

**BYLAWS OF THE CALAVERAS COUNTY
EMERGENCY MEDICAL SERVICES OVERSIGHT COMMITTEE**

ARTICLE I. AUTHORITY

The Calaveras County Emergency Medical Services Oversight Committee (EMSOC) is established by the Calaveras County Board of Supervisors pursuant to applicable California law, including, but not limited to, California Health and Safety Code Section 1797 et seq. and California Code of Regulations, Title 22, Division 9.

ARTICLE II. PURPOSE

The purpose of the EMSOC is to ensure that the interests of the county, its political subdivisions, and citizens are considered, related to the planning and provision of emergency medical services (EMS) within the county. The EMSOC shall serve in an advisory capacity to the Local EMS Agency and the Calaveras County Board of Supervisors on EMS issues.

The following constitutes the Rules and Procedures of the EMSOC:

ARTICLE III. FUNCTION AND RESPONSIBILITY

Section 1. Function:

The function of the EMSOC is to continually monitor the performance of the Emergency Medical Services system to assure the citizens of Calaveras County have the best possible prehospital patient care.

Section 2. Responsibilities:

- a) Review the performance of contractors and provide direction to the Local EMS Agency on measures to be taken in assuring compliance with contracts.
- b) Recommend the approval or modification of existing agreements and contracts with ambulance providers and ALS first responders.
- c) Direct Local EMS Agency staff to collect data on the performance of the system and review the data as needed.
- d) Monitor the call volume, population and demographics of EMS zones for potential changes in the configuration of such zones at the end of contract periods.
- e) Review and monitor the performance of the Local EMS Agency.
- f) Review and advise the Board of Supervisors and the Local EMS Agency on the development of appropriate sections of the RFP and bid analysis, as requested by the Local EMS Agency, for award of contract(s) for Exclusive Operating Area(s).
- g) Review and recommend approval of any revisions to the Local EMS Agency's Transportation Plan for Calaveras County.
- h) Review and recommend approval of all new applications for ALS first responder services within the county.

- i) Review and recommend approval of all county-specific EMS policies developed by the Local EMS Agency.
- j) Review EMS system effectiveness, and act in an advisory capacity to the Board of Supervisors and the Local EMS Agency on EMS-related issues affecting the county.

ARTICLE IV: MEMBERSHIP AND TERM OF OFFICE

- Section 1. The Calaveras County Board of Supervisors shall prescribe the membership, and appoint the members of the EMSOC. The EMSOC shall be composed of not more than eleven (11) members. The composition of the EMSOC shall include the following representatives:
- a) One public representative from each supervisorial district (5) five members
 - b) Sheriff’s Department (1) one member
 - c) Mark Twain St. Joseph’s Hospital Administration (1) one member
 - d) City of Angels (1) one member
 - e) County Administrative Office (1) one member
 - f) Public Health Department (1) one member
 - g) Calaveras County Office of Emergency Services (1) one member
- Section 2. Recommendations for appointment will be solicited from the represented groups or agencies. Other qualified persons may file applications with the Clerk of the Board. Final selection and appointment shall be made by the Board of Supervisors.
- Section 3. The regular term of office for each member shall be (3) three years. Members’ terms of office shall be staggered to ensure that no more than four terms of office begin, or end, during the same calendar year.
- Section 4. If any member fails to attend two consecutive meetings, or a total of three meetings within one calendar year, their membership may be terminated by a majority vote of the EMSOC.
- Section 5. Vacancies occurring prior to the end of the term shall be appointed by the Board of Supervisors.

ARTICLE V: ORGANIZATION

- Section 1. The officers of the EMSOC shall be a chairperson and a vice-chairperson who shall be elected at the initial EMSOC meeting each calendar year.
- Section 2. It will be the duty of the chairperson to preside over the meetings of the EMSOC, to appoint subcommittees, to call special meetings, and to coordinate all activities with designated staff.
- Section 3. It will be the duty of the vice-chairperson to preside over meetings in the absence of the chairperson, and to otherwise assume the chairperson's duties in his/her absence.

ARTICLE VI: STAFF SUPPORT

Staff support shall be provided by the Local EMS Agency. Staff with expertise from other county departments may be solicited when appropriate.

ARTICLE VII: MEETINGS

- Section 1. Regular meetings of the EMSOC shall be held at least quarterly, at a time, day, and location determined by the EMSOC in consultation with the Local EMS Agency. Special meetings may be called by the chairperson or by a majority of EMSOC members.
- Section 2. All meetings shall be open to the public.

ARTICLE VIII: QUORUM

A quorum to conduct business shall require a majority of six EMSOC (6) members.

ARTICLE IX: AGENDA

Local EMS Agency staff, under the direction of the chairperson, shall prepare an official agenda before each meeting that will be posted at least 72 hours in advance. Suggested items may be added to the agenda by submitting a request to the chairperson at least three weeks prior to the next scheduled meeting.

ARTICLE X: MINUTES

Minutes of each meeting shall be kept by Local EMS Agency staff and approved by the membership.

ARTICLE XI: SUBCOMMITTEES

- Section 1. An Operational Advisory Subcommittee shall be established as a standing subcommittee. The Operational Advisory Subcommittee shall act in an advisory capacity to the EMSOC, and shall meet on an every other month basis or more often as needed. The membership of the Operational Advisory subcommittee shall include membership from the following agencies:
- a) Each ALS provider in the county
 - b) California Department of Forestry (CDF)
 - c) Fire Departments/Fire Districts
 - d) Sheriff's Dispatch
 - e) California Highway Patrol (CHP)
 - f) County Office of Emergency Services (OES)
 - g) Hospital Emergency Department Staff
- Section 2. The chairperson of the EMSOC shall appoint the chair of the Operational Advisory Subcommittee on an annual basis.
- Section 3. The Local EMS Agency shall act as staff to the Operational Advisory Subcommittee and shall create and publish its agenda and minutes in the same manner as listed in article IX.

ARTICLE XII: CONDUCT OF MEETINGS

The meetings of the EMSOC shall be conducted in accordance with Robert's Rules of Orders.

ARTICLE XIII: BY-LAWS ADOPTION AND AMENDMENTS

Section 1. Amendments to the By-laws may be adopted by a two-thirds (2/3) vote of the EMSOC members present, followed by subsequent approval of the Board of Supervisors.