMS Council, committees and Medical Program Director.
  - C) Receive and disperse the correspondence of the EMS Council and committees.
  - D) The Office Administrator shall not have a vote in Council matters.

E) At the direction of the Treasurer or his/her designee, shall make financial transactions.

## ARTICLE VIII – Budget

### Section 1. Revenue

The revenue required 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 expenses and share costs for the next calendar year, to be presented to the EMS Council for an initial review at the regular meeting in July.
- 2) The budget shall provide for reasonable and necessary funding 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 share fees shall be emailed to all EMS Council members and agency EMS Officers 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 share fees

Any EMS Council agency/group identified to be in a state of arrears may lose voting privileges in Council matters and access to MPD Office support at the discretion of the Executive Committee.

## ARTICLE IX – Voluntary Dissolution

The Council may voluntarily dissolve and wind up its affairs in the following manner:

- 1) The Executive Committee shall adopt a resolution recommending that the corporation be dissolved, and directing that the question of such dissolution be submitted to a vote at a meeting of the Council, which may be either at an annual or a special meeting. Notice stating that the purpose, or one of the purposes, of the meeting is to consider the advisability of dissolving the corporation, shall be given to each Council member. A resolution to dissolve the corporation shall be adopted upon receiving at least two-thirds of the votes, which members present at such meeting or represented by proxy are entitled to cast.
- 2) Upon the adoption of such resolution by the members, the corporation shall cease to conduct its affairs except in so far as may be necessary for the winding up thereof, shall

immediately cause a notice of the proposed dissolution to be mailed to each known creditor of the corporation, to the attorney general with respect to assets subject to RCW 24.03.22593), and to the Department of Revenue, and shall proceed to collect its assets and apply and distribute them as provided in Chapter 24.03 of the Revised Code of Washington.

The Council may revoke a resolution for Voluntary Dissolution by following the guidelines set forth in RCW 24.03.225.

#### ARTICLE X– Fiscal Year

##### Section 1.

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

#### ARTICLE XI – Rules of Order

##### Section 1.

Roberts’s Rules of Order shall govern the conduct of all meetings of the EMS Council.

#### ARTICLE XII – 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.
  - A) 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.

Revised at the regular meeting of the Spokane County Emergency Medical Services and Trauma Care Council held March 10, 2009.

Revised at the regular meeting of the Spokane County Emergency Services and Trauma Care Council held June 10, 2014.



Revised at the regular meeting of the Spokane County Emergency Services and Trauma Care Council held October 14, 2014.

Revised at the regular meeting of the Spokane County Emergency Services and Trauma Care Council held January 13, 2015.

Revisions approved at the regular meeting of the Spokane County Emergency Services and Trauma Care Council held November 13, 2018.