

**THURSTON COUNTY MEDIC ONE  
EMERGENCY MEDICAL SERVICES COUNCIL**

**BYLAWS**

*Amended September 4, 2018*

**ARTICLE I. NAME**

The name of the organization shall be known as the Thurston County Emergency Medical Services Council.

**ARTICLE II. PURPOSE**

To provide efficient and effective prehospital emergency medical services throughout Thurston County.

**ARTICLE III. SCOPE**

The Thurston County Emergency Medical Services (EMS) Council:

3.1 Shall review and evaluate the provision of the publicly funded emergency medical service system, known as "MEDIC ONE" for the residents of Thurston County.

3.2 Shall advise the Thurston County Commissioners regarding the development, policies, and planning for the system.

- A. Identify needs and priorities including concerns of citizens and governmental agencies.
- B. Recommend funding sources and priorities in support of the system.

3.3 Shall make recommendations to the County Commissioners in the following areas:

- A. The planning process for the provision of emergency medical services provided by the system.
- B. Annual budget and budget amendments, including the means of financing.
- C. All purchase contracts in excess of county policy level for Emergency Services Director.
- D. All intergovernmental agreements and personal services contracts.
- E. All non-budgeted expenditures in excess of \$1,000.
- F. The compliance of the Medical Program Director with his/her contract.

3.4 In addition to the above, the EMS Council has the authority:

- A. To provide representation and advice to the West Region Emergency Medical Services and Trauma Care Council in the development of emergency medical services for the West Region.
- B. To provide public education and information on public emergency medical services.
- C. To review and evaluate the system's development as it relates to the emergency health care of citizens in Thurston County.

**ARTICLE IV. COMPOSITION AND MEMBERSHIP**

4.1. The composition of the Thurston County Emergency Medical Services Council, appointed by the Board of County Commissioners is as follows:

- A. One Elected Official or designee, or designated alternate from each ALS contracting agency and Elected Official or designee, or designated alternate from the City of Lacey, as recommended by the Lacey City Council .
- B. One County Commissioner or designee, or designated alternate.
- C. Four Citizens-at-Large consisting of: one from each of the County Commission Districts, plus one whom shall be a physician from any County Commissioner District.
- D. One Elected Official or designee, or designated alternate representing all cities or towns such as Yelm, Rainier, Tenino and Bucoda, none of whom shall be from an agency as described in Article IX.4.1.A.,as recommended by the South County Mayors.
- E. One Fire Commissioner from each of the County Commission Districts, not one of whom shall be from an agency as described in Article IV.4.1.A ,nor from the same Fire District, as recommended by the Thurston County Fire Commissioners' Association.
- F. The Medical Program Director or designated alternate (non-voting).
- G. The Operations Committee Chairperson or designated alternate (non-voting).
- H. A former member of the council, in an Emeritus position, as recommended by the EMSC to the Board of County Commissioners (non-voting).

4.2. The term of appointment is to be determined by the recommending entity except for the citizen-at-large positions whose term will be in two-year increments, and the Emeritus position whose term will be a lifetime, or until resignation or removal for cause.

4.3. The Board of County Commissioners may declare any position vacant if the member or alternate have three consecutive unexcused absences. The entity providing the member shall be asked to nominate a replacement.

4.4. The designated alternate(s) must be defined by letter to the EMS Council by the appointing entity.

**ARTICLE V. OFFICERS**

- 5.1 The officers shall be Chairperson and Vice-chairperson elected by the majority of the Council for a one-year term.
- 5.2 The Chairperson shall preside at all regular and special meetings of the Council. The Vice-chairperson shall preside when Chairperson is absent.
- 5.3 In the absence of the Chairperson and Vice-chairperson, the Council will appoint an acting Chairperson.
- 5.4 Any vacancies in the above offices shall be filled by a special election of the EMS Council.
- 5.5 Nomination of officers will take place annually in the month of February or as soon thereafter as is possible.
- 5.6 Election of officers will take place annually in the month of March. Term of office shall begin in March.

**ARTICLE VI. MEETINGS**

- 6.1 Meetings of the full body shall occur no less than once each quarter.

- 6.2 The fiscal year shall be the same as the calendar year.
- 6.3 A majority of voting positions currently filled and present at the meeting shall constitute a quorum of the body.
- 6.4 Special meetings may be called by the Chairperson or majority of the members consistent with requirements of the Open Public Meetings Act.
- 6.5 Robert's Rules of Order shall prevail, unless otherwise specified in the bylaws.

**ARTICLE VII. EMS COUNCIL STANDING AND AD HOC COMMITTEES**

- 7.1 Nominating Committee: Three Council members, appointed by the Chairperson by December of each year, to nominate willing and capable Council members as candidates for the offices of Chairperson and Vice chairperson.
- 7.2 Budget Committee: Three Council members, appointed by the Chairperson by March of each year, during years a biennial budget is prepared. The budget committee shall review and make recommendations on the biennial budget to the EMS Council, and assist in making presentations to the Board of County Commissioners concerning the EMS budget.
- 7.3 Advanced Life Support (ALS) Contract Negotiations Committee: Three Council members appointed by the Chairperson will assist in negotiating contracts between Medic One and the providers of ALS service for the ensuing year(s), and present contract recommendations to the EMS Council for approval prior to submission to the Board of County Commissioners. The members of the ALS Contract Negotiations Committee shall not be representatives of an agency as described in Article IV.4.1.A.
- 7.4 The EMS Council Chairperson, with the approval of the Council, may appoint ad hoc committees and/or task forces as deemed necessary.
- 7.5 In addition to the committee guidance above, the Chair of EMSC can appoint an emeritus position to any committee where their expertise may be useful.

**ARTICLE VIII. OPERATIONS COMMITTEE**

- 8.1. An Operations Committee, which shall be advisory to the EMS Council, is hereby established.
- 8.2. The Committee membership shall include persons vested with decision making authority, as follows:
- A. One ALS Chief Officer representative or designee, or designated alternate from each ALS contracting agency.
  - B. BLS Chief Officer representative(s) or designee, or designated alternate as appointed annually by the Thurston County Association of Fire Chiefs, in an amount proportionate to the total of the ALS Chief Officer representation, none of whom shall be representatives of an agency as described in Article IV.4.1.A.
  - C. One representative or designated alternate of Providence St. Peter Hospital, as appointed by Hospital Administration.
  - D. One representative or designated alternate of Capital Medical Center, as appointed by Hospital Administration.

- E. The Director or designee, or designated alternate of the Department of Communications.
- F. One representative or designated alternate of Law Enforcement, as collaboratively selected by the chief officers of the Thurston County Law Enforcement entities.
- G. The Medical Program Director or designee, or designated alternate.
- H. One Paramedic representative or designated alternate as selected by the Paramedic Association.
- I. One representative or designated alternate of the Thurston County-Licensed Private Ambulance Services, as collaboratively selected by the currently licensed private ambulance services.
- J. One representative or designated alternate of local Air Ambulance Service, as designated by the air ambulance agency.

8.3. The term of appointment is to be determined by the recommending entity.

8.4. Designated alternates must be defined by letter to the Operations Committee by the appointing entity.

8.5. The Committee Officers will be in accordance with Article V.

8.6. Meetings shall be in accordance with Article VI.

8.7. The Chairperson, with approval of the Committee, may appoint ad hoc committees and/or task forces as deemed necessary.

8.8. The primary responsibility of the Operations Committee is to coordinate the provision of the Advanced Life Support (ALS) and Basic Life Support (BLS) services. The function of the Operations Committee shall be as follows:

- A. Development of operational priorities, policies and procedures for system development, programming, operations, for adoption by the EMS Council.
- B. To review and recommend for approval the Medic One proposed budget to the EMS Council.

8.9. The EMS Council may declare any position of the Operations Committee vacant if the member or designee, or designated alternate have three consecutive unexcused absences. The entity providing the member shall be asked to nominate a replacement.

#### **ARTICLE IX. AMENDMENTS**

The first EMSC meeting following a Bylaw change presentation to the EMSC, a vote will take place on the recommendation, and if approved, will be forwarded to the BOCC for their approval. Amendments will be by County Resolution.

**Adopted:** 01/16/79

**Amended:** 07/22/80, 07/14/81, 10/09/84, 02/16/88, 01/03/95, 05/11/98, 01/07/02, 08/11/03, 01/12/04, 05/12/08, 04/07/09, 02/03/2014, 05/09/2017, 9/4/2018

**Edited:** 06/19/02, to recognize Fire District 1 representation to EMS Council; to recognize FD1/FD14 merger; 03/01/06 to update West Region EMS information;

**Reformatted:** 05/14/03