

THURSTON COUNTY MEDIC ONE
EMERGENCY MEDICAL SERVICES COUNCIL
EMERGENCY SERVICES CENTER/EOC

AGENDA

January 15, 2014, **3:30 PM**

- I. CALL TO ORDER/ROLL CALL
- II. APPROVAL OF AGENDA
- III. PUBLIC PARTICIPATION
- IV. REVIEW AND APPROVAL OF MINUTES
 - A. EMS Council - December 18, 2013
 - B. Operations Committee - Jan Mtg. Canceled (Informational Only)
- V. COMMITTEE REPORTS
 - A. Operations Committee – Ops Chair or Representative
 - B. West Region EMS Council – WREMS Representative
 - C. Staff Report – Romines

VI. OLD BUSINESS

	ITEM	PRESENTER	EXPECTED OUTCOME
A.	TRPC EMS System Report Steering Committee Recommendation	Kirkbride	Discussion
B.			
C.			
D.			

OLD BUSINESS - ISSUES & ACTIONS PENDING

VII. NEW BUSINESS

	ITEM	PRESENTER	EXPECTED OUTCOME
A.	Nominations Committee	McPhee	Appointment
B.			
C.			
D.			

VIII. PUBLIC PARTICIPATION

IX. GOOD OF THE ORDER

X. ADJOURNMENT

**Thurston County Medic One
Emergency Medical Services Council – Regular Meeting
Emergency Operations Center/ECC
December 18, 2013**

PRESENT: Margaret McPhee, Dr. Tom Fell, Karen Rogers, M. John Way, John Ricks, Kathleen Bostwick, Greg Wright, Frank Kirkbride, Russ Hendrickson, John Christiansen, Ken Parsons, Dr. Larry Fontanilla

EXCUSED: Karen Valenzuela

GUESTS: John Carpenter, Lenny Greenstein, Mel Low, Dale Putnam, Tony Kuzma, Stan Moon

STAFF: Steve Romines, Fay Flanery

- I. **CALL TO ORDER/ROLL CALL** – Chairman McPhee called the regular meeting of the Emergency Medical Services Council (EMSC) to order at 3:32 PM. Roll was recorded by staff.
- II. **APPROVAL OF AGENDA – MSC** (Kirkbride/Christiansen) move to approve modified agenda adding item 7C WREMS Appointment Romines/Hambly.
- III. **PUBLIC PARTICIPATION** – Chair McPhee thanked Ken Parson, Karen Rogers and Kathleen Bostwick for their contributions to the EMS Council.
- IV. **REVIEW AND APPROVAL OF MINUTES**
 - A. EMS COUNCIL – October 16, 2013 – **MSC** (Kirkbride/Christiansen) to approve.
 - B. OPERATIONS COMMITTEE – December 5, 2013. (Informational Only)
- V. **COMMITTEE REPORTS**
 - A. OPERATIONS COMMITTEE – Wright reported no January 2014 meeting, other meeting discussion will be under agenda item New Business 7B.
 - B. WEST REGION EMS COUNCIL– Romines reported annual conference will be held at the Great Wolf Lodge February 7, 8 & 9, 2014.
 - C. STAFF REPORT– Romines announced there is a get well card being circulated for Dr. Copas who was a founder of Medic One in Seattle for anyone wanting to sign it noting he had recently suffered a stroke. He added Commissioner Valenzuela sent her apologies for not attending due to a farewell for a Commissioners Office staff retiring. Romines continued to highlight on the staff report included in the packet:
 - We have received back the West Thurston Regional Fire Authority ALS Space agreement for 2014 and expect to have the South East Thurston one returned within the week..
 - Key Performance Indicators (KPI)- New concept of KPI's are being developed to identify possible EMS System/agency measures in addition to the Cardiac Arrest Survival one that we and some others currently use.
 - Annual levy projections – Romines handed out an updated annual levy/revenue/expense projection worksheet showing the current projections for restoring the levy lid. He noted that the year for the restoration continues to move out as Medic One targets to under expend their annual expense budget.
 - Nurse Line – Romines reported that there were less nurse line calls November than the prior month of October, with a record number of calls in 2013. This high nurse line call volume for October and November is primarily due to repeat callers - 2 individuals specifically. Romines added that when this type of repeat calling occurs it is typical for agencies to visit the caller for education or evaluation referral.
 - CPR Flash mob – Romines reported that we received an email from England requesting more information about the flash mob demonstration that Medic One put on, stating that ours seemed to be the best because of citizen participation.
 - School CPR Program – Romines reported that a State unfunded mandate to Washington schools has been implemented requiring high schools to teach CPR as a graduation requirement. In Thurston County, North Thurston School District was the first on board to contact Medic One for help in the cooperative agreement opportunity where Medic One provides volume discounted buying power along with a match for the purchase of the initial CPR educational materials and equipment and will provide training. He continued Yelm School District also initiated the program and is conducting the training with their local fire agencies.
 - BLS Agency Response Time Data – Romines reported that the BLS response time data is now posted on the Medic One website.

VI. OLD BUSINESS –

- A. Tablet Technology – Romines provided an update on the use of the tablet technology during EMS Council and Operations Committee meetings and will be available for any other Medic One meeting. Staff and members are currently testing several android tablets and one Windows tablet. Council questions followed. Staff would like to purchase a consistent model meeting Council/Committee member needs. Romines added there will be training in the future on how to make notes on the tablets and email those notes.

VII. NEW BUSINESS –

- A. TRPC EMS System Report Steering Committee Recommendations – Kirkbride reported the steering committee has met and put together a table (included in the packet) that outlines each of the TRPC recommendations along with the steering committees recommended actions and dates. Kirkbride added the priority should be to address the EMS Council composition before any other tasks. Council discussion followed. Christiansen requested staff comment to the steering committee recommendations, Romines will provide staff comment at the January meeting. The TRPC report will come back to the January meeting for further discussion with action by EMS Council potentially scheduled for February meeting. The Steering Committee provided a draft of bylaws modification to implement the TRPC report recommendation for bylaw representation modification. The Committee's request was to consider a formal recommendation for this bylaw modification at the January meeting, as a bylaw modification also had to be considered by BOCC, adding to the processing time. Council members suggested to edit the proposed paragraph 4.1.c to read "Four Citizens-at-Large consisting of: one from each of the County Commissioner Districts plus one of whom shall be a physician from any County Commissioner District." Staff was directed to send the bylaw proposal as modified with AIS for action at the January meeting.
- B. Policy Review-Adopt/Rescind Policies – Ops Chair Wright reported on the policy work completed to date with recommendations to update Policy 1 and to rescind Policies 5, 11, 12, 14 and 28. Council discussion followed. **MSC** (Kirkbride/Bostwick) move to approve Operations Committee recommendation to adopt edits to Policy 1-Vehicle Accident Review and to rescind Policies 5-Transfers by Medic One, Policy 11-Interactions of Medic One Personnel w/Medical Intervenors, Policy 12-Out of County Responses, Policy 14-BLS Protocols and, Policy 28-Patient Refusal of Medical Evaluation and/or Transport.
- C. WREMS Appointments Romines/Hambly – Romines reported that he and Hambly were up for reappointment to the West Region EMS Committee. **MSC** (Kirkbride/Rogers) moved to approve Romines and Hambly appointments to the WREMS Council as submitted. Romines added there is still a vacancy available for appointment from the Thurston County EMS Council for anyone interested in participating.

VIII. PUBLIC PARTICIPATION – None

- IX. GOOD OF THE ORDER** – Kirkbride provided an update on Lee Brooks (Chief Brooks wife) that her surgeries in New York went well and she is in recovery.

- X. ADJOURNMENT – MSC** Meeting adjourned at 5:04 PM.

EMS Council Meeting

Medic One/EMS, Staff Report, Jan 2014 Happy New Year!

EMS System Operational Review, TRPC as Process Project Manager, proposed at July meeting, recommending contract to BOCC. Signed by BOCC September 25, TRPC initiating, last session 12/19, contacting Chiefs/Com, Report 6/19 EMS Council meeting 3:30, presented, to EMS community for comment. Presentations: EMSC 6/19, Fire Commissioner/Chiefs Assoc 7/16, BOCC 8/7 (Medic One website, System Reports), comments due, EMS Council accepts 9/18, **to BOCC**.

Retired Medic units to FD#9, (OFD bypass) FD#16 and SPRINT unit to Bucoda, BOCC 9/10, approved, awarded.

Roles/Responsibilities workgroup for DOH/EMS, WREMS reps Anne Benoist & Steve Romines, report, completed

EMS Key Performance Indicators (KPI) in final draft. Attached.

Protocol app (iphone/android) contract signed, started July 5, 2013, received and functional, EMS agencies notified. Medic One website modified to include app links and provider registry number lookup. Expanding to EMT course, completed.

2014 Budget and Business plan drafted presented to EMSC, 9/18 meeting, budget approved, to BOCC, approved. **2013 Business plan Q4 report.**

Medic hiring and oral exams. **May 2013** closed with 44 new apps/5 retest oral, 9 pass written, 7 pass oral board. Next exam, closed: written Nov 12, 2013, **completed**. 28 applicants (25 to written), 3 retest oral, 5 total on current list.

NurseLine Criteria Based Dispatch Program, started December 11, 8AM, calls routed to Evergreen Hospital "Healthline," contract completed, implemented: 15 in August 2003, 14 September, 15 October, 15 November, 16 December, 11 January 2004, 13 February, 11 March, 8 April, 11 May, 7 June, 11 July, 8 Aug, 12 Sept, 8 Oct, 8 Nov, 13 Dec, 11 Jan 2005, 13 Feb, 12 Mar, 10 Apr, 11 May, 10 June; 11 July; 6 Aug; 4 Sept; 9 Oct; 5 Nov; 12 Dec; 14 Jan 2006; 11 Feb; 4 Mar; 14 Apr; 4 May; 9 June; 9 July; 11 Aug; 8 Sep; 7 Oct; 15 Nov; 6 Dec; 10 Jan; 12 Feb; 13 Mar; 7 Apr; 20 May; 15 June; 18 July; 10 Aug; 13 Sept; 8 Oct; 15 Nov; 11 Dec; Jan '08 11, 15 Feb, 10 Mar, 12 Apr, 14 May, 11 June, 14 July, 15 Aug; 22 Sept; 11 Oct; 14 Nov; 7 Dec. 5 Jan '09, 7 Feb, 6 Mar, 17 Apr, 7 May; 10 Jun; 17 Jul; 7 Aug; 10 Sep; 11 Oct; 15 Nov; 14 Dec; 11 Jan 2010; 7 Feb; 14 Mar; 10 Apr; 10 May, 16 Jun, 21 Jul, 18 Aug, 23 Sep, 14 Oct, 10 Nov, 16 Dec; 11 Jan 2011, Feb 15, Mar 24, Apr 19, May 20, Jun 10, July 21, Aug 14, Sep 17, Oct 15, Nov 10, Dec 21; 12 Jan 23, Feb 16, Mar 17, Apr 18, May 19, Jun 14, Jul 9 Aug 25, Sep 16, Oct 13, Nov 14, Dec 16; **Jan 13, Feb 9, Mar 9, Apr 14, May 5, June 14, July 10, Aug 12, Sep 11, Oct 27: Total to date= 1,560/122** (avg 12.8/month) Rate \$16.10/call

EMS Data 2012 (TCOMM source), 26,012 system call volume +274 calls, +1.06% (2011 data volume 25,729). ALS response time 11.7 minutes average countywide, 94% goals achieved, call volume 8,676, -66 calls, responses -0.75% (2011 response time 11.7 minutes, 94% of goals, 8,742 responses). BLS call volume 17,336, +340, +2% (2011 16,996) Countywide BLS average response time 7.02 minutes, all BLS. BLS TCOMM Data Warehouse report, final draft to Chiefs Association then Ops Committee, to Chiefs Assoc, approved to Ops, Ops approved, to EMSC 9/18> to 10/16 approved, posted on website.

Medic Unit in vehicle EMS data system. Field implementation beginning. Tiberon connectivity quote returned, \$33,000 plus \$4,000 annual maintenance cost, approved, interface completed. AVL Tiberon interface issue identified, AVL in test environment, mobile gateway/AVL interface created, ER&R completed, AVL operational test-halted CAD software issue, rewrite. EMS Council approves EMS agency by agency supervisor QI access to SafetyPad, interface stable, AVL trial, Restart Jan 9 7 AM to end May 12, reviewing. Initiating BLS data system pilot with Tenino (*Strategic area*)

WATRAC Advisory Group member added, meeting 9/9, **next meeting 2/3**

TRAINING: average pass rate NR EMT exam = national 79%, WA state 85%, WR 90%, CR 93%, TC 93%
First Responder Course, 2012?

EMT Course 13-1 scheduled, Station 9-5, completed, 28 enrolled, 23 graduated 6/27

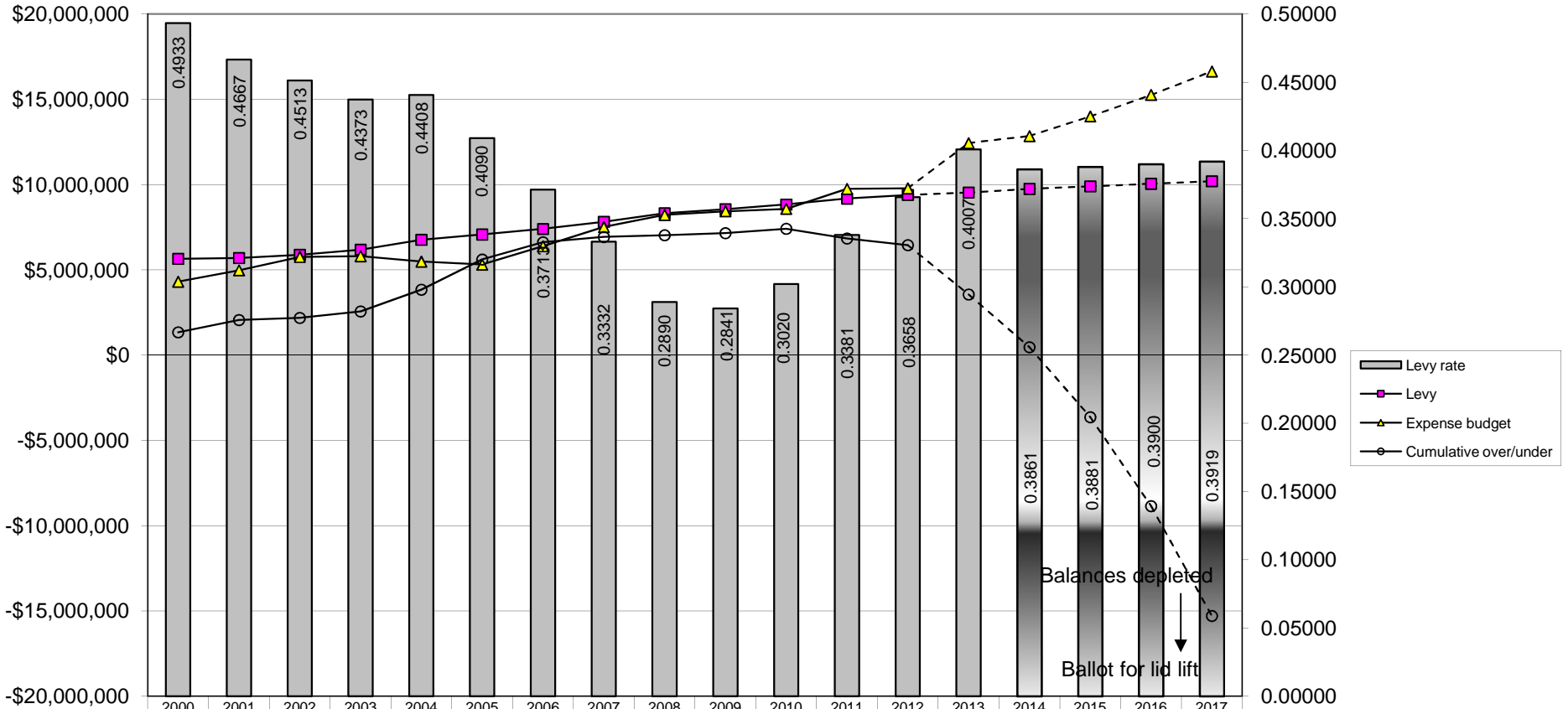
EMT Course 13-2 scheduled, Station 9-5, start 9/3, 18 enrolled, completing Dec 14, **Grad 1/7**

NIMS online training available at <http://training.fema.gov/EMIweb/IS/is700.asp>

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Medic One Levy/Expense Projections 2014 (2012act 2013 bud) DRAFT2
Expense @ 9% (6%+service increment, w/'12 M14 M6 upgrade, w/BLS+, w/ER&R); Levy @ (1%+ new construction= 1.5%) [\$9,753,156 '14] [\$9,538,134 '13]; preliminary Valuation @ \$25,257,461,853 (+5.8%)



	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Levy rate	0.49327	0.46668	0.45134	0.43725	0.44076	0.40903	0.37135	0.33316	0.28897	0.28413	0.30204	0.33811	0.36577	0.40071	0.38615	0.38806	0.38998	0.39191
Levy	\$5,649,	\$5,697,	\$5,884,	\$6,185,	\$6,766,	\$7,078,	\$7,401,	\$7,820,	\$8,325,	\$8,557,	\$8,834,	\$9,177,	\$9,396,	\$9,538,	\$9,753,	\$9,899,	\$10,047,	\$10,198,
Expense budget	\$4,308,	\$4,976,	\$5,760,	\$5,805,	\$5,490,	\$5,308,	\$6,389,	\$7,513,	\$8,219,	\$8,437,	\$8,576,	\$9,748,	\$9,783,	\$12,432,	\$12,845,	\$14,001,	\$15,261,	\$16,635,
Cumulative over/under	\$1,340,	\$2,061,	\$2,185,	\$2,565,	\$3,840,	\$5,610,	\$6,621,	\$6,928,	\$7,033,	\$7,153,	\$7,411,	\$6,840,	\$6,452,	\$3,558,	\$465,68	-\$3,636	-\$8,850	-\$15,28

AGENDA ITEM INFORMATION SHEET

Thurston County EMS Council

Council Meeting

January 15, 2014

Presenter/

Committee: Margaret McPhee, Chair, EMS Council / System Review Steering Committee

Topic: Bylaws modification, Thurston Regional Planning Council (TRPC) recommendation, EMS Council representatives: add a fourth citizen-at-large/countywide physician and add City of Lacey.

Request: Provide recommendation to Board of County Commissioners regarding modification to EMS Council bylaws Article IV membership section, in consideration of TRPC recommendation to add a fourth Citizen-at-large a countywide physician representative and reinstate a City of Lacey representative on EMS Council.

Background: As part of the TRPC EMS Study September 18, 2013, recommendations the study recommended the addition of two EMS Council positions: add a fourth Citizen-at-large position representing a countywide physician position and reinstate The City of Lacey representative. The current physician position is held by one of the three citizens-at-large so it limits the physician representative to a single BOCC district. When filling the position it creates an issue by restricting the position to a physician and implies that the position represents both citizens in general and a medical perspective. The fourth citizen position creates a countywide physician medical representative and frees a BOCC citizen position for a non-medical citizen representative. TRPC recommended BOCC consider rural representative for those positions. Further, TRPC recommends restoring the City of Lacey position as they are "clearly a major system stakeholder that presently lacks adequate representation." TRPC cites state law that cities over 50,000 have veto power over countywide EMS levies. The addition of a City of Lacey representative restores an elected representative position on the EMS Council that the City of Lacey had held from 1981. Elected representatives from Olympia, Tumwater and Lacey were specified positions in the EMS Council until an amendment dated April 7, 2009. The amendment deleted the names of the cities and replaced it with language for ALS contractor, or agency that has a fire services contract with an ALS contractor. In 2010, City of Lacey was annexed into Lacey Fire District #3 thereby dissolving the contract between City of Lacey and Fire District #3. The annexation by Lacey Fire District #3 of the City of Lacey then inadvertently disqualified the City of Lacey from representation on the EMS Council. In January, the City of Lacey requested consideration by the EMS Council to return the City of Lacey as a voting member of the EMS Council. TRPC was tasked with evaluating the Lacey position as part of the TRPC EMS Study. Adding the two positions, fourth Citizen-at-large and City of Lacey representative, membership = 13 (quorum = 7).

Options Considered: **Option 1, Status quo**, no change to current bylaws (ignore TRPC recommendation) total current voting membership = 11, quorum = 6 (no fourth citizen-at-large or City of Lacey rep)

Option 2, add new positions per TRPC recommendation of a fourth Citizen-at-large and City of Lacey rep, voting membership = 13, quorum = 7.

Financial Impact: minimal, staff time for additional copying and list maintenance, costs of copying/mailing

Attachments: Option 1, current EMS Council Bylaws, Amended 7 April, 2009
Option 2, add fourth Citizen-at-large/countywide physician and City of Lacey rep bill form
EMS Council organization chart of representatives

Recommendation: System Review Steering Committee recommends Option 2, per TRPC EMS Study recommendation.

Staff note: Recommendation for EMS Council bylaw modification would pass to BOCC for consideration. Bylaw modifications require resolution by BOCC. TRPC further recommended that the BOCC consider rural representatives when filling the new positions.

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

BYLAWS

Amended 7 April 2009

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 \$15,000.
 - 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 an additional Elected Official or designee, or designated alternate from any other agency that has a contract for all fire services with an ALS contracting agency.

- B. One County Commissioner or designee, or designated alternate.
 - C. Three Citizens-at-Large, one from each of the County Commission Districts, at least one of whom shall be a physician.
 - 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 IX.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).
- 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.
- 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 April of each year shall review and make recommendations on the annual 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.

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

Bylaws may be changed upon recommendation of the EMS Council to the Board of Commissioners. 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**
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

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

BYLAWS

Amended 7 April 2009

DRAFT TRPC EMS STUDY RECOMMENDATION 2013

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

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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 \$15,000.
 - 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 ~~an additional Elected Official or~~

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~~designee, or designated alternate from any other agency that has a contract for all fire services with an ALS contracting agency.~~

- B. One County Commissioner or designee, or designated alternate.
 - C. ~~Three~~ Four Citizens-at-Large, one from each of the County Commission Districts, and at least one of 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 IX.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).
- 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.
- 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.

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- 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 April of each year shall review and make recommendations on the annual 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.

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.

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- 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

Bylaws may be changed upon recommendation of the EMS Council to the Board of Commissioners. Amendments will be by County Resolution.

Adopted: 01/16/79

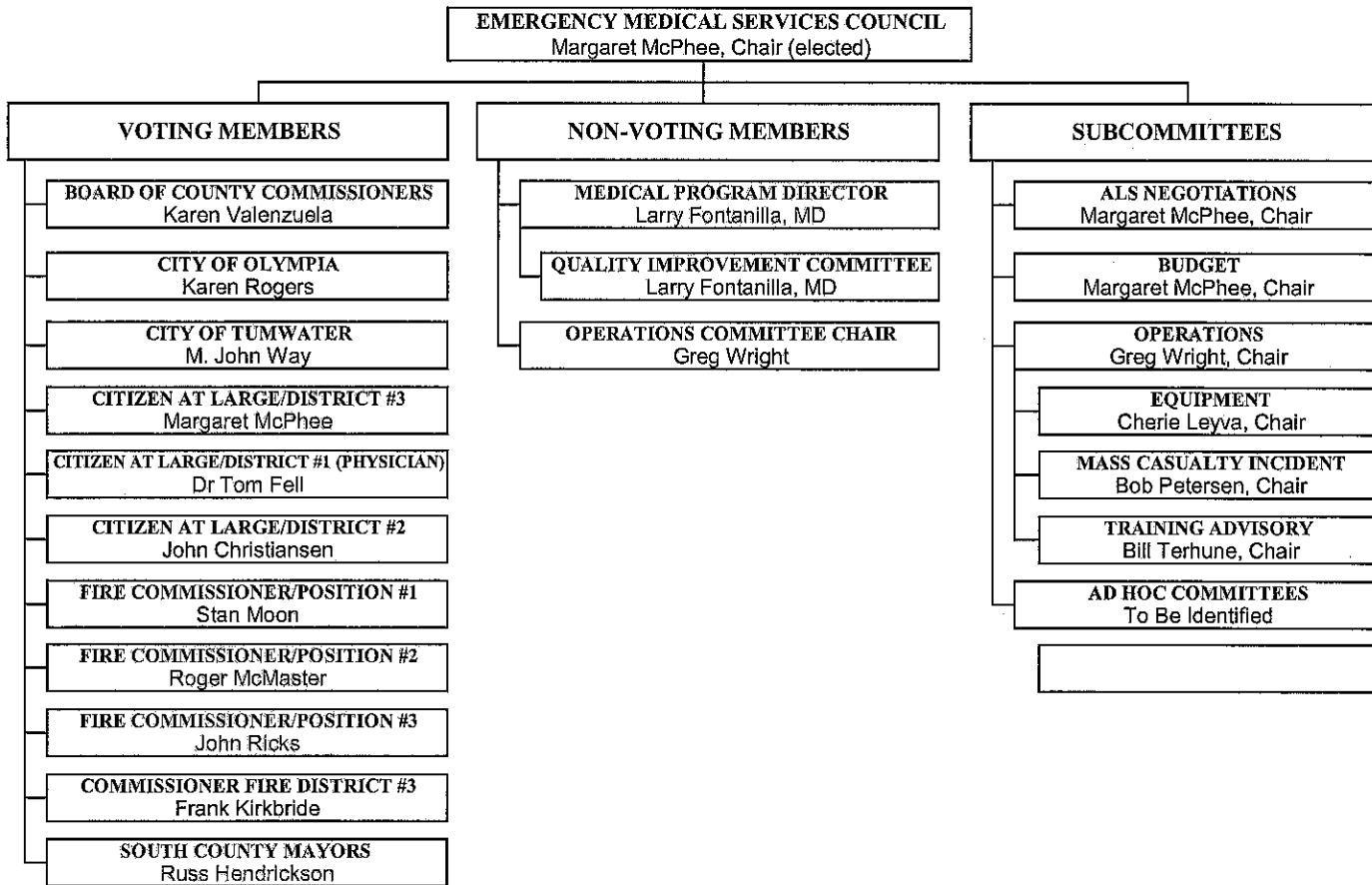
Amended: 07/22/80, 07/14/81, 10/09/84, 02/16/88, 01/03/95, 05/11/98, 01/07/02, 08/11/03, 01/12/04, 05/12/08, **04/07/09**

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

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**THURSTON COUNTY MEDIC ONE
EMERGENCY MEDICAL SERVICES (EMS) SYSTEM**



2014