

GRAYS HARBOR EMERGENCY MEDICAL SERVICES AND TRAUMA CARE COUNCIL

ARTICLE I: NAME

The name of the organization shall be Grays Harbor Emergency Medical Services and Trauma Care Council, (hereafter called the Council) formed under the Regional Emergency Medical Services and Trauma Care Council Plan, pursuant to RCW 70.168.120 and WAC 246-976-970.

ARTICLE II: PURPOSE AND OBJECTIVES

1. The Council shall provide leadership to pre-hospital EMS in the areas of planning, development, coordination and evaluation of EMS services.
2. The Council shall review response times to ensure compliance with the WAC Rules and recommend change if necessary. The Council shall provide information to WREMS with regards to pre-hospital EMS and Trauma Care activities and participate in updating the Regional Trauma Plan.
3. The Council shall participate with Trauma Centers to improve services. This will be accomplished through data collection, which shall be reviewed annually, MPD interface, and changes to local Trauma Care Protocols as recommended by the MPD.
4. The Council shall participate with pre-hospital EMS, Hospitals, Emergency Management Agencies, WREMS and other agencies involved in disaster management with regards to planning and implementation.
5. The Council shall participate in promoting trauma and injury prevention programs.
6. The Council shall provide and review continuing medical education programs for pre-hospital medical personnel to include ALS and BLS curriculum. A record of pre-hospital CME shall be maintained and forwarded to Washington State DOH as needed.
7. The Council shall maintain a working relationship with Grays Harbor Transportation Authority to include financial disclosure and information exchange. Financial reports shall be submitted to Grays Harbor Transportation Authority upon 30 days receipt of written request.
8. The Council shall participate in activities to promote public awareness of its EMS, educational and disaster related services.
9. The Council may pursue grant monies on behalf of itself or member agencies. Grants should focus on improving the delivery of pre-hospital EMS, enhance training for EMS personnel, or the delivery of trauma prevention programs.

ARTICLE III: COUNCIL MEMBERSHIP

1. Membership shall consist of the Chief Officer or Administrator or their appointed representatives from the following agencies or organizations. Each agency or organization shall have one vote on the Council.
 - a. Licensed Public EMS agency
 - b. Law Enforcement Representative
 - c. Grays Harbor Department of Emergency Management
 - d. Hospital representative (1 each hospital)
 - 1) Grays Harbor Community Hospital
 - 2) Summit Pacific Medical Center
 - 3) Willapa Harbor Hospital
 - e. Medical Program Director of Grays Harbor/North Pacific Counties
 - f. Grays Harbor E-911 Communications
 - g. Grays Harbor Fire Chiefs Association
 - h. Grays Harbor Fire Commissioners Association
 - i. Citizen at Large (3)
 - j. Local Elected Official
2. Additional membership may be appointed from such areas as, Industry, Search and Rescue, Education, Traffic Safety and other agencies that may provide or be associated with Emergency Medical Services not listed above. These shall be non-voting members.
3. Designated members and alternates shall be named in writing each year by each organization. Membership will be solicited each October from each agency requesting written notification of the agency's representative and alternate. Written response will be kept on file in Council records.
4. Elected officers shall be Chairman, Vice-Chairman and Secretary, elected by the majority of the Council for a period of two (2) years, and, shall be current members of the Council,
5. The Chairman shall preside at all regular and special meetings of the Council. The Chairman shall have such powers and perform such duties as the Council may assign. The Chairman shall have one vote on the Executive Board.
6. The Vice-Chairman shall exercise all powers of the Chairman if the Chairman is absent, unable to act, or leaves office. The Vice-Chairman shall also have such powers and perform such duties as the council may assign. The Vice-Chairman shall have one vote on the Executive Board.

7. The Secretary shall record and keep on file minutes of all Council meetings. The Secretary shall be a non-voting member of the Executive Board.
8. Any vacancies in the positions of officers in the Council shall be filled by appointment by the Chairman, subject to approval of the Council. The Vice-Chairman shall fill the office of Chairman until such time as an election is held by the Council to fill the un-expired term.

ARTICLE IV: ELECTION OF OFFICERS

1. Nominations shall be called for from the floor at the October meeting before the election. Election of officers shall be at the December meeting.
2. Voting shall be by secret ballot, the last item on the agenda, and counted by members of the Audit Committee.
3. Terms of office shall be two (2) years with no elected office serving more than two consecutive terms.

ARTICLE V: CONDUCTING BUSINESS

1. All Council meetings shall be governed by the provisions of Robert's Rules of Order, State Law, and the By-laws of the Council.
2. Meeting shall be open and conducted in the presence of all interested parties.
3. Only members of the Council are allowed to make decisions and vote on issues before the Council. Time will be allowed for public testimony and comments.
4. The Council fiscal year shall begin on January 1st and conclude on December 31st.
5. A quorum shall consist of those who attend a scheduled meeting. Any final action must be approved by a vote of a majority of the quorum.
6. Special meetings can be called by the chairman with ten (10) days advance written notice to all members.
7. Meeting of the full Council shall be held at least six (6) times per year.
8. The Council may recommend to the Washington State DOH the termination of the current MPD pursuant to the guidelines of WAC 246-976-970.

ARTICLE VI: COMMITTEES

There shall be three (3) regular Committees that function within the Council. They are the Audit committee, the Grant Committee and the Education Committee.

1. The Audit and Grant committees shall consist of members of the Council. The Education Committee shall consist of members as specified below, see Article VI(6)(c).
2. Each committee shall select its own Chairman from its membership.
3. Each committee shall be governed by the by-laws of the Council and may have additional duties assigned by the Chairman of the Council with approval of the Council.
4. A majority of any committee shall constitute a quorum.
5. Each committee shall submit reports to the Council.
6. Membership terms of each committee shall be as follows.

- a. **AUDIT COMMITTEE**

The Audit Committee shall be composed of up to three (3) members. Members of the Audit committee shall be elected from the Council Membership at the December Council meeting, voted on at that time, and take office at the beginning of the following year. Officers of the Council will not be eligible to serve on the Audit Committee.

- 1) The Audit Committee shall do a random audit of the books at least quarterly. Findings will be reported at the regularly scheduled Council meeting.

- b. **GRANT COMMITTEE**

The Grant Committee shall be composed of six (6) members elected from the Council Membership. Membership shall include one member from each geographic section of the County i.e.: North, East, South, West, Central and Executive Board. Elections shall be held at the December meeting of the Council for the following year.

- 1) The Grant Committee shall develop criteria for the submission and awarding of Grants with the approval of the Council.
- 2) The grant Committee shall review all applications for grants and make recommendations to the Council for expenditure.
- 3) The Grant Committee may pursue other sources of income for Grays Harbor EMS and Trauma Care Council with approval of the Council.

- c. **EDUCATION COMMITTEE**

- 1) The Education Committee shall be composed of one (1) Executive Board member, GHEMS MPD, GHEMS MPD approved Senior EMS Instructors (SEIs), and seven (7) members from the ALS and/or BLS Agencies within the GHEMS Council Membership.

The seven (7) ALS and/or BLS members shall include one member from each regional section of the Grays Harbor county, i.e.: North, East, South, West, Central and 2 members from the North Pacific County region, and shall meet the following requirements:

- a. They must be currently approved OTEP instructors for a minimum of three (3) years within the GHEMS system.
 - b. They must be current on their EMS certification training.
 - c. They must submit an application to the GHEMS Board. Two (2) delegated Board members, two (2) current GHEMS SEIs and the GHEMS Director will interview the candidates and submit their recommendation to the Council.
 - d. They must provide a letter of support from their department Chief. In the event that the applicant is the Chief they must provide a letter of support from their Board-Chair or Mayor.
 - e. All requirements must be maintained. Failure to do so shall result in the loss of membership.
- 2) The Education Committee shall meet at least quarterly to review and discuss current system education programs.
 - 3) The Education Committee Chair shall make a report to the Council. Following their report to the Council, the Committee Chair shall make a report and/or any recommendations to the County MPD for his final approval.
 - 4) The regional membership term on the committee shall be for two (2) years with possible reappointment. The SEI membership shall not terminate provided the SEI holds a valid GHEMS-MPD approved State SEI certification. Those holding positions on the committee may terminate their membership at any time by submitting a letter of request to the GHEMS Director.

d. AD HOC COMMITTEE

In addition to the three (3) Regular Committees, it may be necessary to establish special Ad Hoc Committees for specific purposes. The Chairman of the Council shall appoint the members of Ad Hoc Committees and will advise the Council of those members.

- 1) Activities and duties of the Ad Hoc Committee shall be defined by the Chairman of the Council. The Chair shall advise the Council as to the activities or duties assigned.
- 2) Ad Hoc Committee reports shall be presented to the Chairman of the Council who will present them to the Council.
- 3) When the Ad Hoc Committees purpose is concluded the committee shall be disbanded.

ARTICLE VII: EXECUTIVE BOARD

1. The Executive Board shall consist of the following members:
 - a. Chairman of the Council
 - b. Vice-Chairman of the Council
 - c. Fire Chief as appointed by the Grays Harbor Fire Chiefs Association.
 - d. Fire District Commissioner, selected by the GH Fire Commissioners Assoc.
 - e. Medical Program Director
 - f. Secretary of the EMS Council (non-voting member)

2. Duties and Obligations of the Executive Board
 - a. The Executive Board shall be responsible for the development and annual review of the job description for the EMS Director's position with approval of the Council. The Executive Board shall perform annual performance evaluations of the Director.
 - b. The Executive Board shall attempt to meet at least once per month to conduct business. In the event of special circumstances the chairman may call for a special Board meeting.
 - c. The Executive Board is responsible for the development and revision of their governing rules and regulations subject to Council approval.
 - d. The Executive Board is accountable to the Council.
 - e. The Executive Board will oversee development, implementation of it, and compliance with, a standardized financial and accounting system.
 - f. The Executive Board will have approval of the expenditures of Council funds.

ARTICLE VIII: BY-LAWS

The Council shall review the By-laws every four years. The By-laws may be amended at any Council meeting providing that written notice of the time and place of the meeting and the proposed amendment, together with a verbatim copy, shall be submitted to the Council in sufficient time for copies to be given to each member at least thirty (30) days prior to the meeting.


ARTICLE IX: DISSOLUTION

Upon the dissolution of the Grays Harbor EMS & Trauma Care Council, assets shall be distributed as directed by the Council to one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE X: NONDISCRIMINATION

Grays Harbor EMS & Trauma Care Council programs and policies are consistent with federal and state laws and regulations on nondiscrimination regarding race, color, gender, national origin, religion, age, disability, and sexual orientation. Evidence of noncompliance may be reported to Grays Harbor EMS & Trauma Care Council

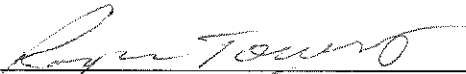
These By-Laws amended and adopted this August 16, 2017 by unanimous approval of the members of the Grays Harbor Emergency Medical Services & Trauma Care Council.


Cheryl Thompson, Secretary


Approved:

Date: August 16, 2017

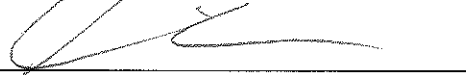
Officers



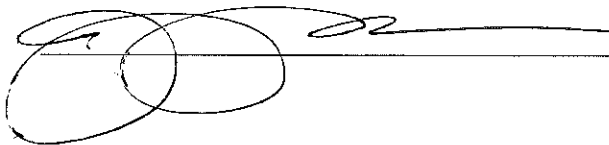
Roger Towns, Chairman



Frank Scherer, Vice Chairman



Adam Bigby, Board Member



Jodi Hartle, Board Member