



**DEPARTMENT OF PUBLIC HEALTH**

**Emergency Medical Services Agency**

**Kathleen Grassi, RD, MPH**  
*Director of Public Health  
 LEMSA Director, Ex-Officio*

**Ajinder Singh, MD CPE**  
*EMS Medical Director, Ex-Officio*

**James Clark, MICP**  
*EMS Administrator, MHOAC*

**Emergency Medical Care Committee**

**April 1, 2015**

Public Health Department Auditorium  
 260 East 15th Street, Merced  
 12:00 PM

<u>Meeting Attachments</u>	<u>Agenda</u>	<u>Responsible Party</u>	<u>MEMBERS</u>
	<b>1. Call to Order – Pledge of Allegiance</b>	J. O'Banion	Jerry O'Banion, Chairman Board of Supervisors
	<b>2. Introductions</b>	J. O'Banion	Timothy Livermore, MD County Health Officer
	<b>3. Public Forum</b> <i>(Public opportunity to speak on any matter of public interest within the committee's jurisdiction)</i>	J. O'Banion	Mark Lawson Merced County Fire Department  Jeremy Rahn Office of Emergency Services
	<b>4. Quorum Status Check (10 Members Required)</b>	J. O'Banion	Mike Harris District 1 Representative
	<b>5. Approval of the Agenda (Action)</b>	J. O'Banion	Ken Mitten, Vice Chairman District 2 Representative
<b>A – July 2, 2014</b> Meeting Minutes	<b>6. Approval of the July 2, 2014 EMCC Meeting Minutes (Action)</b>	J. O'Banion	Vacant District 3 Representative
<b>B – October 1, 2014</b> Meeting Minutes	<b>7. Approval of the October 1, 2014 EMCC Meeting Minutes (Action)</b>	J. O'Banion	Vacant District 4 Representative  Dewayne Jones District 5 Representative
<b>C – January 7, 2015</b> Meeting Minutes	<b>8. Approval of the January 7, 2015 EMCC Meeting Minutes (Action)</b>	J. O'Banion	Dr. Raffi Djevalikian E.R. Physician  Vacant E.R. Physician
<b>D – M4C Compliance</b>	<b>9. EMS Agency Reports:</b>		
<b>E – Ambulance</b> Inspection Report	a) M4C Response Time Compliance Report	R. Duran	Kraig Riggs Ambulance Company Representative
	b) Ambulance Inspection Report	R. Duran	
	c) EMS Medical Director Report ( <b>Verbal Report</b> )	Dr. Singh	Michael Pitassi Ambulance Company Representative
<b>F - EMCC Bylaws Update</b>	<b>10. Informational Items:</b>		
• F1 - Original	a) EMCC Bylaws Update ( <b>Info</b> )	J. Clark	Bryan Donnelly EMS Educator
• F2 - Legislative	b) EMCC Membership Update ( <b>Info</b> )	J. Clark	
• F3 - Proposed	c) First Responder Fees ( <b>Presentation</b> )	S. Melander	Sam Samra Law Enforcement Representative
<b>G – EMS Policy #130.00</b>	<b>11. Subcommittee Report:</b>		
<b>H – EMS Policy #131.00</b>	a) EMS Policy & Procedure ( <b>Verbal Report</b> )	A. Dobrowolski	Jeff Butticci C.H.P. Representative
	b) EMS Policy #130.00 – Policy Development	J. Clark	Jeff Pate, R.N. Hospital Representative
	c) EMS Policy #131.00 – Policy Revision	J. Clark	Tim Marrison Fire Service Representative
	<b>12. Round Table (Discussion)</b>	All	Rob Smith, EMT-P Field Personnel Representative
	<b>13. Adjournment (Action)</b>	J. O'Banion	Mickey Brunelli, EMT-P Field Personnel Representative  Carrie Grissom, R.N. E.R. Nurse

All meeting materials including the Meeting Attachments #A – H may be obtained by contacting:

James Clark, EMS Administrator  
 Merced County EMS Agency  
 260 E. 15<sup>th</sup> Street, Merced, CA 95341, PH: (209) 381-1250  
 Or Download: <http://www.co.merced.ca.us/index.aspx?NID=584>

The Next Emergency Medical Care Committee Meeting is July 1, 2015



## DEPARTMENT OF PUBLIC HEALTH

### Emergency Medical Services Agency

**Kathleen Grassi, RD, MPH**  
*Director of Public Health  
LEMSA Director*

**James Andrews, MD**  
*EMS Medical Director*

**James Clark, MICP**  
*EMS Administrator, MHOAC*

## ATTACHMENT #A

### EMCC MEETING MINUTES July 2, 2014

**Committee Members Present:** Jeremy Rahn, Mark Lawson, Bryan Donnelly, Jeff Pate, Eric Watts, Mike Harris, Ken Mitten, Mickey Brunelli, Rob Smith, Kraig Riggs, Jerry O'Banion, Kathleen Grassi, Tim Livermore, Carrie Grissom, Dewayne Jones,

**Committee Members Absent:** Tim Marrison, Sam Samra

**Guests Present:** Alexander Maxwell, Steve Melander, Brian Neely, Don Campbell

**EMS Agency Staff Present:** James Clark, Ron Duran, Mia Torrez

**Call to Order:** Supervisor O'Banion called the meeting to order at 12:20PM. All rose for the reciting of the Pledge of Allegiance, following which, introductions were made and all were welcomed.

**Public Forum:** No comments from the public were made and the forum was closed.

**Quorum Status Check:** A quorum of EMCC voting members was present.

**Approval/Additions/Deletions to the Agenda (ACTION):** The Motion was made to accept the Agenda and was seconded by Mickey Brunelli. The EMCC approved the Agenda by unanimous vote.

**Approval of the Minutes of the April 2, 2014 meeting (ACTION):** A correction was identified where the Minutes incorrectly state that Brian Donnelly was not present when in fact he was in attendance. On a Motion made by Rob Smith and seconded by Mike Harris, the meeting minutes were approved by unanimous vote as presented and to include the correction.

**Elect EMCC Vice-Chair (Action):** Dewayne Jones nominated District 2 Representative Ken Mitten as Vice-Chair. Jeff Buttici 2<sup>nd</sup> the nomination. Ken Mitten accepted the nomination and was then approved by unanimous vote.

**Reports:** Ron Duran reviewed with the EMCC the M4C Ambulance Response Time Compliance Report for the months of March and April 2014. There were no Ambulance Inspections performed during the last Quarter.

**Information Items:** Jim Clark provided the EMCC Membership Update by informing everyone that all 17 members have taken the loyalty oath. Also, the EMCC still has 4 vacant positions; two are for Supervisor Districts 3 and 4 and two are for ER Physician positions. Alex Maxwell has submitted his application for District 3 Representative and is awaiting a decision to be made on the potential appointment.

Jim Clark stated that the EMS Medical Director recruitment is in process. Dr. Andrews, the current EMS Medical Director, has requested that a replacement for him be recruited and that until a replacement is found, he will continue to serve Merced County. A Request for Qualifications (RFQ) was widely distributed in early June 2014 that included both EMSAAC and EMDAC and other physicians who have previously expressed interest in the position. The RFQ closed on June 24, 2014. One application was received by Dr. Ajinder Singh; a meeting has been scheduled to occur on July 23, 2014 to meet and discuss the position with him.

Kathleen Grassi explained to the group that the Ground Ambulance RFP closed on April 15, 2014. Two proposals were received; one from American Medical Response the other from SEMSA/Riggs. The RFP Review Panel identified SEMSA/Riggs as the most responsive bidder. Merced County EMS has issued a notification to initiate discussions with SEMSA/Riggs representatives on the development of a contract. The intent is to wrap up the contract within next 10 days in order to take it to the Board of Supervisors July 29 or August 12, 2014. The new contract will become effective January 1, 2015.

Mickey Brunelli provided the EMCC a report on the status of the "Pit Crew CPR" training. Mickey reports that full-time firefighters at Los Banos and Merced City Fire Departments have all been trained in the technique. Next, CalFire personnel will be trained with volunteers to receive the training as it can be scheduled and presented to them.

Jim Clark spoke to the EMCC about the need to begin reviewing all of the EMS Policies and Procedures. Pending the contract with a new EMS Medical Director, Jim states that he recommends to wait until the new EMS Medical Director is in place to assist in the review. The EMCC Bylaws contains a provision to convene a "Policy and Procedure Subcommittee" for the purpose of reviewing and updating the Policies and Procedures. Jim will begin to contact the personnel and agencies identified in the Bylaws to create the new Subcommittee.

Supervisor O'Banion adjourned the meeting at 1:05PM.



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*EMS Medical Director*

**James Clark, MICP**  
*EMS Administrator, MHOAC*

## **ATTACHMENT #B**

### EMCC MEETING MINUTES

October 1, 2014

**Committee Members Present:** Mark Lawson, Bryan Donnelly, Jeff Pate, Ken Mitten, Mickey Brunelli, Kraig Riggs, Jerry O'Banion, Kathleen Grassi, Dr. Ajinder Singh, Carrie Grissom, Ken Mitten, Jeff Butticci.

**Committee Members Absent:** Timothy Livermore, Jeremy Rahn, Mike Harris, Dewayne Jones, Sam Samra, Tim Marrison, Rob Smith

**Guests:** Steve Melander, Alan Dobrowolski, Scott Phillips, Roy Cox, Michael Williams

**EMS Agency Staff Present:** James Clark, Ron Duran, Frank Romero

**Call to Order:** Supervisor Jerry O'Banion called the meeting to order at 12:22 pm. All rose for the reciting of the Pledge of Allegiance following which, introductions were made and all were welcomed. When the meeting was called to order, Chairman O'Banion advised the committee a quorum was not present.

### **Moment of Silence for the Passing of Don Campbell:**

**Ron Duran** Spoke briefly on the untimely death of Don Campbell. Ron Stated that Don had been "Instrumental in the EMS Programs in both Stanislaus and Merced Counties" and will be "Sorely missed." The committee then observed a respectful moment of silence for Mr. Campbell.

**Introductions:** Committee members and guests introduced themselves and the organizations they represent.

**Public Forum:** No comments from the public were made and the forum was closed.

**Quorum Status check:** A Quorum of EMCC voting members was not present.

**Approval/Additions/Deletions to the Agenda (ACTION):** Being there was not a Quorum present all meeting (Actions) will be addressed for approval at the next EMCC meeting on January 7, 2015.

**Approval of the Minutes of the July 2<sup>nd</sup>, 2014 meeting (ACTION):** No Quorum available to address Meeting Minutes for approval.

### **Reports:**

**(M4C)** **Ron Duran** Provided a brief review of the M4C Ambulance Response Time Compliance Reports for the months of March, April, May and June 2014.

**(Ambulance Inspection Report)** Ron Duran reported that there were three minor discrepancies noted while performing ambulance inspections during the months of July, August and September 2014. All discrepancies were addressed immediately and without disruption of service.

### **EMS Policy & Procedure Subcommittee:**

Jim Clark discussed the list of individuals that have expressed interest in serving as members to the EMS Policy & Procedures Subcommittee. Jim with the help of Rob Smith presented a list of interested participants to the committee. Jim Clark made the recommendation that Alan Dobrowolski of Riggs Ambulance be appointed chairman of the Policy Review Subcommittee. Chairman O'Banion made the appointment noting the appointment was consistent with the Bylaws.

### **Informational items:**

Jim Clark Introduced two new members of the Merced County EMS Agency: Frank Romero is the new Office Assistant III for the Agency and Dr. Ajinder Singh is the new EMS Medical Director. Both were acknowledged and welcomed by the committee.

Kathleen Grassi Discussed the new Ground Ambulance RFP/Contract status. She stated that the Board of Supervisors approved the new contract with SEMSA on September 9, 2014. The contract will take effect on January 1, 2015. She stated that SEMSA will be the County's exclusive operating provider doing business as Riggs Ambulance Service.

Jim Clark Presented a Power Point reviewing the "New Ground Ambulance Emergency Response Zones & Associated Response Times." He explained how changes that the new ambulance contract has created will affect how ground ambulance response times will be calculated.

Jim Clark Presented the EMCC membership update. Jim stated we have Supervisor Districts 3 & 4 that are vacant as well as an E.R. Physician from Memorial Hospital Los Banos that remains vacant. Jim requested that members of the committee refer qualified individuals to fill these positions. Jim mentioned that Dr. Raffi Djevalikian has been recommended by Mercy Medical Center as their E.R. Physician representative to the EMCC. Jim stated that he has received his application and it will be presented to the Board of Supervisors for consideration at the October 7<sup>th</sup> Board meeting.

Kathleen Grassi Discussed with the committee the currently proposed amendment to the County Ambulance Ordinance. In the case of non-compliance of a County ambulance service provider contract, the EMS Agency could suspend or revoke the provider's license to operate. Currently the provider could appeal the Agency's decision by requesting the EMCC to appoint an Ambulance Review Board comprised of EMCC members to hear the appeal and make a determination in the case. The Agency's opinion is that the EMCC Ambulance Review Board could pose a conflict of interest. The proposed ordinance amendment would eliminate the EMCC Ambulance Review Board provision and substitute the appeal being heard by an Administrative Hearing Officer selected by the State Office of Administrative Hearings. Kathleen further explained that the ordinance amendment was presented to the Board of Supervisors on September 16, 2014 for the first hearing. It will be back on the Board's Agenda on October 7, 2014 for a second hearing and public comment. If the Board approves the amendment, it will go into effect 30 days later on November 7, 2014.

**Roundtable (INFO):**

Jeff Pate Spoke about new resources that are now available at Memorial Hospital Los Banos; Dialysis is now available among a few other advanced capabilities. Jeff stated that they are not a stroke center but they can do stroke screenings and a cardiology room is available

Kraig Riggs Spoke on the new SEMSA merger with Riggs Ambulance. Kraig said it has been a great move. He spoke highly of all involved in this transition and its importance to our communities.

Supervisor O'Banion adjourned the meeting at 1:04 PM.



## DEPARTMENT OF PUBLIC HEALTH

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**James Clark, MICP**  
*EMS Administrator, MHOAC*

#### ATTACHMENT #C

#### EMERGENCY MEDICAL CARE COMMITTEE MEETING MINUTES JANUARY 7, 2015

**Committee Members Present:** Supervisor Jerry O'Banion, Mark Lawson, Mike Harris, Ken Mitten, Rob Smith, Dewayne Jones, Tim Marrison, Kraig Riggs.

**Committee Members Absent:** Dr. Livermore, Jeremy Rahn, Sam Samra, Bryan Donnelly, Mickey Brunelli, Carrie Grissom.

**Guests:** Brian Neely, Steve Melander, Mike Williams, Allen Dobrowolski, Scott Phillips, Bill Tripp, Theresa Azevedo, Shane Ferreira.

**EMS Agency Staff Present:** James Clark, Ron Duran, Frank Romero, Kathleen Grassi.

**Call to Order:** Supervisor O'Banion called the meeting to order at 12:22PM. All rose for the reciting of the Pledge of Allegiance.

**Introductions:** Following the Pledge of Allegiance, introductions were made and all were welcomed.

**Public Forum:** No comments from the public were made and the forum was closed.

**Quorum Check:** A quorum of EMCC voting members was not present. Supervisor O'Banion advised the committee that Action Items will not be acted upon however the remainder of the Agenda Items will be presented. Supervisor O'Banion recommended that the EMCC Bylaws be amended to read that a quorum consists of 50% plus one (1) of the currently appointed membership.

**Approval of the July 2, 2014 EMCC Meeting Minutes (ACTION):** A quorum was not present to approve the July 2, 2014 EMCC Meeting Minutes.

**Approval of the October 1, 2014 EMCC Meeting Minutes (ACTION):** A quorum was not present to approve the October 1, 2014 EMCC Meeting Minutes.

**Approval of the October 1, 2014 EMCC Agenda (ACTION):** A quorum was not present to approve the October 1, 2014 EMCC Agenda.

#### **Reports:**

- **M4C Response Time Compliance Report:** Ron Duran informed the committee that on July 2, 2014 and November 12, 2014 M4C meetings were held. The months of May, June, July and August 2014 were studied. Riggs and Air Methods each maintained and exceeded the 90% response time requirement in each of the Emergency Response Zones.
- **Ambulance Inspection Report:** Ron Duran reported that 5 ambulance inspections were conducted during the months of October, November and December 2014. Only minor discrepancies were noted and immediately corrected without disruption of service.

- EMS Medical Director Report: Dr. Singh was not present to provide the report.
- Ebola Situation Update: Dr. Livermore was not present to provide the report.

**Action Items:** No Action Items are on the Agenda.

**Subcommittee Report:**

- EMS Policy & Procedure: Allen Dobrowolski (Chairperson) reported that the EMS Policy & Procedure subcommittee has met several times and has reviewed more than a dozen policies. These policies are in the final stages of revision and reformatting and are close to being ready for EMS Medical Director review.

**Information Items:**

- Presentation: "New Ground Ambulance Contract Penalty Provisions": Jim Clark made a presentation to the committee that explained how penalty provisions contained in the new ambulance contract are identified and assessed. Jim explained "good cause" exemptions and that the 90% emergency response zone compliance is measured using FirstWatch as the new compliance measuring tool. The entire presentation can be accessed at the following URL: <http://www.co.merced.ca.us/DocumentCenter/View/10554> Mike Harris inquired about times of disaster; are the response time requirements waived? Jim answered that yes, the RFP does contain a provision that in situations such as disaster or Multi-Casualty Incidents that response time requirements may be waived. Tim Marrison asked about the procedure used to determine how the fines and assessment fees collected are utilized. Kathleen Grassi stated that the county fee ordinance will be looked into to see if it defines the utilization methodology.
- EMCC Membership Update: Jim Clark informed the committee that 4 EMCC positions remain vacant. They are (1) ER Physician from Memorial Hospital Los Banos (2) Ambulance Representative from Westside Ambulance (3) Supervisor District 3; and (4) Supervisor District 4. Jim requested that if anyone knew interested individuals who could fill any of the vacancies to please put them in contact with the EMS Agency for an application.
- EMCC Bylaws Update: Jim Clark spoke with the committee about the need to update the EMCC Bylaws. The last update occurred in March 2004 and since then, changes that affect EMCC such as revision to the County Ambulance Ordinance have occurred necessitating updates to the Bylaws. Jim suggested that he will begin the revision process by creating the first draft update and circulate it to the membership via email. The Bylaws update will be on the next EMCC Agenda for formal review and discussion.

**Roundtable Discussion:**

- Supervisor O'Banion advised the committee he will not be in attendance at the April 1, 2015 EMCC meeting. Ken Mitten, Vice-Chair, will conduct the meeting in his absence.
- Kathleen Grassi provided a brief update on the influenza status in California and Merced County in particular.
- Chief Marrison stated that Los Banos Fire Department has experienced a decrease in the amount of First Responder Fees that are collected and passed on to them by Riggs Ambulance Service. Chief Marrison requested that Riggs Ambulance provide a presentation at next EMCC meeting to explain how First Responder fees are determined and passed on to the First Response Agencies.

**Adjournment:** Supervisor O'Banion adjourned the meeting at 1:05PM.





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### **ATTACHMENT #D**

April 1, 2015

To: Emergency Medical Care Committee

From: James Clark, EMS Administrator

Subject: M4C Ambulance Contract Compliance Report for September, October, November and December 2014

- **M4C Meeting Held March 18, 2015:**

**Riggs Ambulance Assessment Status for September - December 2014:**

September 2014: \$5,450.  
October 2014: \$4,250.  
November 2014: \$9,000.  
December 2014: \$2,750.

Riggs Ambulance Service remained above the required 90% in all areas of operation for this reporting period.

**Mercy-Air Assessment Status for September - December 2014:**

September 2014: \$0.  
October 2014: \$0.  
November 2014: \$0.  
December 2014: \$0.

Mercy-Air remained above the required 90% in all areas of operation for this reporting period.



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**ATTACHMENT #E**

April 1, 2015

To: Emergency Medical Care Committee

From: James Clark, EMS Administrator

Subject: Ambulance Inspection Report for January, February and March 2015

No Ambulance Inspections were performed during the months of January, February and March 2015. A minimum of four (4) Ambulance Inspections will occur during the months of April, May or June, 2015.



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### ATTACHMENT #F

April 1, 2015

To: Emergency Medical Care Committee  
From: James Clark, EMS Administrator  
Subject: Emergency Medical Care Committee (EMCC) Bylaws Update

There are three (3) documents for review and to compare and contrast against each other:

1. Attachment F1 is the original and current bylaws as it was received from the Clerk of the Board.
2. Attachment F2 is the Tracked-Changes (Legislative) version of the original bylaws indicating what amendments were made.
3. Attachment F3 is the Proposed Draft of the new EMCC bylaws.

It is recommended that the Emergency Medical Care Committee review the 3 documents, discuss them at the April 1, 2015 meeting then plan to approve a final set of bylaws at the July 1, 2015 meeting.

The highlights of the 2015 bylaws amendments are:

- Reviewed for conflicts with the new County Ambulance Ordinance. No conflicts exist.
- A quorum is clarified to read that a simple majority of the appointed membership is a quorum for purposes of formally conducting EMCC business.
- Added that proxy voting is not permitted.
- Added that staff support to EMCC is provided by the Merced County EMS Agency.
- General reformatting to make the document flow and read easier.
- Removed references to "EMCC" or just "Committee" by spelling out Emergency Medical Care Committee in every instance.
- Removed references to Ambulance Review Board and Appeals.
- Removed acronyms and replaced with words.
- Cited references to California Health & Safety Code Sections [1797.274](#) and [1797.276](#) which pertain to the duties of an Emergency Medical Care Committee.
- Added that the Merced County Emergency Medical Services Agency will include the Emergency Medical Care Committee's observations and recommendations per California Health & Safety Code Sections 1797.274 and 1797.276 as part of the local Emergency Medical Services Plan annual update.
- Added the phrase "serving at the pleasure of the Board" for the 3 members who serve by virtue of their positions in the county (Health Officer, County Fire Chief & OES Director). This was recommended by the Clerk of the Board.
- Removed "EMS for Children" Sub-Committee.

# Attachment #F1

## BY-LAWS OF THE MERCED COUNTY EMERGENCY MEDICAL CARE COMMITTEE

### PREAMBLE

The purpose of these by-laws is to set forth the structure and operations of the Merced County Emergency Medical Care Committee; and to delineate the policies and functions of the Board of Supervisors of the County of Merced in relation to the Emergency Medical Care Committee.

### PART I

#### THE EMERGENCY MEDICAL CARE COMMITTEE

The Board of Supervisors of the County of Merced has established and maintains the Emergency Medical Care Committee under the authority of Section 1797.270 and 1797.272 of the Health and Safety Code.

The Emergency Medical Care Committee shall be composed of twenty one (21) voting members, three (3) of whom shall be designated by position: (1) The County Fire Chief or his/her designee; (2) the local Director of the Office of Emergency Services; (3) the County Health Officer. The Board of Supervisors shall appoint a member from the County Board of Supervisors and each Supervisor shall appoint one public representative. The remaining twelve (12) positions shall be filled according to the following distribution: (2) Emergency Room Physicians, each of whom shall represent a separate and distinct facility; (2) Ambulance Company Representatives, each of whom shall represent a separate and distinct ambulance service; (1) Emergency Medical Services Educator; (1) Law Enforcement Representative; (1) Hospital Representative; (1) Nurse; (2) Emergency Medical Technicians I or P; (1) fire service representative from an incorporated city within the County and (1) California Highway Patrol representative. The Medical Director of the EMS Agency shall serve as an ex-officio member of the Committee.

The term of office for the members of the committee will be four years, except for the designated members whose terms coincide with the terms of their respective office.

All appointments of members, delegations of authority, and establishments of policy made by the Emergency Medical Care Committee may be rescinded or terminated by the Board of Supervisors of Merced County.

## PART II

### OFFICERS

The Chair of the Committee shall be the Board appointed member of the Merced County Board of Supervisors.

The Committee, being appointed by the Board of Supervisors of Merced County, shall elect a Vice-Chair to serve on the behalf of the Chair, in his/her absence. The term of office for the Vice-Chair shall be four years, or shall end concomitantly with the expiration of the Vice-Chairs membership on the Committee, whichever occurs first. In as much as the purpose of this Committee is to provide advice and/or recommendations to the Merced County Board of Supervisors on issues pertaining to the delivery of Emergency Medical Services to the citizens of this County, and attendance at regularly scheduled meetings is therefore imperative, any member that fails to attend three or more meetings in any calendar year may, at the discretion of the Committee, have his/her membership terminated.

The Health Department is charged with the administrative management of the Emergency Medical Services System of the County of Merced. The Director of the Health Department of the County of Merced shall serve as Executive Officer of the Emergency Medical Care Committee and shall be an ex-officio member of the Committee.

The Executive Officer shall keep minutes of all meetings and shall cause a copy to be distributed to each member and to any individual who shall make a written request.

The Health Department is charged with the management of the County Indigent Health Care Program, of which one of its responsibilities is to administer the State of California

Extended Access Program (SCEAP), Emergency Medical Services Appropriation (EMSA) and MADDY program funds to reimburse qualified emergency providers for specified, uncompensated emergency services. The Committee is designated as the Advisory Committee to the Administering Officer of those funds, as those terms and responsibilities are described in the California Health and Safety Code, §1797.98e.(a).

### PART III

#### MEETINGS

The Committee shall hold a minimum of four (4) meetings per year, at a time and place specified by the Chairman. A quorum shall be required for formal action on items before the Committee. A quorum shall be achieved when a simple majority of the Committee membership is present. The Emergency Medical Care Committee shall also submit an Annual Report of its observations and recommendations to the Merced County Board of Supervisors for its comments and/or necessary action by the close of the fiscal year.

### PART IV

#### SUB-COMMITTEES

The Emergency Medical Care Committee shall convene, at its discretion, such Sub-committees and/or Task Forces as deemed necessary to conduct the business of the Committee.

The Emergency Medical Care Committee shall have four standing sub-committees; EMS Assessment Sub-committee; Ambulance Review Board; the Policy and Procedure Sub-committee and the EMS for Children Sub-committee. Each Sub-committee shall have a Chairperson in addition to the stated Sub-committee membership, who shall be a voting member of the Emergency Medical Care Committee and appointed by the Chair of the Emergency Medical Care Committee. The term of office of each Sub-committee Chair shall be for four years, or shall end concomitantly with the expiration of the Chair's membership on the

Committee, whichever occurs first. The purpose and membership of said sub-committee shall be as follows:

EMS Assessment Sub-Committee

The EMS Assessment Sub-committee shall be made-up of five (5) voting members of the Emergency Medical Care Committee, appointed annually by the Chair of the Emergency Medical Care Committee for the purpose of formally assessing the Merced County Emergency Medical Services System, and preparing an annual report of same for submission to the State EMS Authority through, and as approved by, the Merced County Board of Supervisors.

Policy and Procedure Sub-committee

The Policy and Procedure Sub-committee shall be established with the following membership:

One (1) representative from each of the Approved ALS Ambulance Providers within  
Merced County,

One (1) representative from each of the acute care hospitals within  
Merced County,

One (1) representative from each of the primary First Response agencies within Merced  
County, and

The Base Hospital Nurse Liaison.

The purpose of the Policy and Procedure Sub-committee shall be to assist and advise the EMS Agency in the development, revision and implementation of EMS policies, procedures and guidelines. The above referenced sub-committee members shall be appointed by their respective agency/facility administration. Each agency/facility may name an alternate to their designee, should the designated representative be unable to attend meetings of the sub-committee.

### Ambulance Review Board

The Chair of the Emergency Medical Care Committee shall appoint five (5) voting members of the Emergency Medical Care Committee to this sub-committee, three of whom shall be regular members as appointed by the Chair, and two of whom shall be alternates. It shall be the purpose of this sub-committee to review and take action on appeals from the revocation, suspension or modification of an ambulance permit, as specified in County Code, Sections 9.44.190 and 9.44.200.

### EMS for Children Sub-committee

The membership of the EMS for Children Sub-committee shall be as follows:

A chairperson who shall be appointed by the Chair of the EMCC and shall be a standing member of the EMCC,

Two (2) physicians from within the community who shall be pediatricians or emergency physicians with a special interest in children's issues,

One (1) representative from each of the Approved ALS Ambulance Providers within Merced County,

One (1) representative from each of the acute care hospitals within Merced County and a representative from Children's Hospital of Central California,

One (1) representative from each of the primary First Response agencies within Merced County.

Two (2) members who shall be appointed by the Chair of the EMCC representing community-based children's advocacy organizations.

The purpose of the EMS for Children Sub-committee shall be to provide specific advocacy for children's emergency issues and to promote and ensure the continuous improvement of the management of children's emergencies in Merced County, and to regularly report on same to the EMCC. The above referenced sub-committee members shall be appointed by their



respective agency/facility administration. Each agency/facility may name an alternate to their designee, should the designated representative be unable to attend meetings of the sub-committee.

## Part V

### Appeals

The Chair shall convene an ad hoc Appeals Board upon the receipt by the EMS Agency of a request for appeal from an ambulance service (except those appeals specifically addressed by the Ambulance Review Board) regarding actions or proposed actions of the EMS Agency against said ambulance service including, but not necessarily limited to, fine assessments, contract performance compliance determinations, appeals as permitted by contracts with Merced County and/or other actions taken pursuant to EMS Policy No. 620.00, "Contract Compliance Oversight."

Should an ambulance service wish to appeal an action of the EMS Agency, they shall submit, via U.S. Mail or hand-delivery, written notification of a request to appeal within 30 days of notification of the action or intended action, unless an alternate process is established by contract or policy of Merced County.

Upon receipt of a written request for timely appeal, the EMS Agency shall prepare a list of five (5) names selected from the current EMCC membership, and ensure that no known conflict of interest exists between the members and the issue under appeal. Three members shall constitute the Appeals Board, with the remaining two members functioning as alternates. This list shall be forwarded to the Chair for approval.

Upon approved by the Chair, the EMS Agency shall forward the names of the Appeal Board to the ambulance service along with a date and time for the hearing. The ambulance service may, after reviewing the Board names, disqualify one (1) Board member for cause. In such event, an alternate shall be selected by the EMS Agency to replace the disqualified member.

Within fifteen (15) working days of approval by the Chair, the Appeals Board shall convene to hear and consider evidence and argument relevant to the matters alleged by the EMS Agency and under appeal by the ambulance service. In receiving such evidence, the Appeals Board shall not be bound by the statutory laws of evidence but shall, to the degree possible, ensure that the evidence it hears is accurate, credible, and truthful. The Appeals Board shall render its decision within three (3) working days following the hearing and shall submit notification of same to the EMS Agency and ambulance service.

The decision of the Appeals Board shall be final. Actions of the Appeals Board shall be reported at the next regularly scheduled meeting of the EMCC.

#### Part VI

#### MODIFICATION OF BY-LAWS

By-laws of the Merced County Emergency Medical Care Committee may be changed or amended at any regular monthly or special meeting, subject to two (2) weeks notice of the proposed change or amendment to the members of the Committee. The by-laws may be changed or amended upon a majority vote of the members present and do not take effect until ratified by the Merced County Board of Supervisors.

The foregoing by-laws were adopted by the Merced County Emergency Medical Care Committee on January 6, 1982 by a majority vote and amended on March 26, 1991, February 5, 1992, May 5, 1993, May 4, 1994 and May 9, 1997, and September 10, 2002 and March 30, 2004.

John Volanti, M.P.H.  
Director of Public Health  
EMS Agency Director  
EMERGENCY MEDICAL CARE COMMITTEE  
EXECUTIVE OFFICER

# Attachment #F2

## BYLAWS OF THE MERCED COUNTY EMERGENCY MEDICAL CARE COMMITTEE

### PREAMBLE

~~The purpose of these bylaws is to~~ set forth the structure and operations purpose of the Merced County Emergency Medical Care Committee and ~~to~~ delineate the policies and functions of the Merced County Board of Supervisors and the Merced County Emergency Medical Services Agency in relation to the Emergency Medical Care Committee.

### PART I

#### PURPOSE OF THE EMERGENCY MEDICAL CARE COMMITTEE

The Merced County Board of Supervisors has established and maintains the Emergency Medical Care Committee under the authority of Sections 1797.220, 1797.272, 1797.274 and 1797.276 of the California Health and Safety Code.

The Emergency Medical Care Committee shall serve as an advisory committee to the Board of Supervisors and the Merced County Emergency Medical Services Agency on emergency medical services related matters.

The Emergency Medical Care Committee shall, at least annually, review the operations of the emergency ambulance services system operating within the county and report to the Merced County Emergency Medical Services Agency its observations and recommendations relative to its review pursuant to Health and Safety Code Sections 1797.274 and 1797.276.

The Emergency Medical Care Committee shall engage in other advisory duties outlined herein.

### PART II

#### EMERGENCY MEDICAL CARE COMMITTEE MEMBERSHIP

The Emergency Medical Care Committee shall be composed of twenty-one (21) voting members, three (3) of whom shall be designated by position and shall serve at the pleasure of the Board as follows:

- The County Fire Chief or his/her designee;
- The local Director of the Office of Emergency Services or his/her designee, and;
- The County Health Officer.

The Merced County Board of Supervisors shall appoint one (1) member from the County Board of Supervisors and each Supervisor shall appoint one (1) public representative. The remaining twelve (12) positions shall be filled according to the following distribution:

- Two (2) Emergency Room Physicians, each of whom shall represent a separate and distinct facility;

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EMCC Bylaws 2015 Amendment

- Two (2) Ambulance Company Representatives, each of whom shall represent a separate and distinct ambulance service;
- One (1) Emergency Medical Services Educator;
- One (1) Law Enforcement Representative;
- One (1) Hospital Representative;
- One (1) Nurse;
- Two (2) Emergency Medical Technician I or P;
- One (1) Fire Service Representative from an incorporated city within Merced County, and;
- One (1) California Highway Patrol Representative.

The Medical Director and Director of the Merced County Emergency Medical Services Agency shall serve as ex officio members of the Emergency Medical Care Committee.

The term of office for the members of the Emergency Medical Care Committee will be four (4) years, except for the designated members serving at the pleasure of the Board whose terms coincide with the term of their respective office.

All appointments of members, delegations of authority and establishments of policy made by the Emergency Medical Care Committee may be rescinded or terminated by the Merced County Board of Supervisors.

~~The Emergency Medical Care Committee shall submit an annual report of its Merced County Emergency Medical Services System observations and recommendations to the Merced County Board of Supervisors for their comments and/or necessary action by the close of the fiscal year.~~

~~Attendance at regularly scheduled meetings is therefore imperative required; any member that fails to attend three (3) or more meetings in any calendar year may, at the discretion of the Emergency Medical Care Committee, have his/her membership terminated.~~

PART III

OFFICERS

The Chair of the Emergency Medical Care Committee shall be the Board-appointed member of the Merced County Board of Supervisors.

The Emergency Medical Care Committee shall elect a Vice-Chair to serve on behalf of the Chair in his/her absence. The term of office for the Vice-Chair shall be four (4) years or shall end concomitantly with the expiration of the Vice-Chair's membership on the Emergency Medical Care Committee, whichever occurs first.

~~The purpose of the Emergency Medical Care Committee is to provide advice and/or recommendations to the Merced County Board of Supervisors and the Merced County Emergency Medical Services Agency on issues pertaining to the delivery of Emergency Medical~~

~~Services to the citizens and visitors of Merced County. Attendance at regularly scheduled meetings is therefore imperative; any member that fails to attend three (3) or more meetings in any calendar year may, at the discretion of the Emergency Medical Care Committee, have his/her membership terminated.~~

The Merced County Public Health Department is charged with the administrative management of the Emergency Medical Services System of Merced County. The Director of the Merced County Public Health Department or designee shall serve as Executive Officer of the Emergency Medical Care Committee.

The Executive Officer shall keep minutes of all meetings and shall cause a copy to be distributed to each member and to any individual who shall make a written request.

PART ~~III~~IV  
CONDUCT OF MEETINGS

- The Emergency Medical Care Committee shall hold a minimum of four (4) meetings per year at a time and place specified by the Chair.
- A quorum shall be required for formal action on items before the Emergency Medical Care Committee.
- A quorum of the Emergency Medical Care Committee shall be achieved when a simple majority of the voting membership's appointed positions is present.
- No member shall be permitted to vote by proxy.
- Staff support for the Emergency Medical Care Committee will be provided by the Merced County Emergency Medical Services Agency.

PART V  
SUB-COMMITTEES

The Emergency Medical Care Committee shall convene, at its discretion, Sub-Committees and/or Task Forces as deemed necessary to conduct its business.

The Emergency Medical Care Committee shall have ~~three~~two (~~3~~2) standing Sub-Committees:

- Emergency Medical Services Assessment Sub-Committee; and;
- Emergency Medical Services Policy and Procedure Sub-Committee; and;
- ~~Emergency Medical Services for Children Sub-Committee.~~

Each Sub-Committee shall have a Chairperson appointed by the Chair of the Emergency Medical Care Committee in addition to the stated Sub-Committee membership who shall be a **voting** member of the Emergency Medical Care Committee. The term of office of each Sub-Committee Chair shall be for four (4) years or shall end concomitantly with the expiration of the Chair's membership on the Emergency Medical Care Committee, whichever occurs first.

A. EMERGENCY MEDICAL SERVICES ASSESSMENT SUB-COMMITTEE

The Emergency Medical Services Assessment Sub-Committee shall be made up of five (5) **voting** members of the Emergency Medical Care Committee for the purpose of formally assessing the Merced County Emergency Medical Services System. One (1) Chairperson shall be appointed by the Chair of the Emergency Medical Care Committee.

The duties of the Emergency Medical Care Committee as specified in California Health and Safety Code Section 1797.274 is to review the operations of each of the following at least annually:

1. Ambulance services operating within the county.
2. Emergency medical care offered within the county including programs for training large numbers of people in cardiopulmonary resuscitation and lifesaving first aid techniques.
3. First Aid practices in the county.

In accordance with California Health and Safety Code Section 1797.276, the Emergency Medical Care Committee shall, at least annually, report to the California Emergency Medical Services Authority, Merced County Board of Supervisors and the Merced County Emergency Medical Services Agency the Sub-Committee's observations and recommendations relative to its review of the emergency medical services. The Merced County Emergency Medical Services Agency will include the Emergency Medical Care Committee's observations and recommendations as part of the local Emergency Medical Services Plan annual update. ~~ambulance services, emergency medical care and first aid practices, programs for training people in cardiopulmonary resuscitation and lifesaving first aid techniques and public participation in such programs in Merced County.~~

~~The Emergency Medical Care Committee shall submit the Sub-Committee's annual report on its observations and recommendations to the Merced County Board of Supervisors which it serves and shall act in an advisory capacity to the Merced County Board of Supervisors and to the Merced County Emergency Medical Services Agency on all matters relating to emergency medical services as directed by the Board of Supervisors.~~

B. EMERGENCY MEDICAL SERVICES POLICY AND PROCEDURE SUB-COMMITTEE

The purpose of the Emergency Medical Services Policy and Procedure Sub-Committee shall be to assist and advise the Emergency Medical Services Agency in the development, revision and implementation of Emergency Medical Services policies, procedures and guidelines. The Sub-Committee members shall be appointed by their respective agency/facility administration. **Each**

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~~agency/facility may name an alternate to their designee should the designated representative be unable to attend Sub-Committee meetings.~~

The Emergency Medical Services Policy and Procedure Sub-Committee shall be established with the following membership:

- One (1) Chairperson who shall be appointed by the Chair of the Emergency Medical Care Committee;
- One (1) representative from each of the Approved Advanced Life Support Ambulance Providers within Merced County;
- One (1) representative from each of the primary First Response agencies within Merced County;
- One (1) representative from each of the acute care hospitals within Merced County, and;
- The Base Hospital Liaison Nurse.

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~~EMERGENCY MEDICAL SERVICES FOR CHILDREN SUB-COMMITTEE~~

~~The purpose of the Emergency Medical Services for Children Sub-Committee shall be to provide specific advocacy for children's emergency issues. The Sub-Committee's mission is to promote and ensure the continuous improvement of the management of children's emergencies in Merced County and to regularly report on same to the Emergency Medical Care Committee.~~

~~The Sub-Committee members shall be appointed by their respective agency/facility administration. Each agency/facility may name an alternate to their designee should the designated representative be unable to attend Sub-Committee meetings.~~

~~The membership of the Emergency Medical Services for Children Sub-Committee shall be as follows:~~

- ~~One (1) Chairperson who shall be appointed by the Chair of the Emergency Medical Care Committee.~~
- ~~Two (2) physicians from within the community who shall be pediatricians or emergency physicians with a special interest in children's issues.~~
- ~~One (1) representative from each of the Approved Advanced Life Support Ambulance Providers within Merced County.~~
- ~~One (1) representative from each of the acute care hospitals within Merced County.~~
- ~~One (1) representative from Children's Hospital of Central California.~~
- ~~One (1) representative from each of the primary First Response agencies within Merced County, and~~
- ~~Two (2) members who shall be appointed by the Chair of the Emergency Medical Care Committee representing community based children's advocacy organizations.~~

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PART VI  
AMENDMENT OF BYLAWS

Bylaws of the Merced County Emergency Medical Care Committee may be changed or amended at any regular or special meeting subject to two (2) weeks' notice of the proposed change or amendment to the members of the Emergency Medical Care Committee. The bylaws may be changed or amended upon a majority vote of the members present and do not take effect until ratified by the Merced County Board of Supervisors.

The fore-going bylaws were adopted by the Merced County Emergency Medical Care Committee on January 6, 1982 by a majority vote and amended on March 26, 1981, February 5, 1992, May 5, 1993, May 4, 1994, May 9, 1997, September 10, 2002, March 30, 2004 and (Mo/Day/Year of this proposed amendment.)



# Attachment F3

## BYLAWS OF THE MERCED COUNTY EMERGENCY MEDICAL CARE COMMITTEE

### PREAMBLE

These bylaws set forth the structure and purpose of the Merced County Emergency Medical Care Committee and delineate the policies and functions of the Merced County Board of Supervisors and the Merced County Emergency Medical Services Agency in relation to the Emergency Medical Care Committee.

### PART I

#### PURPOSE OF THE EMERGENCY MEDICAL CARE COMMITTEE

The Merced County Board of Supervisors has established and maintains the Emergency Medical Care Committee under the authority of Sections 1797.220, 1797.272, 1797.274 and 1797.276 of the California Health and Safety Code.

The Emergency Medical Care Committee shall serve as an advisory committee to the Board of Supervisors and the Merced County Emergency Medical Services Agency on emergency medical services related matters.

The Emergency Medical Care Committee shall, at least annually, review the operations of the emergency ambulance services system operating within the county and report to the Merced County Emergency Medical Services Agency its observations and recommendations relative to its review pursuant to Health and Safety Code Sections 1797.274 and 1797.276.

The Emergency Medical Care Committee shall engage in other advisory duties outlined herein.

### PART II

#### EMERGENCY MEDICAL CARE COMMITTEE MEMBERSHIP

The Emergency Medical Care Committee shall be composed of twenty-one (21) voting members, three (3) of whom shall be designated by position and shall serve at the pleasure of the Board as follows:

- The County Fire Chief or his/her designee;
- The local Director of the Office of Emergency Services or his/her designee, and;
- The County Health Officer.

The Merced County Board of Supervisors shall appoint one (1) member from the County Board of Supervisors and each Supervisor shall appoint one (1) public representative. The remaining twelve (12) positions shall be filled according to the following distribution:

- Two (2) Emergency Room Physicians, each of whom shall represent a separate and distinct facility;

- Two (2) Ambulance Company Representatives, each of whom shall represent a separate and distinct ambulance service;
- One (1) Emergency Medical Services Educator;
- One (1) Law Enforcement Representative;
- One (1) Hospital Representative;
- One (1) Nurse;
- Two (2) Emergency Medical Technician I or P;
- One (1) Fire Service Representative from an incorporated city within Merced County, and;
- One (1) California Highway Patrol Representative.

The Medical Director and Director of the Merced County Emergency Medical Services Agency shall serve as ex officio members of the Emergency Medical Care Committee.

The term of office for the members of the Emergency Medical Care Committee will be four (4) years, except for the designated members serving at the pleasure of the Board whose terms coincide with the term of their respective office.

All appointments of members, delegations of authority and establishments of policy made by the Emergency Medical Care Committee may be rescinded or terminated by the Merced County Board of Supervisors.

Attendance at regularly scheduled meetings is required; any member that fails to attend three (3) or more meetings in any calendar year may, at the discretion of the Emergency Medical Care Committee, have his/her membership terminated.

### PART III

#### OFFICERS

The Chair of the Emergency Medical Care Committee shall be the Board-appointed member of the Merced County Board of Supervisors.

The Emergency Medical Care Committee shall elect a Vice-Chair to serve on behalf of the Chair in his/her absence. The term of office for the Vice-Chair shall be four (4) years or shall end concomitantly with the expiration of the Vice-Chair's membership on the Emergency Medical Care Committee, whichever occurs first.

The Merced County Public Health Department is charged with the administrative management of the Emergency Medical Services System of Merced County. The Director of the Merced County Public Health Department or designee shall serve as Executive Officer of the Emergency Medical Care Committee.

The Executive Officer shall keep minutes of all meetings and shall cause a copy to be distributed to each member and to any individual who shall make a written request.

PART IV  
CONDUCT OF MEETINGS

The Emergency Medical Care Committee shall hold a minimum of four (4) meetings per year at a time and place specified by the Chair.

A quorum shall be required for formal action on items before the Emergency Medical Care Committee.

A quorum of the Emergency Medical Care Committee shall be achieved when a simple majority of the membership's appointed positions is present.

No member shall be permitted to vote by proxy.

Staff support for the Emergency Medical Care Committee will be provided by the Merced County Emergency Medical Services Agency.

PART V  
SUB-COMMITTEES

The Emergency Medical Care Committee shall convene, at its discretion, Sub-Committees and/or Task Forces as deemed necessary to conduct its business.

The Emergency Medical Care Committee shall have two (2) standing Sub-Committees:

- Emergency Medical Services Assessment Sub-Committee; and
- Emergency Medical Services Policy and Procedure Sub-Committee.

Each Sub-Committee shall have a Chairperson appointed by the Chair of the Emergency Medical Care Committee in addition to the stated Sub-Committee membership who shall be a member of the Emergency Medical Care Committee. The term of office of each Sub-Committee Chair shall be for four (4) years or shall end concomitantly with the expiration of the Chair's membership on the Emergency Medical Care Committee, whichever occurs first.

A. EMERGENCY MEDICAL SERVICES ASSESSMENT SUB-COMMITTEE

The Emergency Medical Services Assessment Sub-Committee shall be made up of five (5) members of the Emergency Medical Care Committee for the purpose of formally assessing the Merced County Emergency Medical Services System. One (1) Chairperson shall be appointed by the Chair of the Emergency Medical Care Committee.

The duties of the Emergency Medical Care Committee as specified in California Health and Safety Code Section 1797.274 is to review the operations of each of the following at least annually:

- Ambulance services operating within the county.

- Emergency medical care offered within the county including programs for training large numbers of people in cardiopulmonary resuscitation and lifesaving first aid techniques.
- First Aid practices in the county.

In accordance with California Health and Safety Code Section 1797.276, the Emergency Medical Care Committee shall, at least annually, report to the California Emergency Medical Services Authority, Merced County Board of Supervisors and the Merced County Emergency Medical Services Agency the Sub-Committee's observations and recommendations relative to its review of the emergency medical services. The Merced County Emergency Medical Services Agency will include the Emergency Medical Care Committee's observations and recommendations as part of the local Emergency Medical Services Plan annual update.

#### B. EMERGENCY MEDICAL SERVICES POLICY AND PROCEDURE SUB-COMMITTEE

The purpose of the Emergency Medical Services Policy and Procedure Sub-Committee shall be to assist and advise the Emergency Medical Services Agency in the development, revision and implementation of Emergency Medical Services policies, procedures and guidelines. The Sub-Committee members shall be appointed by their respective agency/facility administration. The Emergency Medical Services Policy and Procedure Sub-Committee shall be established with the following membership:

- One (1) Chairperson who shall be appointed by the Chair of the Emergency Medical Care Committee;
- One (1) representative from each of the Approved Advanced Life Support Ambulance Providers within Merced County;
- One (1) representative from each of the primary First Response agencies within Merced County;
- One (1) representative from each of the acute care hospitals within Merced County, and;
- The Base Hospital Liaison Nurse.

#### PART VI

#### AMENDMENT OF BYLAWS

Bylaws of the Merced County Emergency Medical Care Committee may be changed or amended at any regular or special meeting subject to two (2) weeks' notice of the proposed change or amendment to the members of the Emergency Medical Care Committee. The bylaws may be changed or amended upon a majority vote of the members present and do not take effect until ratified by the Merced County Board of Supervisors.

The fore-going bylaws were adopted by the Merced County Emergency Medical Care Committee on January 6, 1982 by a majority vote and amended on March 26, 1981, February 5, 1992, May 5, 1993, May 4, 1994, May 9, 1997, September 10, 2002, March 30, 2004 and (Mo/Day/Year of this proposed amendment.)



**Department of Public Health  
Emergency Medical Services Agency**

**John Volanti, M.P.H.**  
*Director of Public Health*

**James Andrews, M.D.**  
*EMS Medical Director*

Policy #: 130.00  
Effective Date: 07/1993  
Revision Date: 10/2006  
Review Date: 10/2008

**Attachment G**

260 E. 15th Street  
Merced, CA 95340  
(209) 381-1250  
(209) 381-1259 Fax  
[www.co.merced.ca.us/health/ems](http://www.co.merced.ca.us/health/ems)

This policy supersedes any other existing policy on this subject.

Equal Opportunity Employer

**Subject: POLICY DEVELOPMENT PROCESS**

**Authority:** California Health and Safety Code, Division 2.5, Section 1797.220

**Purpose:** To establish a mechanism for the development of EMS policies, procedures and guidelines, hereinafter referred to as policies.

**Policy:** The development of EMS policies shall be conducted as described in the following sections.

1. When a problem or issue is brought to the attention of the EMS Agency, the Agency shall address the issue in the following manner:
  - A. Determine if the issue is an isolated event that is addressed by the Reportable Situations and Unusual Occurrences Policy or the Continuous Quality Improvement process, and effect resolution of the issue through the appropriate mechanism.
  - B. Determine if the issue has demonstrated a pattern of recurrence, suggesting the need for the development of a policy to address said issue.
2. If the above steps reveal the need for policy development, the EMS Agency staff shall initiate the policy development, utilizing the following procedures:
  - A. Policy development shall be consistent with the lines of authority as defined in the California Health and Safety Code, Division 2.5, and the California Code of Regulations, Title 22, Division 9.
  - B. Policy language shall not be in conflict with existing statute or regulations, whether local, state, or federal.
3. EMS Agency Staff shall prepare a draft policy, and submit said draft to the EMS Policy and Procedure Sub-Committee for their thirty (30) day review.
4. At the conclusion of the thirty (30) day review period, the EMS Policy and Procedure Sub-Committee shall convene to review and amend said policy, as needed. The draft policy shall then be submitted to the Public Health and Agency Medical Director for their review and approval.

APPROVED:

**ON-FILE**

John Volanti, MPH  
Director of Public Health

James Andrews, MD  
EMS Medical Director

5. If substantive change is made to the draft policy as a result of gaining approval of the Directors, the EMS agency shall post the revised draft policy on the Agency Web Site for a fifteen (15) day review, and email notification of said posting to the EMS Policy and Procedure Sub-Committee. If formal objection is submitted to the EMS Agency within this fifteen (15) day period, the EMS Agency shall submit the policy to the Emergency Medical Care Committee (EMCC) membership at their next scheduled meeting for discussion and recommendation. The EMS Agency shall incorporate appropriate changes, based on the EMCC recommendations, into the final policy and implement. The EMS Agency shall retain final authority on policy content.
6. If no substantive change is made to the policy as a result of gaining Director approval, the EMS Agency shall post a copy of the approved policy in the EMS Agency on-line policy manual at least thirty days prior to the implementation date.
7. In the event that the EMS Medical Director or the Director of Public Health feel that an imminent threat to the public health and safety exists, the EMS Agency may immediately implement an emergency policy. The duration of said emergency policy shall not exceed 180 days, pending submission of said policy through the development process as outlined in this policy.



**DEPARTMENT OF PUBLIC HEALTH  
Emergency Medical Services Agency**

**EMS**

**John Volanti, M.P.H.**  
*Director of Public Health*

**James Andrews, M.D.**  
*EMS Medical Director*

POLICY NO. 131.00  
EFFECTIVE DATE: 7/1/93  
REVISION DATE: 03/2006  
REVIEW DATE: 03/2008

**Attachment H**

260 E. 15th Street  
Merced, CA 95340  
(209) 381-1250  
(209) 381-1259 Fax  
www.co.merced.ca.us/health/ems

Equal Opportunity Employer

- Subject:** POLICY REVISION PROCESS
- Authority:** California Health and Safety Code, Division 2.5, Section 1797.220
- Purpose:** To establish a mechanism for the revision of EMS policies, procedures and guidelines, hereinafter referred to as policies.
- Policy:** Policies, procedures and guidelines of the EMS Agency should be reviewed bi-annually by the EMS Agency.
1. Policy revision shall be consistent with the lines of authority as defined in the California Health and Safety Code, Division 2.5, and California Code of Regulations, Title 22, Division 9, and shall not be in conflict with existing policy or regulations, whether local, state, or federal.
  2. All newly developed policies shall be reviewed within 180 days following implementation for possible revision.
  3. If no revision of policies due for review is deemed necessary, the EMS Agency shall notify the Policy and Procedure Sub-committee of same. The Sub-committee members shall have 15 days to review the policy and submit suggested revisions.
  4. If no substantive revisions are recommended by the Policy and Procedure Committee, the EMS Agency shall forward the policy for approval to the EMS Medical Director and the Director of Public Health. Once approved, the policy shall be posted in the EMS Agency on-line policy manual and shall indicate an implementation date and revised review date.
  5. If substantive revisions are recommended by the Policy and Procedure Committee, the policy shall be re-developed as outlined in Sections 4-7 of the Policy Development Process, EMS Policy No. 130.00.
  6. In the event that the EMS Medical Director or the Director of Public Health feels that an imminent threat to the public health and safety exists, the EMS Agency may immediately revise existing policy. The emergency revisions shall not exceed 180 days, pending submission of said policy through the Policy Revision Process described herein.

**APPROVED:**

**ON-FILE**

John Volanti, MPH  
Director of Public Health

James Andrews, MD  
EMS Medical Director