

## **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 or 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 that are not agency specific, (i.e. Consumers, ALS Providers or BLS Providers) must submit a written request to become Council appointed members. Term limit will be determined by the Council. The position for stakeholders exist but may be vacant.
- 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). It is the responsibility of the primary representative to contact his/her alternate when he/she is unable to attend the meeting.
- 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, EMS Training & Education programs, and Public Education and Prevention programs.
- G. Coordinate effective disaster drills with the Department of Emergency

Services or sponsoring agencies.

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's regular meeting will be held periodically throughout the year as posted at the beginning of each calendar year. Email notices will be sent to all members one week prior to any changes in location, date or time. Meeting location will rotate between Upper and Lower County unless otherwise announced. The public notice of meetings will be provided on the Kittitas County EMS Division website.

#### **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. Notice of special Board meetings shall be e-mailed or telephonically delivered at least 24 hours prior to the special meeting. The public notice of meetings will be provided on the Kittitas County EMS Division website.

#### **3. ANNUAL MEETINGS**

The annual meeting of the directors of the Council shall be the first regular meeting of each calendar year. The purpose of the annual meeting shall be to review the activities of the Council.

#### **4. QUORUM, VOTE, & ATTENDANCE**

A. 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.

B. Voting

1. General and Special meetings – A simple majority of votes of members present shall be required for action on an issue.
2. General Business – General business may be voted on at the same meeting that it was introduced.
3. Other Business – Business involving operational policy or system changes should be tabled and not voted on in the same meeting they were introduced. A minimum of 14 days is recommended for review of such changes unless changes are deemed an emergency. Those changes deemed emergency in nature will require a 24 hour review notice.
4. A voting member may participate in the discussion but will abstain from voting if there is a personal benefit or direct benefit to their represented agency.

C. Attendance - Attendance is tracked by sign-in sheet at all meetings or roll call if conference call which will determine voting privileges.

**5. ACTION without MEETING**

The Executive committee may take action on behalf of the council between meetings. The action will be brought to the next regular meeting to inform the full membership and be ratified by vote of the council.

**6. PROCEDURE**

The Chairman shall establish the order of business at all meetings of the Council. In case of a dispute regarding procedural matters, Roberts Rules of Order or similar procedural guidelines shall be followed.

**ARTICLE IV OFFICERS, DUTIES AND ELECTIONS**

**1. OFFICERS**

Officers of the Kittitas County EMS/TC Council shall consist of Chairperson, Vice Chairperson, Secretary/Treasurer. 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 October meeting to accommodate the Non-profit Corporation Annual Report/Renewal 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**

One Council member will be elected by the Council to serve as the Secretary/Treasurer and direct Council staff to perform these duties. This Council member will also serve as a member of the Executive Committee.

The EMS Coordinator (Council staff) shall perform the duties of the Secretary/Treasurer for the Kittitas County EMS/TC Council and serve as a member of the Executive Committee. The EMS Coordinator is a non-voting member of the local Council and Executive Committee.

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 assure the elected Secretary/Treasurer assumes these duties or assures another member(s) is appointed/elected from the EMS/TC Council.

## **7. EXECUTIVE COMMITTEE**

The EMS/TC Council's Executive Committee consists of the Chair or Vice-Chair, the Secretary/Treasurer and the EMS Coordinator. 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 position 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 same or 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 (2/3) 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.

**ARTICLE VI CERTIFICATION**

The undersigned hereby certify that the foregoing Bylaws were approved by a two-thirds (2/3) majority vote of the directors present.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Lee Hadden, Chairman  
Joshua DeHerrera, Vice Chairman

\_\_\_\_\_  
Prepared by:  
Cheryl Burrows, Secretary/Treasurer

**APPENDIX A:**

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL POSITIONS**

- Kittitas County Hospital District #1 (Kittitas Valley Healthcare)
- Kittitas County Hospital District #2 (Medic One Ambulance)
- Cle Elum Fire Department
- Roslyn Fire Department
- S. Cle Elum Fire Department
- Kittitas County Fire District #1
- Kittitas County Fire District #2 (Kittitas Valley Fire & Rescue)
- Kittitas County Fire District #3
- Kittitas County Fire District #4
- Kittitas County Fire District #6
- Kittitas County Fire District #7 (Kittitas County Fire Rescue #7)
- Kittitas County FD #51 (Snoqualmie Pass Fire & Rescue)***
- KITTCOM
- Medical Program Director
- ALS Provider
- BLS Provider (If not represented by other positions)
- Sheriff's Department
- Kittitas County Search & Rescue
- Washington State Patrol
- City Police Departments
- Central Washington University/Paramedic & EMT ***Training*** Program
- Local Elected Officials / Participating Jurisdictions of Interlocal Agreement
- Public Representative
- Prevention Specialist
- Kittitas County Public Health (added 2004)
- Education - Senior EMS Instructor KCEMS Division Training Program***