

By-Laws
Of the
Whitman County Emergency Medical and Trauma Care Council

ARTICLE 1

ORGANIZATION NAME

The name of this group shall be the Whitman County Emergency Medical and Trauma Care Council hereinafter referred to as the Council.

ARTICLE 2

ORGANIZATION AND OBJECTIVES

1.0 Organization

1.1 The general authority, duties, and responsibilities of the Council are derived from the Washington State Department of Health administered through the East Region Emergency Medical Services and Trauma Care Council hereinafter referred to as the East Region Council. [RCW 43.70.040, 70.168, WAC 246-976-970].

1.2 The Council is a Non-Profit Corporation incorporated under the laws of the State of Washington (RCW 24.03) with membership consisting of representatives from public and private agencies responsible for the delivery of emergency medical services within Whitman County, Washington.

1.3 The Council shall serve the geographical area of Whitman County and its environs, coordinating its efforts with surrounding counties.

2.0 Purpose

2.1 The purpose of the Council is to provide leadership in the planning, supervision, and coordination of the development of emergency medical services throughout Whitman County. The Council also provides an avenue for the dissemination of updated legal, legislative, and other changes as it relates to providing emergency medical service.

3.0 General Objectives

- 3.1 Survey the current need for emergency medical care training, identify, assist and/or provide for the delivery and evaluation of such training which meets these needs.
- 3.2 Recommend/Decline approval for large scale emergency training classes i.e. EMT, First Responder. The council also has at its discretion to evaluate the class.
- 3.3 Recommend individuals to the Department of Health for membership on the East Region Council. [WAC 246-976-970].
- 3.4 Review and make recommendations to the Department of Health for individuals applying for recognition or renewal of recognition as Senior Emergency Medical Technician Instructors in Whitman County. [WAC 246-976-970]
 - 3.4.01 The maximum number of Senior Emergency Medical Technician Instructors providing training in Whitman County will be eight. This will ensure consistency of training within Whitman County.
 - 3.4.02 Prior to recommending an individual's initial certification as a Senior EMT Instructor that individual will be required to meet all Washington State Department of Health requirements.
- 3.5 Establish and periodically review policies and procedures to govern the operation, training, and utilization of existing resources within the emergency medical services of Whitman County.
 - 3.5.01 Periodically review and participate in the development of changes to Regional and County Disaster Management Plans with other state, county, and local agencies.
- 3.6 Assist in the appropriations for state and federal funding requests to expand and improve emergency medical service capabilities.
- 3.7 Participate with the Medical Program Director, Emergency Communications Centers, and the East Region Council in the development of regional patient care procedures. [WAC 246-976-970]
 - 3.7.01 Participate with the Medical Program Director in the development of Whitman County Operating Procedures and Whitman County specific Patient Care Procedures as specified by the Medical Program Director.

- 3.7 Review, evaluate, and provide recommendations to the East Region Council regarding the provisions of the Council and the East Region Plan. [WAC 246-976-970]

ARTICLE 3

ORGANIZATION MEMBERSHIP

1.0 General Membership

- 1.1 All members of the council shall reside in Whitman County, Washington, or be an employee or representative of any agency, institutional group having its principal place of business or service in Whitman County, Washington, interested in the purpose of the Council.
- ~~1.2~~ The entities, agencies, citizens at large or businesses found in appendix A shall have one designated individual or an alternate that can vote on behalf of who they represent. Ref (WAC 246-976-970).
- 1.3 The CEO, Fire Chief, Police Chief, Sherriff or their designee shall complete the membership form (appendix B) stating who they will appoint to their position on the council to include an alternate if desired. The individuals at large shall be appointed by the Board of Directors.
- 1.4 In the event that a council member position is vacant due to death, resignation or is asked to resign the following must happen:
- 1.4.01 Notice of the proposed removal of a Council member shall be given to affected member and all Council members not less than 60 days prior to the date of the meeting at which said removal is to be voted on. Said notice to the member and council shall state the cause/reason for the proposed removal.
- 1.4.02 The entity, agency, or business is still entitled to a seat on the council; and that affected party can assign a new member as their representative.
- 1.4.03 In the event a citizen at large is voted off the council the Board of Director will appoint a new member
- 1.5 New; Each entity, agency, citizen or business can have one individual and alternate on the council; the individual /alternate counts only as one vote even if he/she represents more than one entity , agency or business.

2.0 Board of Directors

2.1 The Board of Directors shall consist of (6) individuals from the list of members in Appendix A. The offices are listed below. Note that only the primary representative from an agency can hold any of the Board of Director Positions.

1. The Whitman County Medical Program Director PERMANENT
2. President (any member of the council voted in)
3. Vice President (any member of the council voted in)
4. Secretary (any member of the council voted in)
5. Treasurer (any member of the council voted in)
6. East Region Representative (any member of the council voted in)

2.2 Any Director may be removed from office by the Board of Directors at any meeting of the Council. Notice of the proposed removal of a Director shall be given to affected Director and all Council members not less than 60 days prior to the date of the meeting at which said removal is to be voted on. Said notice to the Director and council shall state the cause/reason for the proposed removal.

2.3 Any vacancy occurring on the Board of Directors by reason of death, resignation, or council removal shall be replaced by a member of the council to fulfill the remaining term. The new member shall be appointed by the Board of Directors with a majority vote.

2.4 The term limits for the Board of Directors will be staggered so we can attempt to always have two experienced Directors on the board, the schedule shall be as follows:

Medical Program Director (MPD) - No term limit

President – election in 2009 will be a 1 year term and all following terms will be 2 years.

Vice President – 2 year term

Secretary - election in 2009 will be a 1 year term and all following terms will be 2 years.

Treasurer – 2 year term

East Region Representative – 3 year term

- 2.5 Board of Director Officers shall be allowed to serve in the same position for consecutive terms if the majority of the council votes during a regular scheduled election of officers.
- 2.6 East Region Representative can have an alternate attend meetings for them.

ARTICLE 4

Duties of Officers

- 1.0 President:
The president shall supervise all activities of the Council, execute all instruments in its behalf, preside over the meetings, and perform such other duties and activities usually inherent in such office.
- 2.0 Vice-President:
The Vice-President shall act for the President in his/her absence and perform such other acts as the President may direct.
- 3.0 Secretary:
The secretary shall keep all records of the Council, keep minutes to all such meetings, and perform such other acts as the President may direct.
- 4.0 Treasurer:
The Treasurer shall receive and be accountable for all funds belonging to the Council, pay all obligations incurred by the Council when payment is authorized by the Board of Directors, maintain bank accounts in depositories designated by the Board of Directors, and render financial report at each meeting.
- 5.0 East Region Council Representative:
The East Region Council Representative shall attend East Region Council meeting, represent the Council at said meetings, and provide written or oral reports at the Council meetings.
- 6.0 East Region Council Alternate:
The East Region Council Alternate shall act for the Representative in his/her absence.

- 7.0 Medical Program Director:
The Medical Program Director shall oversee all policy/procedure development, training, quality improvement, and other such duties as prescribed by the State of Washington in supervising/directing the emergency medical care and transport of patients within Whitman County.
- 8.0 The Board of Directors shall appoint a 3 person committees from the council to perform a financial audit of the Whitman County Emergency Medical and Trauma Care Council financial books and give a report to the Board of Directors annually.

ARTICLE 5

Meetings

- 1.0 General Meetings:
The Council shall hold general meetings monthly. The schedule of these meetings may be altered as deemed necessary by the President.
- 2 Annual meeting:
The Council shall hold the annual meeting on the third Thursday of October of each year. The agenda shall include but not be limited to 1) the election of officers, 2) filing an annual report to maintain corporate status and 3) setting goals for the Council.
- 3.0 Special Meetings:
 - 3.1 The Council may hold special meetings in addition to the general and annual meetings at the discretion of the President, Board of Directors, or by three or more members submitting a written request.
 - 3.2 Notice of special meetings shall be mailed/e-mailed to all Council members at least seven (7) days prior to the special meeting.
- 4.0 Minutes:
Minutes of the previous Council meeting shall be distributed to each Council member, at least seven (7) days prior to the next scheduled meeting. The minutes shall specify date, time, and location of the next meeting.
- 5.0 Meeting Quorums
Quorum for the council meeting shall be 3 members of the Board of Directors and 5 council members.

6.0 Voting Privileges

6.1 The primary or alternate members listed in “Appendix A” shall be the only member allowed to cast “one” vote before the council.

6.2 The President or designee shall abstain from voting unless there is a deadlock.

6.3 Voting by proxy shall not be permitted

7.0 Majority Voting:

A simple majority of votes cast by the Council and Board of Directors or Designated Alternates shall be required for action on an issue.

8.0 Meetings Open to the Public:

All meetings of the Council shall be conducted in accordance with the Open Public Meetings Act of 1971 [RCW 42.30].

8.1 The minutes of all meetings will be published by the secretary of the Whitman County Commissioners

ARTICLE 6

Committee Assignments

1.0 Committees

1.1 Committees may be formed or dissolved by the President when deemed necessary for the good of the Council.

1.2 Committees may consist of Board Members and/or general membership

1.3 Minutes of committee meetings shall be kept, reported, and summarized as part of the general Council minutes.

ARTICLE 7

Parliamentary Authority

The Council and the Board of Directors shall conduct business according to Robert's Rules of Order (latest version), except where they are in conflict with these by-laws as adopted or amended, in which case these by-laws shall take precedence.

ARTICLE 8

Amendments

These By-laws may be amended, altered, or repealed and new procedural rules adopted with a 2/3 majority vote of the council if the following are met: Rules of a quorum are met and 30 days written notice of the proposed changes have been distributed with confirmation of receipt to all council members including Board of Directors.

Adopted this 11th day of December, 2008

WCEMSTC President

WCEMSTC Secretary/Treasurer

WCEMSTC Vice-President

WCEMSTC Medical Program Director

Addendum 001

Prerequisite for participation in IV-Tech and ILS initial certification education for emergency medical personnel licensed in Whitman County:

The Medical Program Director for Whitman County and the Whitman County Emergency Medical and Trauma Care Council by majority vote have hereby approved the following requirement for participation by individuals licensed in Whitman County to participate in initial certification for IV-tech or ILS.

- Meet all State of Washington requirements for participation in these classes.
- Be an EMT for a minimum of 3 years – This requirement is more restrictive than State of Washington requirements.
- No waivers to this requirement will be granted.

This requirement went into effect in Whitman County on September 30, 2005

WCEMSTC President

WCEMSTC Medical Program Director

APPENDIX A

Licensed agencies as of 12/11/08

1. Whitman County MPD
2. Whitman Community Hospital Medical Center
3. Pullman Regional Hospital
4. Whitman County Sherriff Department
5. Pullman Police Department
6. Colfax Police Department
7. Up to two (2) citizens at large
8. “ “
9. Up to two (2) elected officials
10. “ “
11. Whitcom
12. Palouse EMS
13. Whitman County FPD #5
14. Endicott Emergency Medical Response
15. Whitman County FPD #11
16. Whitman County FPD # 12
17. Whitman County FPD # 14
18. Lacrosse Rescue/ Whitman County FPD #8
19. Malden Volunteer Fire & EMS
20. Oaksdale Fire Department
21. Pullman Fire Department
22. Rosalia Fire Department
23. St. John Volunteer/ Whitman County FPD #2
24. Town of Albion Fire & EMS
25. Colfax City fire Department
26. Whitman County PHD #2 (Garfield)
27. Tekoa Community Ambulance
28. Volunteer Fireman INC (Colfax)

APPENDIX B

EXAMPLE

Date 12/11/08

As the CEO of Pullman Regional Hospital I Scott Adams

Appoint Stacey Aggabao as the representative for our

*Organization on the Whitman County Emergency Medical and Trauma
Council.*

Alternate for the above person is Dr. Richard Caggiano

*I authorize our representative or the alternate to vote on our behalf. I realize
that only one of them can vote and our representative will determine who votes.*

Signature _____ Date _____

APPENDIX B

Date _____

As the _____ of

I _____ appoint _____ as

the representative for our organization on the Whitman County Emergency

Medical and Trauma Council.

Alternate for the above person _____

I authorize our representative or the alternate to vote on our behalf. I realize that
only one of them can vote and our representative will determine who votes.

Signature _____ Date _____