

By-Laws

Johnson County EMS System Medical Director Advisory Board

Article 1 – Purpose

The Johnson County EMS System Medical Director Advisory Board was created by the adoption of the Interlocal Cooperation Agreement for the Coordinated Delivery of Emergency Medical Services Medical Direction within the Boundaries of Johnson County Kansas. The Interlocal Agreement provides that the Advisory Board must adopt By-Laws to govern its own actions and those of an Executive Committee created to serve the Advisory Board. The purpose of the Emergency Medical Services System Advisory Board is to guide the development of the EMS System in Johnson County. The Executive Committee is expected to provide program and funding recommendations to the Advisory Board in support of objectives of the EMS System determined by the Committee to improve EMS System patient outcomes. Further, the Executive Committee is responsible for administering the Interlocal Agreement.

Article 2 – Membership of the Board

1. Number of Members: The membership of the Board is established by the Interlocal Agreement with a representative from each public agency and each participating Hospital.
2. Terms of Appointment: Each Participant to the Interlocal Agreement and the Hospital Agreement shall appoint a member to the Advisory Board. The Fire and EMS agencies and the Emergency Communications Center members shall be the Chief Executive Officer of each agency. The Hospital appointees shall be named by the Chief Executive Officer (CEO) of the Hospital and shall serve at the pleasure of the CEO. There shall be no specified appointment terms for any appointees but for continuity of action it is recommended that appointments for at least 2 years.
3. Duties of Advisory Board Members: Board members are expected to attend the annual Board meeting and serve on the Executive Committee with reasonable frequency. Members should keep the EMS System interests above those of their agencies and strive for the best community-wide outcomes.

Article 3 – Executive Committee

1. The membership of the Executive Committee is established by the Interlocal Agreement. It includes the Chief of Med-Act, the Director of the Emergency Management and Communications Department, 4 Fire Chiefs from the participating Agencies and 3 Hospital representatives from participating Hospitals.
2. The Fire Chiefs of the participating agencies elect their representatives to the Committee with the person serving 2 years. The first and second elected member shall serve term that begin in 2014 and end December 31, 2014.. The third and fourth elected member shall serve terms that begin in 2014 and end December 31, 2015. Thereafter, the election

of 2 members shall occur each year. Member shall serve for a term of 2 years. An elected member may only serve 2 consecutive terms but may be elected to serve repeat terms after sitting out at least one term.

3. Hospitals representatives shall be elected to the Committee by the hospital members of the Board and shall serve 2 year terms. The first representative elected shall begin serving in 2015 and end December 31, 2015 and the second and third year representatives shall begin serving in 2015 and end December 31, 2016. Thereafter, representatives shall be elected as terms expire.
4. Resignations and Replacement Elections: If a member finds it necessary to resign from the Committee a 60 days notice is expected. Replacement members shall be elected in the same manner as the original election and shall serve the remainder of the term of the resigned member. The partial term shall not count in determining the 2 term limit.
5. Duties of Members: Regular attendance is vital to the purposes of the Committee. Members accept the duty and obligation to attend meetings and to provide advance notice if unable to attend a meeting. For members representing Participating Agencies or hospitals repeated absences will be considered by the Committee a notice of resignation which may be accepted or rejected by the Committee. For purposes of this agreement “repeated absences” means being absent from 3 consecutive meetings or 3 out of 6 consecutive meetings.

Article 4 – Meeting Frequency

1. The Advisory Board shall meet in March of each year to approve a recommended budget for the program and establish objectives for the next year. In addition the Advisory Board shall meet when asked to do so by the Executive Committee. At least 2 weeks notice of meetings must be provided to the Advisory Board Members.
2. The Executive Committee should meet before March of each year to prepare a recommendation on the budget to be submitted to the Board for consideration.

Article 5– Officers

1. Officers: Officers of the Committee shall be a Chairman and a Vice-Chairman.
2. Selection: Officers shall be elected by a majority vote of the members of the Committee.
3. Terms of Office: Elections shall be held annually at the first meeting of the year or at the next meeting whenever an office is vacated. The officers shall serve for a term of 2 years with the Vice-Chairman typically serving as the Chairman after the expiration of the Chairman’s term.
4. Duties of the Officers:
 - a. The Chairman and Vice Chairman shall serve as the Chairman and Vice Chairman of the Board
 - b. The Chairman, in consultation with the EMS System Medical Director, is to establish the agenda for each meeting, run the meetings, and provide information to the Parties and Participating Agencies as defined in the Interlocal Agreement.
 - c. The Vice-Chairman shall fulfill the duties of the Chairman when he/she is absent.
 - d. The Vice-Chairman shall keep and disseminate minutes and records of the meetings as prescribed in Article 5.

Article 6 – Subcommittees

1. Special Committees: Special committees may be formed from time to time by the Executive Committee.
2. Powers, duties and responsibilities: The powers, duties, and responsibilities of the subcommittee shall be assigned by the Executive Committee
3. Membership: Members of the Advisory Board or non-members of the Advisory Board may serve on subcommittees at the consent of the Committee.
4. Authority: The authority of any subcommittee is to advise the Executive Committee on issues as assigned.

Article 7 – Order of Business and Schedule of Meetings

1. Meeting Schedule: Meetings will be held at least quarterly and will be scheduled by the Chairman.
2. Agenda Development: The agenda for the next meeting will be developed by the Chair in consultation with the EMS System Medical Director. Agenda items may be introduced at the meeting by members.
3. Agenda Distribution: The agenda will be distributed to Committee members at least one week prior to the meeting.
4. Meeting Records: The Vice-Chairman shall keep meeting minutes and distribute them to the Chairman for approval prior to distribution to the members and other participating agencies not represented on the Committee.

Article 8 – Responsibilities of the Executive Committee

1. Ensure coordination of operational policies and procedures of the participants and services involved in the delivery of emergency pre-hospital care,
2. Work in conjunction with the Johnson County Medical Society EMS Committee to establish, review and make recommendations for procedures and equipment to be used for all levels of pre-hospital services,
3. Provide program and funding recommendations to the Parties in support of the objectives of the EMSS that are determined by the Committee to improve EMSS patient outcomes,
4. Be available to make annual presentations to the Parties,
5. Be responsible for the coordination of the services and responsibilities of the Medical Director and shall receive information from the Medical Director pertaining to the medical aspects of the pre-hospital medical care and the EMSS,
6. Regularly assess the performance of the Medical Director and discuss these assessments with the Medical Director,
7. Make a recommendation to the Parties on modifications to the funding participation by March 1st to be effective at the beginning of the next calendar year, and
8. Recommend an annual budget for the EMS System Medical Director Program to the County Manager's Office.

Article 9 – Parliamentary Authority

1. Quorum for Executive Committee: A quorum to conduct business at the Executive Committee requires at least 5 members to be in attendance at a meeting. Business may be conducted by at least 5 members participating in a conference call.
2. Quorum for Advisory Board: A quorum to conduct business at the Board requires at least 9 members.
3. Advising the Medical Director: The Executive Committee shall vote on any issue requiring advice to the Medical Director. A majority vote of the members present shall be sufficient to pass a motion.

Article 10– Amendment Procedures

Any article of these by-laws may be added, deleted or amended by a majority vote of the membership at a Board meeting if at least 2 weeks notice of the change has been provided to Board members. .

Adopted by the Johnson County EMS System Advisory Board on _____, 2015..

Chairman Bryan Dehner _____