

**ARTICLE I**

**ORGANIZATION NAME**

The name of this group shall be the *Yakima County Emergency Medical Services (EMS) and Trauma Care Council*.

**ARTICLE II**

**ORGANIZATION AND OBJECTIVES**

**1.0 Organization**

1. Local Emergency Medical Services and Trauma Care Councils are authorized in accordance with WAC 246-976-970.
2. The Council is an independent organization consisting of representatives from public and private agencies responsible for the delivery of emergency medical services in Yakima County. Each identified agency shall designate one person to represent them at general membership council meetings.
3. The Council serves Yakima County and its environs, coordinating its efforts with surrounding counties.

**2.0 Purpose**

1. The purpose of the EMSTCC is to provide leadership in the planning, supervision, and coordination of the development of emergency medical services throughout Yakima County and its incorporated jurisdictions.

**3.0 General Objectives**

1. Review, evaluate, and provide recommendations to the Regional Emergency Medical Service and Trauma Care Council 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.
2. Recommend individuals as participants on the Regional Emergency Medical Services and Trauma Care Council.
3. Participate with the medical program director, emergency communication centers, and the Regional Emergency Medical Services and Trauma Care Council in the development of regional patient care procedures.
4. Review applications for initial training classes and OTEP programs and make recommendations to the department.
5. Local EMS/TC councils may make recommendations to the department regarding certification and termination of MPDs, as provided in RCW 18.71.205(4).

**ARTICLE III**

**ORGANIZATION MEMBERSHIP**

**1.0 Board of Directors**

The Board of Directors shall be limited to seventeen (17) recognized participants.

*WAC 246-976-970 Local emergency medical services and trauma care council. (1) If a county or group of counties creates a local EMS/TC council, it must be composed of representative of hospital and prehospital trauma care and EMS providers, local elected officials, consumers, local law enforcement officials, local government agencies, physicians, air medical and prevention specialists involved in the delivery of EMS/TC.*

The Chairperson shall vote only in the case of a tie vote. The consumer representative shall be selected by the EMSTCC Board of Directors.

1. Each seat will select one representative and one alternate to the Board of Directors. Each seat will be permitted one representative with one vote. Alternates may vote in the absence of the regular representative. All members of the Board of Directors shall be selected at the annual meeting for the coming year. It is the responsibility of the primary representative to contact his\her alternate when he\she is unable to attend the meeting.
2. The Board of Directors shall vote on all issues to come before the Yakima County EMS and Trauma Care Council.

For current list of Board of Directors, reference most recent meeting minutes

**2.0 Vacancies**

Vacancies on the EMSTCC and Board of Directors will be selected by their representative organizations.

**3.0 Conflict of interest**

It is Yakima County EMS and Trauma Care Council's position to avoid any conflict between their personal interests and those of the Council. The purpose of this policy is to ensure that the Council's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no participant should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the County.

The Council recognizes the right of participants to engage in activities which are of a private nature and unrelated to Council business.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Using his or her position to secure special privileges or exemptions from the Council or others.
2. Disclosing confidential information gained by reason of participation, nor using such information for the employee's personal gain or benefit.
3. Directly or indirectly, giving, receiving, or agreeing to receive any compensation, gift, reward, or gratuity from a source except the Council for the performance of the services.

Contact the Yakima County Department of EMS if you have questions regarding a possible conflict of interest.

**4.0 Indemnification, Defense, and Hold Harmless:**

To the fullest extent permitted by law including RCW 4.24.115, the Contractor shall indemnify, defend, and hold harmless the Council and its officers, agents, and volunteers from all claims, suits, or actions brought for injuries to, or death of, any persons, or damages arising from or relating to the Contractor's performance of this Agreement or in consequence of any negligence or breach of contract related to the Contractor's performance of this Agreement caused in whole or in part by any act or omission by the Contractor or the agents or employees of the Contractor related to performance of this Agreement.

**ARTICLE IV**

**MEETINGS**

**1.0 Meetings**

The Board shall meet on the first Thursday bi-monthly. The meetings will be held in February, April, June, August, October, and December. (Meeting dates that coincide with holidays will be scheduled the following week.) A Board of Directors roll call shall be made and recorded by name at the start of each meeting to determine voting privileges.

**2.0 Annual Meetings**

The last regularly scheduled meeting of the year shall be the annual meeting.

**3.0 Special Meetings**

Special meetings of the Board of Directors may be called by the Chairperson, or at the request of one-third (1/3) of the Boards recognized participants.

**4.0 Notice of Special Meetings**

Notice of special Board meetings shall be e-mailed or telephonically delivered at least 24 hours prior to the special meeting.

**5.0 Minutes**

Minutes of the previous Board meeting, including sub-committee meeting minutes, shall be mailed and/or emailed to each participant of the Board, no later than 7 days before the next scheduled meeting.

## **6.0 Quorum**

Quorum for the Board of Directors shall be a majority of the Board present at regularly scheduled or special meetings.

## **7.0 Voting**

### **1. General and Special meetings.**

A simple majority of votes shall be required for action on an issue.

### **2. General Business.**

General business may be voted on at the same meeting that it was introduced.

### **3. Other Business**

Business involving operational policy or system changes should be tabled and not voted on in the same meeting they were introduced. A minimum of 14 days is recommended for review of such changes unless changes are deemed an emergency. Those changes deemed emergency in nature will require a 24 hour review and would follow Article 4 Section 8.

## **8.0 Action Without Meeting**

Any action will have to move forward via a special meeting or tabled until next regularly scheduled Board Meeting.

## **9.0 Attendance**

Unexcused absences from three consecutive meetings, without contacting the alternate, shall be cause for removal from the Council. The representative organization will be contacted to fill any vacancy.

## **10.0 Removal of Representatives**

Any representative appointed may be removed by the persons authorized to elect or appoint such representative whenever in their judgment the best interest of the Yakima County EMS and Trauma System Council will be served thereby.

# **ARTICLE V**

## **Officers\Committees**

### **1.0 Officers**

Officers of the Yakima County EMS and Trauma Care Council shall be the Chairperson, Chairperson-elect, and Secretary. These officers shall be Council members and shall be elected by a majority of the members present at the November meeting. The secretary will serve as non-voting member of the Board of Directors, unless elected to the Board of Directors by their representative organizations.

**2.0 Time of Election**

The election of officers shall be held at the Annual meeting and the new officers shall be seated at the beginning of the meeting in February.

**3.0 Term of Office**

Term of office shall be for one (1) year, or until a successor has been elected. The Chairperson may not serve more than two consecutive terms.

**4.0 Temporary Appointments**

In the event an elected officer is unable to complete their term the Chairperson will make a temporary appointment to fulfill the term of office.

**5.0 Chairperson**

The Chairperson shall preside over all meetings of the EMSTCC and Board of Directors and shall appoint necessary committee chairpersons. The Council Chairperson shall vote only in the case of a tie vote.

**6.0 Chairperson-Elect**

In the absence of the Chairperson, the Chairperson-elect shall perform the duties of the Chairperson. When so acting, the Chairperson-elect shall have all powers of, and be subject to, all restrictions upon the Chairperson.

**7.0 Secretary**

The Secretary shall keep the minutes of all regular, special, and Board of Director meetings.

**ARTICLE VI**

**COMMITTEE ASSIGNMENTS**

**1.0 EMSTCC Nominating Committee**

A nominating committee shall be appointed at the October meeting, to present a slate of nominees for the EMSTCC officers, to be voted upon at the annual meeting.

**2.0 New Committees**

Committees may be formed by the Chairperson when deemed necessary for the good of the EMSTCC. Any recommended changes coming from working committees shall require a 2/3 majority vote by such committee supported by committee minutes.

### 3.0 Committee Minutes

Minutes of committee meetings shall be kept, reported, and included as a part of the regular EMSTCC minutes.

## ARTICLE VII

### PARLIAMENTARY AUTHORITY

The Yakima County Emergency Medical Services and Trauma Care Council and the Board of Directors shall conduct business according to *Robert's Rules of Order* (revised), except where they are in conflict with these By-laws as adopted or amended, in which case these By-laws shall take precedence.

## ARTICLE VIII

These By-laws may be amended, altered, or repealed, and new procedural rules adopted by a two-thirds (2/3) majority vote of the Board members, provided that two weeks (14 days) written notice of the proposed changes(s) has been submitted to the Board of Directors.

Adopted this 1st day of February 2024.

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Ken Frazier Chairperson