

PUEBLO COUNTY EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL BY-LAWS

ARTICLE I

The name of this organization shall be the Pueblo County Emergency Medical Services Advisory Council. Hereafter identified as the "E.M.S. Council" or "Council."

ARTICLE II

Objectives, Functions, and Goals

The objectives of this organization shall be to act as an advisory group to the Emergency Medical Services Providers of Pueblo County and the Pueblo County Commissioners. Our goal is to help insure that quality medical care is delivered in a timely fashion throughout Pueblo County. We strive for constant improvement in all areas.

The EMS Council shall perform the following functions:

1. Study and evaluate all pre-hospital emergency service activities within Pueblo County as well as advise the involved agencies.
2. Make available training materials on Emergency Medical Services standards and protocols.
3. Develop response time goals for all ambulance and first responder agencies throughout Pueblo County.
4. Promote EMT, CPR, and First Aid Training.
5. Establish the criteria for a recommended uniform record keeping system to assist in the data collection and evaluation of the quality of EMS Services.
6. In consultation with state and national authorities, develop a program of training for EMS personnel so as to reduce the risk of accident or injury.
7. Provide continuing medical education on a regular basis to assist EMS personnel throughout Pueblo County.

ARTICLE III

Meetings

Regular Meetings

There shall be regular business meetings of the EMS Council held monthly, on the second Thursday, unless otherwise arranged for.

Annual Meetings

An annual meeting of the Council, for the election of officers to succeed those whose term expires will take place each year in December. The regular meeting agenda will take place at this time as well.

Special Meetings

The Chairperson or Co-Chairperson of the Council may call special meetings of the Executive Committee for emergency matters that must be addressed before the next regular meeting. The Chairperson or Co-Chairperson shall, whenever possible, notify the members in either writing, email, or by telephone, at least three days prior to the meeting, specifying the time, place, and purpose of such special meeting.

Conduct of Meetings

The EMS Council shall be responsible to and reflect the interests of the Emergency Medical Service Providers of Pueblo County. Robert's Rules of Order shall govern the conduct of these meetings, except where other rules are set forth in these bylaws or have been adopted by the EMS Council. Attendance at regular meetings shall be open to any persons interested in the EMS Council and its workings.

Quorum

A majority of the members shall constitute a quorum for transaction of business at any of the Council. Whenever less than a majority of the members appears for a meeting, those present shall have the power to adjourn the meeting until a quorum is present. A quorum may transact the business of the Council.

Majority Vote.

An act of the majority of the Advisory Council present at a meeting at which a quorum is present shall be the act of the Council

ARTICLE IV

General Membership

Membership of the Council shall be composed of agencies concerned with promoting and fostering the objectives and functions of this organization. Membership shall consist of at least one member from, but not limited to, the following organizations:

- | | |
|--|---|
| ❖ American Medical Response | ❖ Pueblo Fire Department |
| ❖ Beulah Ambulance District | ❖ Pueblo Rural Fire Protection District |
| ❖ Boone Fire Department | ❖ Pueblo West Fire Department |
| ❖ Department of Emergency Management | ❖ Rocky Mountain Steel Mills |
| ❖ Lake Pueblo State Park | ❖ Rye Fire Protection District |
| ❖ Parkview Medical Center | ❖ St. Mary Corwin Medical Center |
| ❖ Pueblo City/County Health Department | ❖ TTIC Fire Department |
| ❖ Pueblo Community College EMS Dept | ❖ West Park Fire Department |
| ❖ Pueblo County Sheriff's Office | ❖ Flight for Life |

Each member agency shall be entitled to cast one vote in all matters that come before the Council. When an even number of member agencies are present at any meeting, the Chairperson will vote only to break a tie. Further, it is expected that persons from the membership may be asked to serve on one or more appointed or standing committees.

ARTICLE V

Executive Committee

The Officers elected pursuant to Article VII shall constitute the Executive Committee. The Executive Committee shall have the powers and shall perform the duties as may from time to time be specified in resolutions or directives of the majority vote of the general membership.

All decisions made by the Executive Committee shall be made by a simple majority vote of the Executive Committee members present at any given meeting. Any two officers of the Executive Committee are empowered to act on urgent business that cannot wait upon action of the Council or some other committee of the Council. All actions of the Executive Committee shall be reported at the next regular meeting of the EMS Council or sooner by mail when necessary.

ARTICLE VI

Attendance

Attendance by the General Membership is highly recommended to maintain updates within the EMS field. One meeting per quarter of each year is recommended. Each member shall participate on at least one committee within the council. EMS Council fund distribution shall be based on participation in the Council and fulfilling SCRETAC (Southern Colorado Regional Emergency and Trauma Advisory Council) requirements.

Any member shall forfeit his/her membership after three consecutive absences that have not been pre-arranged or otherwise excused by the Chairperson or Co-Chairperson. Each member or the alternate is encouraged to attend every meeting of the Council. Any member who forfeits their membership due to the consecutive absence of three meetings can be reinstated by showing positive interest and attendance in council. During this reinstatement period, voting privileges shall be suspended. It is further noted that each committee member should have a designated alternate that can substitute if the primary member is unable to attend. Roll call of the members shall be held at the beginning of each meeting and noted in the minutes.

ARTICLE VII

Officers

The members shall elect from its members a Chairperson, Co-Chairperson, and Secretary. Nominations and elections shall be held at the annual meeting and terms shall be for one year, beginning January 1st. The responsibilities for each position will be as follows:

Chairperson

The Chairperson will be responsible for the oversight and coordination of all EMS Council activities. This person will prepare matters for the presentation to the EMS Council for their review and will be the public spokesperson for the group. The annually revised County Report and updates as required by SECRETAC shall ultimately be the Chairpersons' responsibility.

Co-Chairperson

The Co-Chairperson will be responsible for assisting the Chairperson as needed and acting as Chairperson when the Chairperson is not available. The Chairperson and Co-Chairperson should have frequent and open communications with each other.

Secretary

The Secretary will be responsible for the taking of minutes at each meeting, mailing or emailing minutes to all EMS Council members, recording members' attendance, and other tasks as required.

Treasurer

The Treasurer will be responsible for tracking and reporting of all EMS Council funds. They will also be responsible for the proper requests to be forwarded to the County for proper disbursements of those funds. This person shall be the representative of the Department of Emergency Management.

The elected officers should work as a close team with the ever-present goal of improving Pueblo County Emergency Medical Services.

ARTICLE VIII
Committees

Standing committee members shall be established at the Annual Meeting of the EMS Council. Standing committees will include, but are not limited to:

- ❖ Training and Education Committee – 5 members
- ❖ Community Relations, Planning, and Grants Committee – 5 members
- ❖ Physician Advisor Committee – 2 members (one Physician from each hospital)

The Chairperson or Co-Chairperson may also appoint special committees, as they deem necessary. Each committee shall name a Committee Coordinator and recording secretary for reporting to the council.

ARTICLE IX
Amendments

These by-laws may be amended, revised, or repealed, or new by-laws may be adopted by the affirmative majority vote of the members of the EMS Executive Committee present at any regular or annual meeting provided that written notice of such proposal(s) shall be mailed or otherwise given to each member of the EMS Council at least ten days prior to the meeting.

The foregoing by-laws were adopted as the by-laws of the Pueblo County Emergency Medical Services Advisory Council on this _____ day of _____, 2008.

Scott Lenn (AMR)
Chairperson

Candice Sobanski M.D. (PMC)
Co-Chairperson

Joshua Johnson (PWFD)
Secretary

Cori Mullen (DOEM)
Treasurer