



## **Bylaws of the Emergency Medical Services Advisory Council**

### **I. AUTHORIZATION**

The Dakota County Emergency Medical Services Advisory Council (EMS Advisory Council) is established by the Dakota County Board of Commissioners, for the purpose of advising the Dakota County Public Health Director on matters related to the development and coordination of the emergency medical services system that serves the residents of Dakota County.

### **II. MISSION**

The mission of the EMS Advisory Council is to assure that prompt, quality and coordinated emergency medical services are provided to the residents of Dakota County. This mission is achieved through the systematic review and development of EMS service delivery procedures, programs, and processes toward the goal of developing and maintaining high quality, emergency medical care.

### **III. FUNCTIONS AND DUTIES**

1. Recommend goals and objectives for a coordinated emergency medical services system.
2. Review emergency medical services data, medical best practice standards and recommend system improvements.
3. Collaborate on emergency medical services medical guidelines and procedures.
4. Provide emergency medical services updates to the Dakota County Board of Commissioners.
5. Develop and approve an emergency medical services annual workplan.
6. Develop and make budget recommendations to the Dakota County Public Health Department.
7. Improve the emergency medical services system by working with other state, regional, county and community programs.
8. Increase community awareness of the EMS system in Dakota County.
9. Assure EMS personnel are prepared to respond to disasters, acts of terrorism and other hazards.

#### **IV. MEMBERSHIP AND MEETINGS**

A. The EMS Advisory Council shall be composed of the following members:

1. The director, medical director, or designee of each of the following ALS and BLS ambulance-transporting agencies: ALF/Allina Ambulance, Burnsville Fire Department EMS, Cannon Falls EMS, Hastings Fire Department EMS, HealthEast Medical Transportation, Northfield EMS, North Memorial Air Care and South Metro Fire Department EMS.
3. The administrator or designee of each of the following hospitals: Fairview Ridges Hospital, Regina Medical Center, and Northfield Hospital ex-officio.
4. One member of and appointed by the Dakota County Fire Chiefs Association.
5. One member of and appointed by the Dakota County Police Chiefs Association.
6. The executive director or designee of Dakota911.
7. The Dakota County Public Health Director or designee.
8. The Dakota County Emergency Preparedness Coordinator or designee ex-officio.
9. The Dakota County Public Health Preparedness Coordinator or designee ex-officio.
10. One member of the Eagan Fire Department ex-officio.
11. One member of the Inver Grove Heights Fire Department ex-officio.

Each member shall have one vote, except that ex-officio members shall be non-voting.

#### **B. Term**

Each member shall serve at the pleasure of their appointing authority.

#### **C. Resignation**

A member may resign at any time and be replaced by the applicable appointing authority.

#### **D. Officers**

The EMS Advisory Council shall elect from its membership the following officers: a Chairperson Vice-chairperson, and Secretary. The officers are to be elected for a term of two years. If a vacancy occurs, the EMS Council shall fill the office from its membership to complete the unexpired term.

The Chairperson shall preside at all regular and special meetings; make appointments to committees and other groups; assist in the development of meetings agendas; represent the EMS Advisory Council to external organizations; appoint committee chairs; perform such additional duties as requested by the EMS Advisory Council.

The Vice-Chairperson shall act in the absence of the chairperson, perform additional duties as assigned by the chairperson, and represent the EMS Advisory Council to external organizations.

The Secretary will be responsible for recording meeting minutes of the EMS Advisory Council.

**E. Meetings**

Meetings shall be held at the call of the chairperson or as directed by the EMS Advisory Council. Meetings shall be conducted in accordance with Robert's Rules of Order, unless in conflict with these bylaws, in which case these bylaws shall prevail. A quorum of the EMS Advisory Council shall be a simple majority of the voting members. Official action may not be taken in the absence of a quorum. The EMS Advisory Council may act by consensus among all members in attendance or, in the alternative, by majority vote of the members in attendance.

**F. Budget**

The executive committee will draft an annual budget and present it at the EMS Advisory Council meeting. The EMS Advisory Council will approve the annual budget no later than December 31<sup>st</sup> of each year. Funds may be expended for education, training, quality improvement activities, outreach, and promotion.

**V. CONFLICT OF INTEREST**

A member of the EMS Advisory Council may not vote on a matter with respect to which the member has a conflict of interest. Conflict of interest means a situation where the member or the member's immediate family member (spouse, child, stepchild, parent, or sibling) has a direct financial interest in the outcome of an action or decision of the EMS Advisory Council.

**VI. COMMITTEES**

The EMS Advisory Council hereby establishes standing committees that are solely advisory to the EMS Advisory Council and are subject to the direction of the EMS Advisory Council. Each member of a standing committee shall have one vote, except that ex-officio members shall be non-voting.

**A. Executive Committee**

The Executive Committee consists of the following members: chairperson, vice-chairperson, Public Health Preparedness Coordinator and Public Health Director or designee. The Executive Committee meets on an as-needed basis. The Executive Committee will develop a draft annual workplan and recommend a draft annual budget.

The committee monitors the progress of the EMS Advisory Council and its subcommittees, reviews requests for new members of the EMS Advisory Council, and acts as the nominating committee for officer elections and appointment of chairs for standing committee.

**B.**

The EMS Advisory Council or Executive Committee may create special workgroups or taskforces to focus on plans and initiatives related to the mission of the EMS Council. The Executive Committee will provide direction, oversight, and review the work of additional work groups.

**VII. DAKOTA COUNTY PUBLIC HEALTH DEPARTMENT**

The Dakota County Public Health Department will provide the following support to the EMS Advisory Council:

- Provide a Public Health Preparedness Coordinator and other public health representatives to assist in coordinating the meetings of the EMS Advisory Council and its committees
- Be the fiscal agent for any funds provided by EMS Advisory Council members, their appointing agencies and entities, or others for the support of the activities of the EMS Advisory Council
- Maintain records of the EMS Advisory Council in accordance with state law and Dakota County policy
- Providing such additional services as requested by the EMS Advisory Council, subject to the discretion of the Public Health Director

**VIII. AGENCY REQUEST TO JOIN EMS COUNCIL**

Any agency wishing to join the Dakota County Emergency Medical Services (EMS) Council should submit a formal request to the Public Health Preparedness Coordinator. The initial request will be deliberated by the EMS Executive Committee members. If the Chair and Co-Chair agree to bring the request to the Council, approval will be discussed and voted upon at the next Council meeting. Following Council deliberations, a vote will be held to either accept or deny the agencies' request. A 2/3's majority vote will be required to approve any agency joining the EMS Council.

**IX. AMENDMENT**

These bylaws may be amended or new bylaws adopted, from time to time, at any meeting of the EMS Advisory Council. Proposed amendments must be submitted to the Executive Committee prior to action by the EMS Advisory Council. The Executive Committee shall make its report on the proposed amendment to the EMS Advisory Council. Proposed amendments

must be posted by email 30 days prior to the EMS Advisory Council Meeting to allow time for feedback of the members. Amendments must be approved by a 2/3 majority of the members of the EMS Advisory Council present at the meeting. Amendments take effect immediately upon approval by the EMS Advisory Council.