

BY-LAWS OF THE CHAUTAUQUA COUNTY EMS COUNCIL

ARTICLE I NAME AND PURPOSE

Section 1. Name

The name of this organization shall be known as the ***Chautauqua County Emergency Medical Services (EMS) Council***.

Section 2. Purpose

The purpose of this council is to act as the County Emergency Medical Services Advisory Board and to formulate, develop and coordinate an effective emergency medical services system plan within Chautauqua County.

Section 3. Duties and Responsibilities

Duties and responsibilities of the Council shall include the associated functions which would facilitate implementation of the Council's purpose, i.e.: development of county-wide policy guidelines, community relations efforts, promotion of educationally related services, advice and assistance in the establishment of local emergency medical service master-plans and active participation with adjoining areas' efforts in service improvement in harmony with the administrative mission and goals of the county.

The duties and powers of the council as prescribed by local county law include:

- A. To evaluate and improve emergency medical services within Chautauqua County.
- B. To plan, promote and coordinate the most efficient emergency medical services within Chautauqua County.
- C. To participate in regional emergency medical services programs to insure the compatibility of dispatch, communications and manpower training systems within the local, state and federal system.
- D. To help secure to the extent authorized by law, funding from local, state, federal, and private sources for emergency medical services in Chautauqua County.
- E. To participate in additional programs and projects, consistent with the terms of the local law as directed by the Director of Emergency Services, County Executive and/or the County Legislature.

Other duties and powers shall include:

- A. Act in an advisory role to the Director of Emergency Services, County Executive and the County Legislature in matters relating to EMS.
- B. Recommending Medical Director appointments within the county EMS System.

ARTICLE II MEMBERSHIP

Section 1. Eligibility

General membership is open to any resident within the County of Chautauqua, as long as the appointment of this individual to the Council fulfills one of the membership categories set forth in Article II, Section 4. Persons who represent the hospitals category do not need to be county residents as long as their workplace is situated within the county.

Section 2. Admission to Membership

All persons seeking appointment to the Chautauqua County EMS Council must make written application to the council. Upon receipt of this written letter of application, the chairperson shall ask the membership committee to review the application for recommendation to the entire council for approval. Upon majority vote of the council membership to endorse this appointment, the name of this individual will be given to the County Executive, who in turn, upon his recommendation, will present this name to the County Legislature for permanent appointment. Total council membership consists of thirty-five (35) voting members.

Section 3. Term of Appointment

Each member once appointed to a position on the council and confirmed by the legislature, will serve a three (3) year appointment, which begins on January 1 of the year appointed and expires on December 31, three (3) years hence unless the person is being appointed to complete an unexpired term vacancy in which case the appointment will be for the remainder of the unexpired term. Attention must be given to ensure that a one-third (1/3) balance of membership be eligible for reappointment each year. Members may be re-appointed to additional terms.

Section 4. Membership Categories and Allocation (See Addendum A.)

Fire Service (10), representation to be comprised of two (2) firefighters from each of the four (4) battalions, as well as two (2) career firefighters, one (1) career firefighter from the North County and one (1) career firefighter from the South County. Criteria for selection must give preference based upon the individuals' involvement with emergency medical service in his/her fire department. No two (2) persons in this section may be from the same fire company.

Hospitals (4), representation is to be comprised of one (1) person from each of the four (4) county hospitals. **Education** (2), representation comprised of one (1) person from each of the two (2) NYS Department of Health authorized EMT course sponsors, **EMS Project Medical Coordinator** (1), **Commercial Ambulance Service** one (1) representative. **Coroner** (1) representative. **Critical Incident Stress Management** (1) representative from the CISM Team.

Deputy Medical Fire Coordinator (1) representative. **Fire Chiefs' Association** (1) representative. **Fire Advisory Board** (1) representative.

At-Large Twelve (12) representatives comprised of persons from public or voluntary agencies, special interest groups or the general public. A minimum of four (4) persons from the North County and a minimum of four (4) persons from the South County at all times.

Ex-Officio Non-Voting category representation would include: Chautauqua County Executive; Sheriff; Director of Emergency Services; a member of the County Legislature; a representative of the County Health Department; the County EMS Agency Medical Directors and the Regional Program Agency Representative.

- **NOTE:** In all instances, when referring to "NORTH" county and "SOUTH" county, we are using the boundaries established by the Chautauqua County Fire Service ("NORTH" county Battalions I and II; "SOUTH" county Battalions III and IV.)

Section 5. **Special Interest Group Representatives**

This section refers to the terms of persons representing special interest groups, i.e.: Chiefs' Association, Fire Advisory Board, educational institutions, etc. These members' terms shall continue through until December 31 of the year that their term of appointment in the sponsoring organization expires.

Section 6. **Replacement of Members**

In the event of a vacancy, the membership committee as followed in the standard appointment procedure may present a replacement name. The newly named candidate will serve the unexpired term for which the appointment was made concluding on December 31 of the prescribed year.

Section 7. **Selection Committee for New Officers**

The Council Chairperson shall appoint a nominating committee at the last regularly scheduled council meeting of the preceding year to select a slate of officers for the coming year. The slate must be made available one week in advance of the first annual meeting of the new calendar year held in January. Nominations will also be accepted from the floor on the night of the election.

Section 8. **Voting Right**

Each member shall have one (1) vote only at the meeting of the full council. Guests are not eligible to vote.

Section 9. **Termination of Membership**

9a. A council member may be terminated automatically if he/she fails to attend three (3) consecutive unexcused council meetings or fails to physically or telephonically attend a minimum of two (2) meetings per calendar year.

9b. Failure to participate actively on a committee is grounds for termination.

9c. Any member with unsatisfactory attendance will be notified in writing to this effect by the chairperson. Voting rights for this member with unsatisfactory attendance or participation on a committee cease immediately upon the members' termination.

Section 10. Resignation of Membership

Any member wishing to resign from membership on the Council may do so at any time. A signed letter or email stating the member's intent to resign, effective date of resignation and the organization they represent (if any) shall be sent to the Chairperson and or the Chair of the Membership and Public Relations Committee.

Section 11. Guests

As stated in Section 8 above, Guests are **NOT** eligible to vote nor may they make, second or amend motions. They may address the Council only during Public Comment or at the discretion of the Chairperson after being properly recognized.

ARTICLE III MEETINGS OF MEMBERS

Section 1. Meetings

Meetings of the Council shall be held at such times and at such places as may be determined by action of the council or chairperson. Notice of such meetings, initiated by the Council Chairperson, shall be given publication of such notice not less than ten (10) days before the scheduled meeting. Such notices shall state the place, date, time and purpose of the intended meeting. The annual meeting shall be the first regularly scheduled meeting of the full council each year, scheduled during the month of January. The exact date shall be left to the discretion of the Council Chairperson.

Section 2. Special Meetings

Special meetings may only be called by the chairperson upon the written request of at least five (5) members of the council or the unanimous decision of the Executive Council. Notice for this special meeting shall be given in the same manner as for regular meetings, as outlined in Article III, Section 1.

Section 3. Quorum

The presence in person of not less than one-third (1/3) of the entire membership, excluding vacant positions and ex-officio members, entitled to vote shall be necessary to constitute a quorum for the transaction of business at any meeting. A simple majority, (51%) of the quorum present, will be considered to be the majority for any vote on a council issue, unless otherwise stipulated in these By-Laws.

Section 4. Order of Business

1. Call to order
2. Reading and approval of minutes of the previous meeting
3. Public Comment (Individuals are limited to five (5) minutes and must sign in before the meeting indicating their desire to address the Council)
4. Reading of correspondence
5. Treasurer's report
6. Reports of committees
7. Unfinished business
8. New business
9. Adjournment

ARTICLE IV OFFICERS

Section 1. Officers of the council shall consist of a chairperson and vice-chairperson. The secretary and treasurer shall be a person designated from the paid staff from either the Health Department or Office of Emergency Services.

a. The officers shall be elected by majority vote of the entire council at the first annual meeting of the council of any given year. The election of all officers shall be effective immediately.

b. Each officer shall hold office for two (2) year terms, or until such time after January 1, of the following year that the full council holds its next annual meeting to elect succeeding officers. Officers can be elected to additional consecutive terms.

Section 2. Resignation

Any officer may resign at any time by giving written notice of such resignation to Chairperson and or the Chair of the Membership and Public Relations Committee. Unless otherwise stipulated in such written notice, the resignation will take effect upon receipt by the council officer.

Section 3. Removal from Office

Any elected officer of the council may be removed for cause, by a three-fourths (3/4), secret ballot vote of the full council at any regularly scheduled meeting.

Section 4. Vacancies

A vacancy in any office for any reason may at any time be filled for the unexpired portion of the term by a vote of the council at a regularly scheduled meeting.

Section 5. Duties of Officers

Officers of the council, unless otherwise stipulated, each have such powers and duties as generally pertain to their respective offices as well as the powers and duties set forth in these By-Laws.

Chairperson:

Presides over all council meetings and has been given the authority by means of this nomination to act as a representative of the council in all official acts. The chairperson shall also prescribe the duties of the officers, members and ex-officio members of the council when the same are not provided for in the By-Laws. The chairperson may create committees and add participants as deemed appropriate. The Chairperson will appoint Chairpersons to each committee.

Vice Chairperson:

In absence of the chairperson, fulfills his responsibilities.

Secretary:

Keeps official minutes of regularly scheduled meetings, notifies members of meetings, maintains responsibility of council correspondence at the direction of the chairperson, and is the custodian of all official council files. Minutes of the previous meeting will be compiled and distributed at least one (1) week before the next meeting.

Treasurer:

Maintains a record of all monies and property of the council. Acts as an intermediary with the offices of the County Finance and Budget Departments. Assists with the development of council budgets. As long as funding originates from this agency, the treasurer shall be a person designated from the paid staff from either the Health Department or the Office of Emergency Services.

ARTICLE V COMMITTEES

There shall be an Executive committee and three (3) Standing committees of this council. Ad Hoc committees may be appointed at the discretion of the council chairperson. The committees shall keep regular minutes of their proceedings and make the same available to the full council. The chairperson may, at his or her discretion or recommendation, appointment non-council members to participate and vote on committees.

Section 1. Executive Committee

This committee shall consist of the two (2) elected council officers and the chairpersons of the three (3) council standing committees. The members of the Executive Committee shall serve until their successors are duly appointed. The Executive Committee may act on behalf of the council in any matter when the full council is not in session, reporting to the council its action in their absence at the next regularly scheduled council meeting. A majority of the Executive Committee members present shall constitute a quorum for the transaction of business. The chairperson or three (3) members of the Executive Committee acting in unison may call meetings of this group.

Section 2. Standing Committees

Each member of the council shall be appointed by the chairperson to participate on a standing committee. Committees shall meet as necessary to develop programs, policy statements and conduct their business. The committees are limited to a maximum of fifteen (15) members each. The committees are as follows:

- a. **Membership and Public Relations Committee**
- b. **Education, Training and QA/QI Committee**
- c. **EMS Systems Committee**

Section 3. Selection of Standing Committee Chairperson

The Council Chairperson shall appoint a Standing Committee Chairperson of each committee annually.

Section 4. Duties and Responsibilities

4a. **MEMBERSHIP AND PUBLIC RELATIONS COMMITTEE**

This committee shall review and make recommendations to the council regarding new appointments and membership-related activities. It is the committee's duty to monitor council membership and actively seek out

new candidates for appointment to the Council, should openings occur, recommend Regional EMS Council Representatives, and serve as the council's public relations committee.

4b. **EDUCATION, TRAINING AND QA/QI COMMITTEE**

This committee shall have responsibility over county EMS training and the system-wide manpower needs of both basic and advanced life support programs. It is this committee's responsibility to review and make recommendations to the council for strengthening, improving and ensuring the quality of our county EMS training programs.

This committee shall monitor existing EMS manpower and seek means by which qualified persons may be recruited and retained.

Additional responsibilities include:

1. To determine the needs of our county EMS system in terms of adequately trained personnel.
2. To evaluate County needs in terms of training programs for EMT certification and re-certification, and to make recommendations for advanced training.
3. To evaluate EMT training programs in terms of effectiveness and quality of education being offered, and to make appropriate recommendations. This process will include analysis of results of the NYS-DOH examinations.
4. To review and recommend applications for CLI and CIC Certifications.
5. Recommend training programs to course sponsors.
6. To determine the need for "continuing education" for county EMTs, and to make recommendations to such agencies as may be able to provide such services. Such continuing education should also include feedback of information from the receiving hospitals to the EMTs.
7. To obtain and regularly update an inventory of all levels of EMTs in our county. This inventory shall include distribution data as a means of determining adequacy of coverage in conjunction with the County EMS Coordinator.
8. It shall further be the mission of this committee to identify needs within our EMS System and to make recommendations regarding these needs to the EMS Council.

9. This Committee will receive and review any complaints regarding EMS education.
10. The committee may evaluate all BLS and ALS elements in the County EMS System.
11. To work in conjunction with appropriate hospital representatives regarding evaluation of our BLS and ALS systems.
12. May conduct Educational Forums as often as the committee deems necessary.

4c. **EMS SYSTEMS COMMITTEE**

1. Identify emergency capabilities by health facility as well as act as liaison amongst hospitals, fire departments, ambulance services and other EMS related agencies.
2. Encourage mutual cooperative arrangements among EMS units, organizations and agencies.
3. Improve coordination between health facilities and EMS units.
4. May periodically review services provided by health facilities and make recommendations for improvement as such services relate to the county EMS System.
5. Assist appropriate agencies regarding the provision of medical director services for the county EMS system.
6. Additional involvements may include:
 - a) Driver training safety and awareness of NYS Vehicle & Traffic Laws.
 - b) Proper equipping of rescue units.
 - c) Evaluating and encouraging compliance with all state rules for certification.
 - d) Problems related to vehicles and transportation.
 - e) Proper radio procedures and related training EMS radio communication systems (on or off vehicle).
 - f) County EMS radio communications.
 - g) Concerns as addressed by Council or directed by the Chairperson.

ARTICLE VI REGIONAL COUNCIL REPRESENTATION

Section 1. **Selection of Delegate**

The Chautauqua County EMS Council has been assigned six (6) voting representatives on the Southwestern Regional EMS Council according to that

council's bylaws who serve staggered three (3) year terms. This council shall elect two (2) representatives annually and no later than the November meeting by a majority vote of the council membership present at a regularly scheduled council meeting prior to each December meeting of the Regional Council, to enable the chairperson adequate time to forward the names in writing of the newly elected representatives for the upcoming term to the Regional Council Chairperson.

Section 2. Terms of Appointment

Once elected by the council membership, individuals will serve staggered three (3) year terms, which begins January 1 of the next year and will continue in accord with Regional Council By-Laws. Members may be re-elected to consecutive terms.

Section 3. Duties and Responsibilities

Delegates to the Regional Council are in fact representing the interests and goals of the Chautauqua County EMS Council, the County of Chautauqua, and the peoples of Chautauqua County, as well as the mission of the Regional Council, consistent with local goals.

ARTICLE VII RULES OF ORDER

Section 1. Procedure

The rules contained in "Roberts Rules of Order, Newly Revised Edition," shall govern the council and its committees in all cases to which they are applicable and to which they are not specified in these By-Laws.

ARTICLE VIII AMENDMENTS

Section 1. Procedure

These By-Laws may be amended or repealed by a two-thirds (2/3) vote of the council membership at a regularly scheduled meeting, providing that the text of the amendment shall have been provided to the members in writing at the previous regularly scheduled meeting

Section 2. Application

No newly enacted amendment to the By-Laws may take effect sooner than thirty (30) days following its approval by the council membership.

ADOPTED 05/82
REVISED 06/83
09/85
05/99

07/05
08/16

ADDENDUM A.

Article II. Membership
Section 4. Categories

CHAUTAUQUA COUNTY EMS COUNCIL MEMBERSHIP GUIDELINES **TOTAL**

- 1. Fire Service representation comprised of two (2) firefighters from each of the four (4) Battalions (these two persons would not be from the same department). Career firefighters two (2), one (1) representative from North County and one (1) representative from South County. 10
- 2. Hospital representation comprised of one (1) person from each of the four (4) county hospitals. 4
- 3. Education (2), representation comprised of one (1) person from each of the two (2) NYS Department of Health authorized EMT course sponsors. 2
- 4. EMS Project Coordinator- Person serving as the County EMS Project Coordinator. 1
- 5. Commercial Ambulance Service, one (1) representative. 1
- 6. Coroner, one (1) representative. 1
- 7. Critical Incident Stress Management, one (1) representative. 1
- 8. Deputy Fire Coordinator for EMS, one (1) representative. 1
- 9. Fire Chiefs' Association, one (1) representative. 1
- 10. Fire Advisory Board, one (1) representative. 1
- 11. Twelve (12) At-Large representation comprised of persons from public or voluntary agencies, special interest groups or the general public. A minimum of four (4) from the North County and a minimum of four (4) from the South County at all times. The remaining four (4) are undesignated and as such may come from either area. 12
- 12. Ex-Officio category representation would include: Chautauqua County Executive (1), Sheriff (1), Director of Emergency Services (1), a member of The County Legislature (1), a representative of the Chautauqua County Health Department (1) and the county EMS Agency Medical Directors (2). 7

• **NOTE:** In all instances, when referring to "NORTH county and SOUTH county," we are using the boundaries established by the Chautauqua County Fire Service ("NORTH" County Battalions I and II; "SOUTH County Battalions III and IV).

ADOPTED 05/82
REVISED 09/85
05/99
07/05
08/16

ADDENDUM B.

Article II Membership
Section 4. Categories

APPOINTMENT PROCESS

In all categories except “At-Large,” the EMS Council relies upon the agency to be represented to present a name(s) of a person(s) who they have screened and have agreed to participate in council activities. These agencies include:

- A. Fire Service – Respective Battalion Coordinators
- B. Hospitals – Respective Hospital Administrators
- C. Education – Respective Course Sponsors
- D. Paid Fire Personnel – Respective Fire Chiefs from the three (3) applicable departments (Jamestown, Dunkirk, Fredonia)
- E. EMS Project Coordinator- Person serving as the County EMS Project Coordinator.
- F. Fire Chiefs’ Association – A person chosen from their group to represent them
- G. Fire Advisory Board – A person chosen from their group to represent them
- H. Deputy Fire Coordinator for EMS– Person serving as the County’s Deputy Fire Coordinator for Medical EMS Operations

The At-Large category membership would be derived by application or name submission directly to the council.

In all instances, the membership committee of the EMS Council would review all applications; compile biographic data and letters of recommendation for each candidate for presentation to the full council.

Upon action to approve new membership by the council, the names will then be presented for consideration to the County Executive and then, upon his or her approval, be presented to the County Legislature for appointment to a three (3) year calendar year term.

ADOPTED 05/82
 REVISED 09/85
 05/99
 07/05
 08/16