

BY-LAWS
FOR
EMERGENCY MEDICAL SERVICE AND TRAUMA CARE COUNCIL
COUNTY OF COLUMBIA
STATE OF WASHINGTON
ORGANIZATION AND PROCEDURE

REVISED & ADOPTED FEBRUARY 5, 2013

ARTICLE I

ORGANIZATION AND OBJECTIVES

A. ORGANIZATION

1. Columbia County Emergency Medical Services and Trauma Care Council.
2. The general authority of the Emergency Medical Services and Trauma Care Council is derived from the Columbia County Board of Commissioners. Specific authorities may be derived from incorporated municipalities and other Governmental units.
3. The Council is an organization with Membership consisting of representatives from public and private agencies, responsible for the delivery of Emergency Health Care in the Columbia County Area. Each agency shall nominate their representatives to represent them in accordance with RCW 70.168.010, Section 15.
4. The service area of the Columbia County Emergency Medical Services and Trauma Care Council includes Columbia County and the portion of Walla Walla County under the jurisdiction of the Columbia County MPD.
 - a. See attached map

B. PURPOSE

1. The purpose of the Emergency Medical Service and Trauma Care Council is to provide leadership in the planning, supervision, coordination and development of Emergency Medical Services and Trauma care throughout Columbia County.
 - a. Recommend individuals to the department for membership on the Regional EMS-TC Council (RCW 70.168.120 (2)); and
 - b. Review, evaluate, and provide recommendations to the Regional EMS/TC Council regarding the provision of EMS & Trauma Care in the region, and provide recommendations to the Regional Council on the plan for emergency medical services and trauma care (RCW 70.168.120 (3)); and
 - c. Participate with the medical program director and emergency communication centers in making recommendations to the Regional EMS/TC Council about the development of local and regional patient care procedures (WAC 246-976-970 (2)(a))
 - d. Review senior EMS instructor applications and make recommendations to the department (WAC 246-976-970 (2)(b)).
 - e. Review applications for initial training classes and OTEP programs, and make recommendations to the department (WAC 246-976-270 (2)(c)).
 - f. Local EMS/TC Councils may make recommendations to the department regarding certification and termination of MPDs (RCW 18.71.205(4)).

C. GENERAL OBJECTIVES

1. Develop ongoing education program to promote public awareness and participation in Emergency Medical Services.
2. Identify and prioritize requirements for Emergency Medical Services.
3. Develop strategies for rapid mobilization of health resources essential to meet medical emergencies.

4. Establish written policies and procedures to govern the operation, training, and utilization of existing resources within the Emergency Medical Services system.
5. Utilize funding to improve Emergency Medical Services.
6. Coordinate disaster drills with the Department of Emergency Management.
7. Work with Regional and State EMS agencies to carry out contractual requirements as established with the South Central regional EMS.

ARTICLE II

A. COUNCIL MEMBERS

Voting members of the council will be residents of the Columbia County Emergency Medical Services and Trauma Care Council service area. Voting members are to be nominated by the memberships of the following organizations.

1. Columbia County Government
 - a. Columbia County Commissioner – 1 member
2. Fire Service
 - a. Columbia County Fire District #1 (Starbuck) – 1 member
 - b. Columbia County Fire District #2 (Waitsburg) – 1 member
 - c. Columbia County Fire District #3 (Dayton) – 1 member
3. Waitsburg Ambulance Board – 1 member
4. Waitsburg Ambulance Association – 1 member
5. Columbia County Search and Rescue – 1 member
6. Columbia County Hospital District #1 – 1 member
 - a. Hospital Administration
 - b. Nursing Administration (alternate member)
7. Law Enforcement
 - a. Columbia County Sheriff's Office – 1 member
 - b. Washington State Patrol – 1 member
8. Medical Program Director or Designee – 1 member
9. Education and Training Designee – 1 member (EMS County Coordinator)
10. Columbia County Public Health – 1 member
11. Citizen at large appointed by Columbia County Commissioners – 1 member
12. Department of Emergency Management – 1 member
13. Columbia County Public Safety Communications Center – 1 member
14. City Government
 - a. Dayton City Council – 1 member
 - b. Starbuck City [Council](#) – 1 member
 - ~~c.~~ Waitsburg City Council- 1 member
15. Ski Bluewood – 1 member

The size of the Council may be twenty (20) members. Each Board, Department, Municipality or Association listed above shall have the privileges of nominating an individual to serve on the Emergency Medical Service and Trauma Care Council. The appointed members of the Board of Directors may in their absence appoint alternate

members to attend meetings with prior notice received by the Chairperson in any of the following forms: written, e-mail, or by phone.

ARTICLE III

A. REGULAR MEETINGS

1. The emergency medical services and Trauma Care Council shall meet a minimum of four times yearly, on the first Tuesday of the following months; [February](#), April, [October](#) and December [at](#) the Columbia County Fire District 3 Dayton Station.
2. All members will be notified of date, time and place of scheduled meetings no less than 2 weeks in advance. Notification will be by e-mail if possible. For members receiving e-mail notification a reminder will also be sent on the day of the meeting.
3. Meeting minutes will be sent to all members within two weeks after having a meeting. All members will receive minutes by e-mail unless they request the minutes by mail.

B. SPECIAL MEETINGS

Special meetings of the Emergency Medical Service and Trauma Care Council may be called by the Chairperson or at the request of the one-third (1/3) of Council Membership.

C. QUORUM

Quorum for the Columbia County Emergency Medical and Trauma Care Council shall be five voting members, one of which must be Chairperson or Vice-Chairperson.

D. RULES OF ORDER

Meeting will be conducted using common parliamentary procedure as interpreted by the Chairperson.

E. Payment of Expenditures

Payments and reimbursements due between scheduled meetings may be paid if authorized by two officers. An accounting of all payments and reimbursements is to be presented to the Council at the next regularly scheduled meeting. Regular payments and reimbursements will be authorized by majority vote of the Council at regularly scheduled meetings.

ARTICLE IV

A. OFFICERS

Officers of the Columbia County [Emergency](#) Medical & Trauma Care Council shall be elected by a majority of the members voting.

Chairperson – Shall preside at the meetings of the Council and make all appointments to committees.

Vice-Chairperson – Officiates in the absence of the Chairperson.

Secretary/Treasurer – Maintains accurate minutes, correspondence, and financial records for the Council. The Secretary/Treasurer also will work with the following Columbia County Governmental authorities for the listed task;

1. Columbia County Auditor
 - a. The EMSTCC Council shall present a preliminary budget to the Auditor's Office following the same procedures and time requirements as other county departments.
 - b. Vouchers for expenditures shall be written on prescribed forms with two member's signatures and signed by the Secretary/Treasurer or any officer to the Auditor for required signature by the Board of Columbia County Commissioners.
 - c. The council can, in no manner, incur financial obligation against Columbia County except through due process.
 - d. Expenditures may only be approved by due process through the council's approval process.
 - e. File a copy of these By-Laws and meeting minutes with the Columbia County Auditor and the South Central Regional EMS.
2. Columbia County Treasurer
 - a. All revenue shall be deposited, budgeted and expended in accordance with standard County Procedures.

B. TIME OF ELECTION

The election of officers shall be in October. The new officers shall be seated at the close of the meeting.

C. TERM OF OFFICE

The term of office shall be for two (2) years.

D. VACANCIES

Vacancies in office may be filled by a majority vote of members present at the time of vacancy. Offices so elected shall serve until the next October meeting.

E. EXECUTIVE COMMITTEE

Columbia County Emergency Medical Services and Trauma Care Council does not have an Executive Committee.

ARTICLE VI

These bylaws may be amended, altered, or repealed and new procedural rules may be adopted by a majority of members provided two weeks (14 days) written notice of the proposed change(s) is given to the membership two (2) weeks prior to a special meeting for this purpose. Approval must be by 2/3s majority of voting members present.

