

BY-LAWS

EMERGENCY MEDICAL SERVICES AND TRAUMA CARE COUNCIL COUNTY OF KITTITAS, STATE OF WASHINGTON, a non-profit organization

ARTICLE I. NAME

The name of this advisory group is the Kittitas County Emergency Medical Services and Trauma Care Council (EMS/TC Council).

ARTICLE II. ORGANIZATION AND OBJECTIVES

1. ORGANIZATION

A. The General Authority of the EMS/TC Council is by the State of Washington as set forth in RCW 70.168.120 and WAC 246-976-970.

B. Kittitas County EMS/TC Council must be composed of representatives of hospital and prehospital trauma care and EMS providers, local elected officials, consumers, local law enforcement officials, local government agencies, physicians, and prevention specialists involved in the delivery of EMS and Trauma Care.

C. Members and alternates of Kittitas County EMS/TC Council representing agencies will be appointed for an indefinite term by their representative agencies and verified in writing by their appointer. Those members or alternates that are not agency specific, (i.e. Consumers, ALS Providers or BLS Providers) must submit a request to become members and to maintain membership at least every 3 years.

D. Voting members of the Council shall be those representatives or their alternate stipulated by the state in RCW 70.168.120 and WAC 246-976-970 (see appendix A).

E. If the voting member or alternate is absent, a proxy voter may be chosen. That person must be from the same agency as the member that is being represented and documentation must be provided that they have the authority to vote.

F. The Council serves Kittitas County and its environs coordinating its efforts with surrounding counties.

2. PURPOSE (Power & Duties)

The Kittitas County EMS & Trauma Care Council shall:

- A. Recommend individuals to the department for membership on the Regional EMS/TC Council (RCW 70.168.120 (2)); and
- B. Review, evaluate, and provide recommendations to the Regional EMS/TC Council regarding the provision of EMS & Trauma Care in the region, and provide recommendations to the Regional Council on the plan for emergency medical services and trauma care (RCW 70.168.120 (3)); and
- C. Participate with the medical program director and emergency communication centers in making recommendations to the Regional EMS/TC Council about the development of local and regional patient care procedures (WAC 246-976-970 (2)(a)).
- D. Review senior EMS instructor applications and make recommendations to the department (WAC 246-976-970 (2)(b)).
- E. Review applications for initial training classes and OTEP programs, and make recommendations to the department (WAC 246-976-970 (2)(c)).
- F. Local EMS/TC Councils may make recommendations to the department regarding certification and termination of MPDs (RCW 18.71.205(4)).

3. GENERAL OBJECTIVES

- A. Sponsor educational programs to promote public awareness and participation in EMS & Trauma Care.
- B. Survey the current needs of the Kittitas County Prehospital EMS System and identify and prioritize necessary improvements for EMS & Trauma Care, and seek ways to meet these deficiencies.
- C. Establish Operational Policies and Operating Procedures to govern the different functions, and the utilization of existing resources within the EMS & Trauma Care System.
- D. Submit to participating agencies recommendations as identified to improve and accelerate the delivery of EMS & TC in the community.
- E. Serve as a clearing house for state and federal funding requests to expand and improve EMS & TC capabilities.

F. Develop and approve annually a working budget for the Kittitas County EMS Division Operations, Training & Education programs, and Injury Prevention programs.

G. Coordinate effective disaster drills with the Department of Emergency Services or sponsoring agency.

H. Solicit suggestions for future local and regional planning needs.

ARTICLE III MEETINGS

1. REGULAR MEETINGS

The Kittitas County Emergency Medical Services and Trauma Care Council shall meet bi-monthly on the first Thursday of the even months of the year at 7:00 p.m., rotating meetings between upper and lower county. At the discretion of the Chairperson, the Council meeting may be pushed back one week or forward one week. However, the day of the week and time shall remain the same. Meeting notices will be sent to Council members, notifying them of meeting changes.

2. SPECIAL MEETINGS

Special meetings of the Council may be called by the Chairperson or at the request of one-third of the Board membership.

3. QUORUM

Quorum for the Kittitas County and Emergency Medical Services and Trauma Care Council regular and special meetings shall be a simple majority of voting members present.

ARTICLE IV OFFICERS, DUTIES AND ELECTIONS

1. OFFICERS

Officers of the Kittitas County EMS/TC Council shall consist of Chairperson and Vice Chairperson. These officers shall be Council members and shall be elected by a simple majority.

2. TIME OF ELECTION

The election of officers shall be held at the last meeting of the calendar year and the new officers shall be seated at the beginning of the first meeting of the calendar year and hold office for one year or until a successor has been elected.

3. VACANCIES

Vacancies in office may be filled by a majority vote of voting members present at any regular meeting of the Council. Officers so elected shall serve until the end of the calendar year.

4. CHAIRPERSON

The Chairperson shall preside at meetings of the Council and make all appointments to committees. The Chairperson shall vote only in case of a tie vote. The Chairperson's signature shall be the official signature on all checks written from the EMS/TC Council's account, on contracts, and other official documents.

5. VICE CHAIRPERSON

In the absence of the Chairperson, the Vice Chairperson shall perform all duties of the chairperson; shall have all powers of and be subject to all restrictions upon the Chairperson; and shall perform such other duties as may be assigned by the Chairperson.

6. SECRETARY/TREASURER

The EMS Coordinator shall act as Secretary/Treasurer for the Kittitas County EMS/TC Council. This position is not a voting member of the local Council.

The Secretary shall keep a written record of all minutes. The Treasurer shall keep an accurate account by standard method of all funds controlled by the Council and make a monthly report to the EMS/TC Council of all financial business. All expenditures and revenues shall be reviewed and approved by the EMS/TC Council at the monthly meeting.

If there is no EMS Coordinator, the Chairperson shall appoint a Secretary and Treasurer from the EMS/TC Council members.

7. EXECUTIVE COMMITTEE

The EMS/TC Council's Executive Committee consists of the Chair or Vice-Chair, the acting Secretary/Treasurer (non-voting member) and one Council member appointed by the EMS/TC Council. The Executive Committee shall possess and exercise the authority of the EMS/TC Council to approve monthly vouchers and enter into contracts and agreements. The Executive Committee's authority only extends to matters that fall within the existing, approved workplans and budgets for the given fiscal year and programs.

The Executive Committee will meet opposite months of the EMS/TC Council for the sole purpose of managing administrative business. Meeting dates and times will be

determined by the Executive Committee. If the Committee members do not agree on an action item, the item will have to be tabled until the next EMS/TC Council meeting. The Vice Chair may substitute for either voting member if needed.

The Executive Committee members shall hold their positions for one year coincident with the Officers of the EMS/TC Council or until a successor has been elected or appointed. New or re-appointments will be made at the first EMS/TC Council meeting following the election of officers for the new year.

ARTICLE V AMENDMENTS TO THE BY-LAWS

These procedural rules may be amended, altered, or repealed and new procedural rules may be adopted by a two-thirds majority vote of voting members present at any Council meeting provided two weeks (14 days) written notice of the proposed change (s) is given to the membership.

APPENDIX A:

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL POSITIONS

Kittitas County Hospital District #1
Kittitas County Hospital District #2
Ellensburg Fire Department
Cle Elum Fire Department
Roslyn Fire Department
Kittitas Fire Department
S. Cle Elum Fire Department
Kittitas County Fire District #1
Kittitas County Fire District #2
Kittitas County Fire District #3
Kittitas County Fire District #4
Kittitas County Fire District #7
Kittitas County Fire District #8
KITTCOM
Medical Program Director
ALS Provider
BLS Provider
Sheriff's Department
Kittitas County Search & Rescue
Washington State Patrol
City Police Departments
Central Washington University/Paramedic & EMT Program
Local Elected Officials / Participating Jurisdictions of Interlocal Agreement
Public Representative
Prevention Specialist
Kittitas County Public Health (added 2004)