



# EMERGENCY MEDICAL CARE COMMISSION BYLAWS

2008

Purpose of the Emergency Medical Care Commission is to assure the availability of an effective and efficient emergency medical services system that provides consistent, high quality emergency medical services to all people in San Benito County.



*County of San Benito  
Health & Human Services Agency  
Emergency Medical Services  
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**OFFICE OF THE BOARD OF SUPERVISORS  
COUNTY OF SAN BENITO, STATE OF CALIFORNIA**

The Board of Supervisors of County of San Benito met at the Administration Building, Hollister, California, at its usual place of meeting on May 6, 2008 in regular session.

*Upon motion duly made by Supervisor Monaco and seconded by Supervisor Loe, approved the amended Emergency Medical Care Commission By-Laws. ( Motion passed 4-0. Marcus absent.)*

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I hereby certify that the foregoing is a full, true and correct copy of an order made or resolution adopted and entered on the 6th day of May, 2008 in File 2008 of Supervisor's minutes, thereof.

WITNESS my hand and seal of said Board of Supervisors affixed this 12th day of May 2008

LINDA CHURCHILL  
Clerk of the Board of Supervisors  
in and for the County of San Benito, State of  
California

BY:

  
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**Sheriff Curtis Hill**  
*Chair*

**Battalion Chief Curt Itson**  
*Vice Chair*

## **Emergency Medical Care Commission**

**SAN BENITO COUNTY EMS**  
1111 San Felipe Rd., Ste. 102 Hollister, CA 95023  
Phone 831-636-4066 FAX 831-636-4037

**Kent Benedict M.D.**  
*Medical Director*

# ***BYLAWS OF THE SAN BENITO COUNTY EMERGENCY MEDICAL CARE COMMISSION***

## **I. PURPOSE.**

Purpose of the Emergency Medical Care Commission is to assure the availability of an effective and efficient emergency medical services system that provides consistent, high quality emergency medical services to all people in San Benito County. The EMCC provides the Board of Supervisors under which it serves advice and recommendations on EMS system planning and oversight.

## **II. AUTHORITY.**

The Emergency Medical Care Committee (EMCC) of San Benito County was established by the San Benito County Board of Supervisors pursuant to Chapter 3 A of San Benito County Code and Division 2.5 of the California Health and Safety Code Sections 1797.270 and Section 1797.272. The EMCC acts, in an advisory capacity to the County Board of Supervisors on matters relating to emergency medical services.

## **III. 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 operation 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, 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.

#### **IV. MEMBERSHIP.**

Membership of the EMCC shall consist of one representative and one alternate from each of the following agencies:

1. California Highway Patrol
2. California Department of Forestry/County Fire
3. Department of Parks and Recreation
4. Bureau of Land Management
5. San Benito County Communications
6. San Benito County Sheriff's Office/Coroner
7. Hollister Police Department
8. Hollister Fire Department
9. Aromas Fire Department
10. San Juan Bautista Fire Department
11. Hazel Hawkins Hospital
12. Contract Ambulance Provider
13. San Benito County Supervisor
14. American National Red Cross - Local Chapter
15. Air Ambulance Provider
16. Member-At-Large (Consumer Representative)
17. Pinnacle National Monument

Ex-Officio members are non-voting and include the following positions:

County Public Health Officer  
County EMS Medical Director  
County EMS Administrator  
County EMS Coordinator  
County Emergency Preparedness Coordinator

## **V. TERMS.**

- A. EMCC members shall serve for terms not to exceed two years, and elected officers shall remain members of the EMCC for the balance of their terms in office. All terms will expire on December 31<sup>st</sup> on even numbered years. There shall be no limit on the number of consecutive terms that an EMCC member may serve.
- B. Any Board appointed member or alternate member choosing to resign from the EMCC must submit a written letter of resignation to the Clerk of the Board of Supervisors with copy to the EMCC chair.

## **VI. OFFICERS.**

- A. The officers of the EMCC shall be a Chair, Vice-Chair.
- B. Officers shall be elected by the EMCC membership to serve two years or until their successors are elected. The two-year term for officers will begin on January 1 and terminate on December 31<sup>st</sup> of the second year.
- C. Officers may not be elected for more than 3 consecutive terms in the same office.

## **VII. DUTIES OF OFFICERS.**

- A. The Chair shall preside over all meetings of the EMCC.
- 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.

## **VIII. STANDING COMMITTEES.**

- A. The EMCC membership may appoint standing or ad hoc committees to address EMS related matters.
- B. The Prehospital Advisory Committee (PAC) is a standing Committee of the Commission. Its purpose is to advise the EMS Agency's Medical Director on matters related to the practice of prehospital patient care. The commission may also appoint additional subcommittees which shall serve for specified periods of time.

## **IX. MEETINGS.**

- A. Regular meetings of the EMCC shall be held bimonthly. Meetings will convene at 1:30pm on the third Wednesday of January, March, May, July, September and November. Meetings shall be conducted in compliance with the Brown Act.
- B. The EMCC Chair may call special meetings as deemed necessary upon 10 days prior written notification.
- C. Ten (10) Voting Members shall constitute a quorum for the purpose of conducting a meeting of the Emergency Medical Care Commission.
- D. Staff support for the EMCC will be provided by the County Emergency Medical Services Agency.

## **X. ATTENDANCE.**

Whenever a member, or his or her alternate, does not attend three consecutive, regularly scheduled meeting, the Chair of the EMCC shall notify the appointing agency/organization of the absences.

## **XI. VOTING.**

- A. Each member entitled to vote shall be entitled to cast one vote for each matter submitted to a vote of the members.
- B. If a quorum is present; all questions shall be decided by a majority of those members present. Voting may not take place without a quorum present.
- C. No member shall be permitted to vote by proxy.
- D. An alternate for a member shall have full voting rights in the absence of the appointed member from their agency.

## **XII. CONFLICT OF INTEREST**

Commissioners must disqualify themselves from making or participating in the making of any decision when the Commissioner has a financial interest (as defined in Section 87103 of the Government Code) which it is reasonably feasible may be affected materially by the decision. No Commissioner, however, shall be required to disqualify himself with respect to any matter which could not legally be acted upon without his/her participation. If such is the case (i.e., tie-breaking vote), the Commissioner should declare in the minutes a potential conflict of interest and then discharge his duty as a Commissioner in casting a vote.