

Santa Clara County Emergency Medical Care Committee (EMCC)

Reference #807

Effective: November 1, 2016

STANDING RULES SANTA CLARA COUNTY EMERGENCY MEDICAL CARE COMMITTEE (EMCC)

I. COMMITTEE RESPONSIBILITIES

The purpose of the Emergency Medical Care Committee (EMCC) as specified in the California Health and Safety Code Section 1797.274 and 1797.276 is to review the operations of each of the following at least annually:

1. Ambulance services operating 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.

The EMCC shall convene to provide the Santa Clara County EMS Agency with its observations and recommendations relative to its review of the items above in addition to providing feedback related to the EMS System Strategic Plan, policy, education and training, quality improvement, public access, and EMS system operations.

The EMCC will also make recommendations related to the use of EMS Trust Fund for the funding of Category C: Stakeholder Projects consistent with *Santa Clara County Prehospital Care Policy EMS Reference #812 Trust Fund Guide and Application*.

Recommendations made by the EMCC, in the form of meeting minutes, will be provided to the Health Advisory Commission by the Chair and will be published to the EMS Agency website, and available for public review. The EMCC is advisory to the EMS Agency (EMS Agency). The EMS Agency reports to the Deputy County Executive of the Health and Hospital System (HHS). The Health and Hospital System (HHS) reports to the Board through the Health and Hospital Committee (HHC).

II. MEMBERSHIP

The 13 members of the EMS Committee shall be nominated by the bodies identified below and approved by the Board of Supervisors:

- A. A practicing emergency department physician whose primary practice is in an acute care hospital in Santa Clara County, nominated by SBEMDA (South Bay Emergency Medical Directors Association). This position has a two-year term limit.

- B. A practicing physician and surgeon whose primary practice is in EMS specialty care in Santa Clara County, nominated by the EMS Agency. This position has a two-year term limit.
- C. A practicing field paramedic or EMT, nominated by the EMS Agency to represent private sector paramedics and EMTs. This position requires that the member routinely respond to calls for EMS service as the primary patient care provider. This position has a two-year term limit.
- D. A practicing field paramedic or EMT, nominated by the Santa Clara County Fire Chiefs Association to represent public sector paramedics and EMTs. This position requires that the member routinely respond to calls for EMS service as the primary patient care provider. This position has a two-year term limit.
- E. An executive officer of the emergency ambulance service provider for the Santa Clara County Exclusive Operating Area, nominated by that organization.
- F. An executive fire officer of the emergency ambulance service provider for the Palo Alto Service Area, nominated by that organization.
- G. An executive officer of a permitted ambulance service provider, other than the emergency ambulance service provider for the exclusive operating area, nominated by the EMS Agency. This position has a two-year term limit.
- H. An executive fire officer of a fire department or fire district, nominated by the Santa Clara County Fire Chiefs' Association. This position has a two-year term limit.
- I. An executive officer of a law enforcement agency, nominated by the Santa Clara County Police Chiefs' Association. This position has a two-year term limit.
- J. A City Manager, nominated by the Santa Clara County City Managers' Association. This position has a two-year term limit.
- K. One Commissioner from the Health Advisory Commission, nominated by the Health Advisory Commission. This position has a two-year term limit.
- L. An executive manager from Santa Clara County Communications, nominated by that organization.
- M. An executive from the Hospital Council of Northern California, nominated by that organization.

Each nominating body should select one (1) primary and at least one (1) alternate member. The EMS Director, in consultation with the EMS Medical Director, shall review the nominees and make recommendations for appointments which are to be made by the Board of Supervisors.

III. ADVISERS

The following advisers to the EMCC shall be selected by the EMS Agency. Advisers are key EMS System Stakeholders that hold roles within the Santa Clara County EMS System that are core to the provision of emergency medical services in Santa Clara County.

Advisers may change from time to time and do not require appointment by the Board of Supervisors.

- A. The designated Santa Clara County EMS Program Manager from each private ambulance service and fire department.
- B. The designated Chair of the Santa Clara County Trauma, Cardiac Care, Stroke Care, and Prehospital Care System Quality Improvement Committees.
- C. A representative of emergency management from a public entity in Santa Clara County.
- D. A representative of the Santa Clara County Public Safety Communication Managers Association.
- E. A representative of a paramedic education or EMT training program authorized in Santa Clara County.
- F. Santa Clara County designed hospital liaisons from each Santa Clara County hospital operating an emergency department.
- G. An executive program manager from a Santa Clara County Permitted Air Ambulance Service.
- H. A member of the Medical Volunteers for Disaster Response (MVDR) Program.
- I. An executive member of the Santa Clara County Public Health Department knowledgeable in disease and infection control, prevention, and legal authorities related to public health in Santa Clara County.
- J. An executive member of the Santa Clara County Behavioral Health Department knowledgeable in emergency psychiatric care, conflict de-escalation, and legal authorities.

K. A practicing pediatrician.

IV. COMMITTEE CHAIRPERSON

The Chair of the EMCC shall be a Health Advisory Commissioner.

In the absence of the Chair and the alternate Health Advisory Commissioner, the EMS Agency Director or his/her designee will Chair the EMCC. The EMS Agency Director or their designee may not place a vote when serving in the place of the Chair.

V. ATTENDANCE

Members and advisers are encouraged to attend all meetings. Members, in particular, shall attend at least fifty percent of the meetings held during any consecutive twelve month period. In the event a primary member cannot attend a committee meeting, the alternate member shall attend the meeting to assure continuity. Only members may vote.

In the event that a member does not attend at least fifty percent of the meetings, the EMS Director will notify the nominating authority and may request that the nominating authority recommend a replacement for the position.

VI. VOTING

Each of the 13 members shall have one vote, however the Chair shall only cast a vote when it is necessary to break a tie due to the absence of one more voting members. In the event of a voting tie, the record will reflect such and be provided to the EMS Director. The only exception shall be when the EMCC has convened to make recommendations related to Category C of the EMS Trust Fund.

EMCC Chair will seat a subcommittee to review the project packets which consists of five members that best represent the diversity of the Santa Clara County EMS System. The County Service Area EOA ambulance provider may not a member of this subcommittee. The Chair will cast one vote and be part of the five subcommittee members.

The Board appointed designated alternate shall vote in the place of the primary member in their absence. If a Board approved designated alternate is not present, no vote shall be cast for the position.

VII. QUORUM

A majority of the membership (fifty percent plus one) shall constitute a quorum. This is a total of seven members. A quorum of the EMCC must be present to take any action on items listed on the agenda.

VIII. MEETINGS

The Emergency Medical Care Committee shall conduct regularly scheduled quarterly meetings. Additional meetings may be called by the Chair.

IX. TERM LIMITS

Members' term limits are for the period identified in *Section II. Membership*. However, an individual may serve multiple terms as a member so long as two years have passed between each term of EMCC membership. There are no overall term limits for members and no term limits for advisers.

X. PARLIMENTARY PRACTICE

Meetings of the EMCC shall be conducted consistent with Robert's Rules of Order.

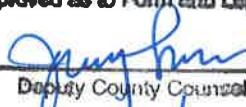
XI. COMPLIANCE WITH OPEN MEETING LAWS

The EMS Committee complies with the Brown Act, California's open meeting law (Government Code 84 Sections 54950-54963). Among other things, this law requires that:

All Emergency Medical Care Committee meetings are open to the public.

Members of the public are afforded an opportunity to address the committee on items within its purview.

The EMCC Agenda must be posted by the EMS Agency and the Clerk of the Board no less than 72 hours before a meeting. The agenda will be posted on the EMS Agency's website and in the public notice posting location at the County Government Center, at 70 West Hedding Street, San Jose, California.

Approved as to Form and Legality

 Deputy County Counsel
 Date 11/9/16