

# **NEVADA COUNTY EMERGENCY MEDICAL CARE COMMITTEE (EMCC) BY-LAWS**

## **Article I AUTHORIZATION**

### **SECTION 1: Jurisdiction**

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

### **SECTION 2: Purpose**

The County's Emergency Medical Care Committee (EMCC) is established pursuant to California Health and Safety Code Section 1797.270. It is the responsibility of the EMCC to act in an advisory capacity to the Board of Supervisors and the Sierra-Sacramento Valley Medical Services Agency (S-SV) on all matters relating to ambulance services, emergency medical care, and first aid practices in Nevada County. The EMCC is a standing committee of the Nevada County Operational Area Emergency Services Council.

### **SECTION 3: Authority**

California Health and Safety Code, Section 1797.270 through 1797.276, and The Board of Supervisors of the County of Nevada Resolution No. 07-593.

## **Article II MEMBERSHIP**

### **SECTION 1: Appointment and Representation**

The EMCC shall represent all Emergency Medical Service agencies, both public and private and consist of a single representative from each of the following agencies, associations, groups, or institutions, each of which determines the representative and alternate according to its own processes:

- a. The Nevada County Public Health Officer or designee
- b. The Nevada County OES Director or designee
- c. Sierra Nevada Memorial Hospital
- d. Tahoe-Forest Hospital
- e. Private Ambulance Provider
- f. An incorporated City or Town EMS provider
- g. An unincorporated West County Advanced Life Support provider
- h. An East County Advanced Life Support provider
- i. An unincorporated non-transporting Basic Life Support provider
- j. A representative from the Grass Valley Emergency Command Center

In addition, there may be ex-officio members from the following:

- a. The Nevada County Sheriff's office
- b. The Northeastern California Chapter of the Red Cross
- c. The S-SV EMS Agency
- d. An Incorporated Police Officer
- e. The Nevada County Fire Chiefs Association
- f. Other agencies as designated

## **SECTION 2: Liaison Agency**

- a. The Nevada County Department of Public Health shall be the Liaison Agency for this committee.
- b. The Liaison Agency shall provide guidance to the Committee as to its responsibilities and adherence to County policy.
- c. The Public Health Director shall appoint and oversee a staff person to serve as Liaison Officer for the committee.
- d. The Liaison Agency immediately shall report to the Clerk of the Board of Supervisor any unscheduled vacancy.
- e. The Liaison Agency shall help 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.
- f. The Liaison Officer shall provide staff support in the preparation and distribution of agenda materials and minutes.

## **SECTION 3: Nomination for Membership**

Members of the EMCC are nominated by organizations listed in Article II, Section 1 of these By-laws. Nominees will submit to the Liaison Agency an "Application for Appointment for County Boards/Commissions and Committees" who will then forward the application to the Clerk of the Board of Supervisors.

Each voting member will designate one alternate member. The alternate member is recommended by the regular member and in cases where the voting member is not available; the alternate is formally approved by the EMCC.

## **SECTION 4: Attendance**

If a member is absent for two consecutive meetings (and not represented by the alternate) notice may be sent to said member (prepared by the Liaison Officer and signed by the Chair), and upon the third consecutive absence, the member may be dropped from the committee at the direction of the Chairperson removed from the committee.

## **SECTION 5: Term of Office**

Member's terms of office shall appointed for a two-year term with no limits on the number of terms a member may serve. A member whose term of office has expired shall continue to serve in that capacity until a new appointment is made.

#### **SECTION 6: Committee Vacancies**

Vacancies shall be announced, posted, or published and be sent to the agency, association, group or institution represented. A resigning committee member shall submit his/her original written resignation to the Clerk of the Board of Supervisors. The Liaison Officer is responsible to notify immediately the Clerk of the Board of Supervisors of any unscheduled vacancies.

#### **SECTION 7: Election of Chairperson or 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**

Meetings are held quarterly or when called by the Chairperson. All meetings are public.

#### **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 seven (7) working days notice in writing of all special meetings.

#### **SECTION 3: Quorum**

A minimum of five (5) voting members is required to hold a meeting. A quorum is a requisite for the transaction of any business of this EMCC.

#### **SECTION 4: Voting**

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

#### **SECTION 5: 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 72 hours before the meeting pursuant to the Brown Act.

#### **SECTION 6: Meeting Agendas**

Meeting agendas for all scheduled committee meetings shall be transmitted in writing to all committee members and other interested person who have submitted a request. Agenda items proposed for consideration at a scheduled meeting will be submitted to the Liaison Officer no later than 10 working days prior to the meeting. Agendas will be prepared by the Liaison Officer in cooperation with the Chairperson.

#### **SECTION 7: Officers**

- a. There are two officers: a Chairperson and Vice-Chairperson

- b. The Chairperson, in consultation with the membership:
  - 1. Calls and presides at all meetings of the EMCC.
  - 2. Appoints members to committees, task forces or other bodies as necessary.
  - 3. Represents the EMCC in external presentations and in relationships with other organizations.

## **ARTICLE IV COMMITTEE RESPONSIBILITIES**

### **SECTION 1: The EMCC shall perform duties as stated in the Health and Safety Code, Section 1797.276 and The Board of Supervisors of the County of Nevada Resolution No. 07-593 as follows:**

- a. Annually review the ambulance services operating within the County; and
- b. Annually review emergency medical care offered within the County including programs for training people in cardiopulmonary resuscitation and lifesaving first aid techniques; and
- c. Annually review first aid practices within the County; and
- d. Annually report its observations and recommendations to the Board of Supervisors and the local EMS Agency (Sierra-Sacramento Valley Emergency Medical Services Agency); and
- e. Annually appoint a member from the EMCC to serve on the Medical Care Committee of the local EMS Agency; and
- f. Review and comment on proposed EMS legislation, EMS plans, protocols and policies to be adopted by the local EMS agency.

## **ARTICLE V STANDARDS OF ETHICS AND CONDUCT**

### **SECTION 1: County Policies**

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

### **SECTION 2: Responsibilities of Public Office**

Individuals appointed to the EMCC 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 Nevada, and ordinances, rules, regulations, and policies of the County.

## **ARTICLE VI AMENDMENT TO BY-LAWS**

### **SECTION 1: Proposed Amendments**

Proposed By-Law amendments shall be circulated to the EMCC at least 10 days in advance.

### **SECTION 2: Required vote for Adoption of Amendments**

The By-Laws of the Committee may be amended if approved by a majority of the voting Committee members.

**ARTICLE VII  
APPROVAL OF BY-LAWS**

These By-Laws shall be adopted by a majority vote of the voting Committee members and ratified by the Board of Supervisors.

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Chair, Emergency Medical Care Committee

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Edward C. Scofield, Chair of the Board of Supervisors

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Jill Blake, Public Health Director