

ARTICLE I ORGANIZATION NAME

The name of this group shall be the Skagit County Emergency Medical Services (EMS) and Trauma Care Advisory Board, hereinafter, “ The Advisory Board.”

ARTICLE II ORGANIZATION AND OBJECTIVES

1.0 Organization

- 1.1 The Advisory Board is created by Skagit County Resolution number R20190037 to form a Local Emergency Medical Services and Trauma Care Advisory Boards as authorized in accordance with WAC 246-976-970 and RCW 70.168.120
- 1.2 The Advisory Board consists of volunteer representatives as designated in Skagit County Resolution number R20190037, from public and private agencies responsible for the delivery of emergency medical services and/or are consumers of emergency medical services in Skagit County.
- 1.3 This Advisory Board will follow the Open Public Meetings Act.

2.0 Purpose

- 2.1 The purpose of The Advisory Board is to serve as an Local Emergency Medical Services (EMS) and Trauma Care advisory board to Skagit County Board of County Commissioners (SCBOCC), to disperse information from the North Region EMS and Trauma Care Council (NREMSTCC) and the State Department of Health, Office of EMS and Trauma Care Systems (DOH) to local providers, pursuant to WAC 246-976-970.

3.0 General Objectives

- 3.1 Review, evaluate, and provide recommendations to the Skagit County EMS Director regarding the provision of emergency medical services and trauma care in the region, and provide recommendations on the regional emergency medical services and trauma care plan.
- 3.2 Recommend individuals as participants on the Regional Emergency Medical Services and Trauma Care Advisory Board.
- 3.3 Review and make recommendations, for individuals applying for recognition or renewal of recognition as senior EMT instructors for final review and approval by the Skagit County Medical Program Director.
- 3.4 Review applications for initial training classes and Ongoing Training and Evaluation Program (OTEP) programs and make recommendations to the department for final review and approval by the Skagit County Medical Program Director.

- 3.5 Make recommendations regarding the minimum and maximum number of verified prehospital transport and aid providing agencies needed in the County for the regional EMS and trauma plan.
- 3.6 Review and recommend new initiative funding proposals.
- 3.7 Make prioritized recommendations to the North Region EMS & Trauma Care Council (NREMSTCC) regarding grants from the NREMSTCC requested by local ems agencies.
- 3.8 Work on Prevention and Education for EMS and Health-related issues in partnership with other agencies.
- 3.9 Provide quarterly communication to EMS providers and stakeholders.
- 3.10 Develop strategic recommendations on Dispatch/911 EMS priorities for presentation to the 911 Board.

ARTICLE III ORGANIZATION MEMBERSHIP

- 1.0 Advisory Board membership makeup
- 1.1 The Advisory Board shall be limited to fourteen (14) members and two additional Ex-Officio positions.
- 1.2 Members will consist of a maximum of two representatives from local hospitals, one BLS transport provider, a maximum of two ALS transport providers, one rural fire responder or agency designee, the Skagit County Medical Program Director or designee, the Skagit County EMS Director, one consumer, three elected officials, one City of population over 7,500, one Town of population under 7,500 and one Skagit County Commissioner (County Commissioner serving as an ex-officio), one prevention specialist, 911 Board Chair (ex-officio) and one local Law Enforcement representative. If there is a lack of people willing to serve in the above listed positions, the size of the Board shall be decreased.
- 1.3 Recommendation for appointment will be made by agencies types listed above, to the EMS Director for appointment by the Skagit County Board of County Commissioners.
- 1.4 Approved members shall serve for a three-year period, provided they remain in good standing, except for some initial appointments that exceed three years as specified in Skagit County Resolution number R20190037 .
- 1.5 Unexcused absences from two consecutive meetings shall be cause for removal from the Advisory Board.

- 1.6 Any member may be removed by the Advisory Board for inappropriate or disruptive behavior by recommendation to the Skagit County Board of County Commissioners by majority vote.
- 2.0 Conflict of interest
- 2.1 All members shall make a full disclosure of any conflicts of interests. New members shall be advised of this policy upon appointment to the advisory board.

ARTICLE IV MEETINGS

1.0 Meetings and Attendance

- 1.1 Regular meetings shall occur at least once every quarter according to a schedule and place established by the Advisory Board.
- 1.2 Special meetings of the Advisory Board may be called by the Chairperson, Skagit County Board of County Commissioners or the EMS Director
- 1.3 Members can call-in to meetings for valid attendance

2.0 Minutes

- 2.1 Minutes shall be taken at all meetings of the Advisory Board and shall include an accurate summary of all recommendations, discussion and actions. Minutes shall be available to the public.

3.0 Quorum

- 3.1 Quorum for the Advisory Board shall be a majority of the voting Board.

4.0 Voting

- 4.1 A simple majority of votes shall be required for action on an issue.
- 4.2 New Initiative Fund or grant funding votes shall require a 60% super majority for action on an issue.
- 4.3 General business may be voted on at the same meeting that it was introduced on the meeting agenda
- 4.4 No proxy for voting.

ARTICLE V OFFICERS

1.0 OFFICERS

- 1.1 The Chair and Vice Chair shall be elected annually at the first meeting by a simple majority vote of a quorum of the voting members.
- 1.2 The Chair shall preside at all meetings.
- 1.3 The Vice Chair In the absence of the Chair, shall preside at all meetings.
- 1.4 In the absence of both Chair and Vice Chair, the Chair can appoint a designee to preside over the meeting.

ARTICLE VI COMMITTEES

1.0 AD HOC COMMITTEES

- 1.1 The Advisory Board may appoint ad-hoc committees and determine membership as the need may arise. Members of the committee whether Members of the Advisory Board or not, shall be voting members of the Ad-hoc committees. Ad-hoc committees shall report recommendations to the Advisory Board.

ARTICLE VII AMENDING BY-LAWS

1.0 AMENDMENTS

- 1.1 Amendments to these by-laws may be recommend by a simple majority affirmative vote of the voting members at a meeting, provided that the following requirements have been met: Copies of the amendment or amendments are made available to the voting members at least thirty (30) days in advance of the meeting and that the notice of the meeting states that recommended amendments to this document will be considered and voted upon.
- 1.2 Recommended amendments to the bylaws will be presented to the Skagit County Board of County Commissioners by The EMS Director for final approval.