



Approved: 04/06/2021

# Santa Clara County Emergency Medical Care Committee (EMCC)

Reference #807

Effective: Upon Board of Supervisors' Approval

# **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 California Health and Safety Code sections 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 Emergency Medical Services (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 EMCC 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 Director, Santa Clara Valley 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 15 members of the EMCC shall be nominated by the bodies identified below and appointed by the Board of Supervisors:

- A. A practicing emergency department physician and surgeon 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 registered nurse practicing within Santa Clara County, nominated by the EMS Agency. This position has a two-year term limit.
- C. 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.
- D. 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.
- E. 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.
- F. An executive officer of the emergency ambulance service provider for the Santa Clara County Exclusive Operating Area, nominated by that organization.
- G. An executive fire officer of the emergency ambulance service provider for the Palo Alto Service Area, nominated by that organization.
- H. 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.
- I. 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.
- J. 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.
- K. A City Manager, nominated by the Santa Clara County City

Managers' Association. This position has a two-year term limit.

- L. One Commissioner from the Health Advisory Commission, nominated by the Health Advisory Commission. This position has a two-year term limit.
- M. An executive manager from Santa Clara County Communications, nominated by that organization.
- N. An executive from the Hospital Council of Northern California, nominated by that organization.
- O. An acute care hospital representative with an emergency department that operates within Santa Clara County, nominated by the EMS Agency. This position has a two-year term limit.

The EMS Agency will send notice to appropriate nominating bodies ninety (90) days prior to the expiration of a member's term. In the event of an unexpected vacancy, the EMS Agency will send the corresponding notice promptly following its knowledge of such vacancy.

Each nominating body should select one (1) primary and at least one (1) alternate member within 45 days of notice of a vacancy. 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.

In the event a nominating body fails to select one (1) primary and at least one (1) alternate member within sixty (60) days following the nominating body's notice of a vacancy, the primary and alternate members may be nominated by the EMS Agency and shall be submitted to the Board of Supervisors for approval.

### **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. The EMS Agency shall post the current roster of Advisers as part of each EMCC agenda to provide notice to members of the public.

Advisers have no voting ability on the EMCC, 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 designated 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 Services Department knowledgeable in emergency psychiatric care, conflict de-escalation, and legal authorities.
- K. A practicing pediatrician.
- L. Additional advisory members in the fields of public health, social work, hospice, substance use disorder detoxification and recovery, or mental health practicing within Santa Clara County with expertise commensurate with any and all program specialty or specialties described in Sections 1815 (Community Paramedicine Program) and 1819 (Triage to Alternate Destination Program) of the Health & Safety Code that the EMS Agency chooses to adopt.

#### **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 for that meeting. The EMS Agency Director or his/her designee does not count toward the quorum and may not cast 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.

In the event that a primary member does not attend at least fifty percent of the meetings, the EMS Director will notify the appointing authority, which may result in the removal of the member from the EMCC.

#### **VI. CHANGE OF STATUS**

A member who changes his/her employment such that it affects his/her qualification to hold the membership seat has ten (10) days from the change in status to inform the EMCC Chair. The EMCC Chair will review the individual's membership role on the EMCC to ensure the categorical continuity on the EMCC in accordance with the bylaws. If the member's change of status does not ensure categorical continuity, the member will cease to be a member of the EMCC, and the EMCC Chair will notify the Clerk of the Board and the EMS Agency.

#### **VII. RESIGNATION**

A resignation from an EMCC member shall be in writing and filed with the EMCC Chair and the Clerk of the Board of Supervisors.

#### **VIII. VOTING**

Each of the 15 members shall have one vote; however, the Chair shall only cast a vote when it is necessary to break a tie. In the event of a voting tie, the record will reflect such and be provided to the EMS Agency Director.

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

No member shall be permitted to vote upon an item unless present (in-person or by teleconference if properly noticed and implemented). Voting by proxy shall not be permitted.

In compliance with Government Code section 54953(c)(2) of the Ralph M. Brown Act, the EMCC shall publicly report any action taken and the vote, abstention, or recusal on that action of each member present for the action. Items cannot be approved on consensus.

## **IX. QUORUM**

A quorum is necessary to initiate business at any meeting. A motion passes only when a quorum votes in support of the motion. A majority of the membership (fifty percent plus one) shall constitute a quorum. This is a total of eight (8) members. A member who abstains from an item is counted to determine whether quorum exists for that item. However, a member who is disqualified from participating and recuses himself from an item due to a conflict of interest is not counted toward the quorum for that item.

## **X. MEETINGS**

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

Minutes of EMCC meetings will be posted on the County's website and kept on file in accordance with County policy.

## **XI. 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.

## **XII. PARLIMENTARY PRACTICE**

Except as otherwise provided by law or these bylaws, meetings of the EMCC shall be conducted consistent with Robert's Rules of Order, latest edition.

## **XIII. COMPLIANCE WITH OPEN MEETING LAWS**

All meetings of the EMCC shall be open and public, in accordance with the Ralph M. Brown Act.

Written notice of each regular meeting of the EMCC, specifying the time, place, and agenda items, shall be sent to each member not less than seven (7) days before the meeting. Further, the agenda shall be posted in a public notice area and on the County's website in accordance with the Brown Act no less than seventy-two (72) hours prior to the meeting.

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

#### **XIV. STAFF ASSISTANCE TO EMCC**

The EMS Agency shall provide staff assistance to the EMCC, including attending all EMCC meetings to provide secretarial assistance and prepare minutes of the EMCC meetings.

#### **XV. SUBCOMMITTEES**

The EMCC has no standing subcommittees.

Prior to the EMCC convening to make recommendations related to Category C of the EMS Trust Fund, the EMCC Chair will seat an ad hoc subcommittee to review the project packets. The subcommittee shall consist of five members that best represent the diversity of the Santa Clara County EMS System. The County Service Area Exclusive Operating Area (EOA) ambulance provider may not be a member of this subcommittee. The Chair will cast one vote and be part of the five subcommittee members.

#### **XVI. CONFLICT OF INTERESTS**

EMCC members shall comply with all applicable federal, state, and local conflict of interest laws and regulations, including, without limitation, California Government Code section 1090 et seq., the California Political Reform Act (California Government Code section 87100 et seq.) and the regulations of the Fair Political Practices Commission (2 California Code of Regulations section 18700 et seq.).

Generally, if a member is disqualified from participating in a decision because of a conflict of interest, the member must (1) publicly recuse and announce the source of the conflict of interest, (2) leave the room during any discussion or deliberations on the matter in question, and (3) not participate in the decision or be counted for purposes of a quorum.



## **XVII. REQUIRED TRAININGS**

### **A. AB 1234 ETHICS TRAINING**

Each EMCC member must receive training in public service ethics laws and principles within 12 months of assuming membership on the EMCC and every two years thereafter. If a member has already received the training prior to assuming membership, the member may submit proof of the last training completion. The signed certification of completion must be sent to the Clerk of the Board as soon as practicable upon completion of the training.

### **B. AB 1661 SEXUAL HARASSMENT PREVENTION TRAINING**

Each EMCC member must receive training regarding the federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment and the remedies available to victims of sexual harassment in employment within six months of assuming office on the EMCC and every two years thereafter. If a member has already received the training prior to assuming membership, the member may submit proof of the last training completion. The certification of completion must be sent to the Clerk of the Board as soon as practicable upon completion of the training.

## **XVIII. Amendments to the Bylaws**

These Standing Rules may be amended by a majority vote of the entire membership of the EMCC at any meeting, subject to approval as to form and legality by County Counsel, and approval by the Board of Supervisors.

APPROVED AS TO FORM AND LEGALITY:



Wes Dodd  
Deputy County Counsel

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