



**BYLAWS OF
SAN BERNARDINO COUNTY
EMERGENCY MEDICAL CARE COMMITTEE**

AMENDED: September 17, 2015

**ARTICLE I
AUTHORIZATION**

SECTION 1: Jurisdiction

The Committee serves the geographic and political entity known as San Bernardino County.

SECTION 2: Purpose

The County's Emergency Medical Care Committee is established pursuant to the California Health and Safety Code, Chapter 2.5, Chapter 4, Article 3, Section 1797.270 through 1797.276 and San Bernardino County Ordinance No. 31.1101-31.1106. It is the responsibility of the EMCC to act in an advisory capacity to the Board of Supervisors and Inland Counties Emergency Medical Agency (ICEMA), the Local EMS Agency for San Bernardino County on all matters relating to emergency medical services and to perform such other duties as the Board of Supervisors may specify.

SECTION 3: Authority

California Health and Safety Code, Chapter 2.5, Chapter 4, Article 3, Section 1797.270 through 1797.276 and San Bernardino County Ordinance No. 31.1101 - 31.1106.

**ARTICLE II
MEMBERSHIP**

SECTION 1: Appointment and Representation

- a. The EMCC shall be composed of fifteen (15) members appointed by the County Board of Supervisors. The members of the EMCC shall serve at the pleasure of the Board of Supervisors. The EMCC shall consist of the following:
 - (1) An emergency department physician or trauma surgeon from an ICEMA designated Level I Trauma Hospital. A Level I Trauma Hospital shall not appoint the same specialty (i.e., emergency physician or trauma physician) as a Level II Trauma Hospital.

- (2) An emergency department physician or trauma surgeon from an ICEMA designated Level II Trauma Hospital. A Level II Trauma Hospital shall not appoint the same specialty (i.e., emergency physician or trauma physician) as a Level I Trauma Hospital.
- (3) A licensed registered nurse with a minimum of three (3) years' experience in an emergency department located in San Bernardino County and currently certified as an ICEMA Mobile Intensive Care Nurse.
- (4) A fire chief, with a minimum of three (3) years' experience at a Chief Officer level within San Bernardino County.
- (5) A private ambulance provider with a minimum of three (3) years' experience providing ambulance service within San Bernardino County.
- (6) A representative of an approved EMT-P training program located within San Bernardino County with a minimum of three (3) years' teaching experience in EMS.
- (7) A hospital administrator currently employed by a hospital located within San Bernardino County with a minimum of three (3) years' related experience.
- (8) A physician with a minimum of three (3) years' practicing experience in a basic emergency department (non-trauma) located within San Bernardino County.
- (9) A city manager, deputy city manager, or assistant manager, located within San Bernardino County with a minimum of three (3) years' experience.
- (10) A representative of a permitted/authorized air ambulance provider with a minimum of three (3) years' experience providing air ambulance service within San Bernardino County.
- (11) A law enforcement representative with a minimum of three (3) years' experience, currently providing service within San Bernardino County.
- (12) A representative currently assigned to emergency medical dispatching in a secondary Public Safety Answering Point (PSAP) providing service within San Bernardino County with a minimum of (3) three years' related experience.
- (13) A consumer advocate who has resided in San Bernardino County a minimum of three (3) years.
- (14) A licensed, ICEMA accredited field emergency medical technician – paramedic, currently functioning within the San Bernardino County pre-hospital care setting, with a minimum of three (3) years' experience in the private sector.
- (15) A licensed, ICEMA accredited field emergency medical technician – paramedic, currently functioning within the San Bernardino County pre-hospital care setting, with a minimum of three (3) years' experience in the public sector.

- b. Voting. Each member of the EMCC shall have one vote. A majority vote with a quorum in attendance shall be required to take action on a matter before the EMCC. The establishment of a quorum will be determined as specified in the EMCC By-Laws.

SECTION 2: ICEMA

- a. The Inland Counties Emergency Medical Agency (ICEMA) shall be the Liaison Agency for this Committee.
- b. ICEMA shall be responsible for reviewing and making recommendations as to the continuation and/or role of the Committee pursuant to County policy.
- c. ICEMA shall provide guidance to the Committee as to its responsibilities and adherence to County policy.
- d. ICEMA EMS Administrator shall act as “Liaison Officer” for the Committee.
- e. ICEMA immediately shall report to the Clerk of the Board of Supervisors any unscheduled vacancy.
- f. ICEMA shall determine the conflict of interest statutes, ordinances and policies applicable to the EMCC committee members (by consultation with County Counsel (as necessary) and shall so advise committee members.
- g. ICEMA shall provide staff support in the preparation and distribution of agenda materials and minutes for the Committee.

SECTION 3: Term of Office

Members' terms of office shall be four (4) years expiring on January 31 of the appropriate years and subsequent new terms shall begin February 1 of that year. The terms shall be staggered so that no more than two thirds (2/3) of the terms of the total number of members of the EMCC shall expire in any one (1) year period. A member whose term of office has expired shall continue to serve in that capacity until a new appointment is made. Committee members shall serve at the pleasure of the Board of Supervisors and may be removed from the Committee at any time only by the Board of Supervisors.

SECTION 4: Committee Vacancies

The members of the EMCC are appointed by the Board of Supervisors. A resigning committee member shall submit his/her original written resignation to the Clerk of the Board of Supervisors (COB). ICEMA shall notify immediately the COB of any unscheduled vacancies. ICEMA will provide the Board of Supervisors with written notification of vacancies and the Board of Supervisors will take the necessary action to declare the position vacant and fill the position.

The absence of a committee member from two (2) consecutive meetings of the Committee shall be cause for the Chairman of the EMCC to contact the committee member to discuss participation in the meetings. Whenever a committee member fails to attend two (2) consecutive meetings or three (3) total meetings in a calendar year, without good cause entered into the minutes, the EMCC Chairman shall correspond with the Chairman of the Board of Supervisors and recommend that the committee member

be removed from the Committee. Committee members serve at the pleasure of the Board of Supervisors and may be removed only by the Board of Supervisors. Without good cause shall be defined as failure to notify ICEMA of inability to attend or failure to attend after notification of planned attendance.

SECTION 5: Quorum

The meeting will be called and a minimum of eight (8) members is required. A quorum is requisite for the transaction of any business of this Committee.

SECTION 6: Voting

Each member as defined in Article II, Section 1 of these Bylaws shall have one (1) vote and shall not have the right to accumulate votes. A majority vote with a quorum in attendance shall be required to take action on a matter before the EMCC.

SECTION 7: Election of Chairperson and Vice-Chairperson

A Chairperson and Vice-Chairperson shall be elected annually from the voting members of the EMCC at the first meeting of each calendar year by a simple majority of the EMCC members present. The Vice-Chairperson shall assume the responsibilities of the Chairperson in his/her absence.

**ARTICLE III
MEETINGS**

SECTION 1: Regular Meetings

The EMCC shall meet, at regular intervals necessary to fulfill its Board of Supervisors approved scope of operation at a time and location to be determined by the ICEMA.

SECTION 2: Special Meetings

Special meetings may be called at the discretion of the Chairperson or at the request of a majority of the members. Committee members must be given at least ten (10) working days' notice in writing of all special meetings.

SECTION 3: Meeting Announcements

All meetings of the Committee shall be open to the public and notices of the meeting posted in a location fully accessible to the public seventy-two (72) hours before the meeting pursuant to the Brown Act.

SECTION 4: Meeting Agendas

Meeting agendas for all scheduled committee meetings shall be transmitted in advance in writing to all committee members and other interested persons who have submitted a request in writing. Agenda items proposed for consideration at a scheduled meeting of the Committee shall be submitted to ICEMA no later than thirty (30) working days prior to the meeting. Agendas will be prepared by ICEMA staff in cooperation with the Chairperson. Where appropriate and feasible, written backup information material should be submitted concurrently with the proposed agenda items for advance distribution to committee members. There shall be a notation on the agenda for public

comments. Agendas should be e-mailed seventy-two (72) hours prior to the next scheduled meeting.

SECTION 5: Meeting Commencement

All EMCC meetings will begin at precisely the time stated on the agenda. If there is no quorum at the designated starting time of the meeting, those in attendance may receive and discuss information, but no official business requiring an action by the Committee may be conducted.

SECTION 6: Rules of Order

All meetings will be governed by Robert's Rules of Order unless otherwise agreed to by the majority of the members present.

SECTION 7: Review of Bylaws

Bylaws shall be reviewed every three (3) years.

**ARTICLE IV
AD HOC COMMITTEES**

SECTION 1: Establishment and Appointment

Ad Hoc Committees may be established and appointed by the Chairperson of the EMCC. The Chairperson, with the concurrence of the Committee, shall appoint the members and the chair of the Ad Hoc Committee(s). Regular, ex officio and non-members may be appointed to the Ad Hoc Committee(s). Only appointed members of the Committee can vote on a decision to be presented to the Committee at Large.

SECTION 2: Assignments

The Chairperson will define in precise terms the assignment to be completed providing a definitive timeframe for reporting to the Committee. The Ad Hoc Committee will be dissolved once the assignment is completed and a report is submitted for consideration to the Committee.

**ARTICLE V
COMMITTEE RESPONSIBILITIES**

SECTION 1: The Committee shall perform duties as outlined in County Ordinance No. 31.1101-31.1106 as follows:

- a. Annually review the ambulance services operating within the County; and
- b. Annually review emergency medical care offered within the County; and
- c. Review and comment on proposed EMS legislation, EMS plans, protocols and policies to be adopted by ICEMA, and shall report its findings to the ICEMA EMS Administrator and the Board as appropriate.
- d. The EMCC shall perform additional duties and responsibilities as directed by the Board of Supervisors, County Code, and any other duties specified in County Ordinance 31.1101 through 31.1106 and/or state laws, as well as other EMS matters relating to EMS.

- e. Annually report its observations and recommendations to the Board and ICEMA relative to its review of the ambulance services, emergency medical care and all other EMS matters relating to EMS in the County.

SECTION 2: Additional Duties and Responsibilities

The EMCC shall perform additional duties and responsibilities as directed by the Board of Supervisors, County Code, and any other duties specified in County Ordinance 31.1101 through 31.1106 and/or state laws, as well as other EMS matters.

**ARTICLE VI
STANDARDS OF ETHICS AND CONDUCT**

SECTION 1: County Policies

Committee members shall comply with the current policies approved by the Board of Supervisors.

SECTION 2: Responsibilities of Public Office

Individuals appointed to the Committee are agents of the public and serve for the benefit of the public. They shall uphold and act in accordance with the Constitution of the United States, the Constitution of the State of California, the Charter of the County of San Bernardino, and ordinances, rules regulations, and policies of the County.

**ARTICLE VII
AMENDMENT TO BYLAWS**

SECTION 1: Adoption of Bylaws

The proposed Bylaws shall be circulated to the Committee in writing at least thirty (30) days in advance of the meeting at which a vote may be called.

SECTION 2: Required Vote for Adoption

The Bylaws of the Committee shall be adopted if approved by a majority of the voting committee members and approved by the Board of Supervisors.

SECTION 3: Proposed Amendments

Proposed Bylaw amendments shall be circulated to the Committee in writing at least thirty (30) days in advance of the meeting at which a vote may be called.

SECTION 4: Required Vote for Adoption of Amendments

The Bylaws of the Committee may be amended if approved by a majority of the voting Committee members and approved by the Board of Supervisors.