

Bylaws of the EMS Council

Effective (___/___/2023) when approved by Hennepin County Board of Commissioners

ARTICLE I. ESTABLISHMENT

The Emergency Medical Services Council (EMS Council) is established as approved by the Hennepin County Board of Commissioners, May 2, 2000 and any amendments thereto subsequently approved by the Hennepin County Board of Commissioners.

ARTICLE II. PURPOSE

The Purpose of the EMS Council is as approved by the Hennepin County Board of Commissioners June 7, 2022 by Resolution #22-0155-R1 and any amendments thereto subsequently approved by the Hennepin County Board of Commissioners.

The EMS Council shall establish standards relating to the provision of Unscheduled 9-1-1 Ambulance Services operated in Hennepin County that promote acceptable quality, equity, and the orderly development of regional systems of emergency medical care to protect the health, safety, and general welfare of the people in Hennepin County.

ARTICLE III. MEMBERSHIP

A. Eligible membership in the EMS Council shall be composed of representatives and members serving residents of the county of Hennepin as subsequently defined and as the Hennepin County Board of Commissioners may approve from time to time:

1. A Chairperson of the EMS Council shall be selected from an EMS Provider of unscheduled 9-1-1 Ambulance Services with a Primary Service Area in Hennepin County (9-1-1 EMS Provider in HC) member or hospital/stand-alone ED (hospital) member: one vote.
2. A Vice Chairperson of the EMS Council shall be selected from a 9-1-1 EMS Provider in HC member or hospital member: one vote.
3. Each standing committee Chairperson shall be a member of the EMS Council: one vote per standing committee Chairperson.
4. Each hospital system in Hennepin County that operates at least one 24-hour emergency department or stand-alone ED and operates a 9-1-1 EMS Provider in HC (with an emergency physician serving as either the regular or the alternate

- representative): one vote;
5. Each hospital system that operates a 9-1-1 EMS Provider in HC and does not operate a 24-hour emergency department/stand-alone ED in Hennepin County (with an emergency physician serving as either the regular or the alternate representative); one vote:
 6. Each hospital system that operates a 24-hour emergency department in Hennepin County and does not operate a 9-1-1 EMS Provider in HC (with an emergency physician serving as either the regular or the alternate representative); one vote:
 7. Each 9-1-1 EMS Provider in HC: two votes (one EMS Medical Director and one administrator or emergency physician);
 8. A paramedic from a 9-1-1 EMS Provider in HC, to be rotated every two years: one vote;
 9. A representative of an ambulance dispatch center at a 9-1-1 EMS Provider in HC, to be rotated every two years: one vote;
 10. A representative of a Primary Public Safety Answering Point (PSAP) within the county: one vote;
 11. A representative of the West Medical Resource Control Center (West MRCC): one vote;
 12. A representative of the Hennepin County Chiefs of Police Association: one vote;
 13. A representative of the Hennepin County Fire Chiefs Association: one vote;
 14. A representative without EMS industry affiliation, either from a municipal public health authority within Hennepin County or a member of the general public, to be rotated every two years: one vote; and
 15. The Hennepin County Director of Public Health or designee: non-voting, ex officio membership.

In their absence, each EMS Council voting member representative may designate one alternate, or proxy, who is equally authorized to represent, speak, and vote on behalf of the member organization.

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Originally approved: EMS Council 12/9/1999 and Hennepin County Board of Commissioners 5/2/2000
Revised: EMS Council 10/11/2007 and Hennepin County Board of Commissioners 11/6/2007;
EMS Council 10/10/2013 and Hennepin County Board of Commissioners 11/19/2013;
EMS Council 4/9/2015 and Hennepin County Board of Commissioners 9/22/2015;
EMS Council 10/12/2023 and Hennepin County Board of Commissioners _/_/_.

B. The Executive Committee will review applications for new membership to the EMS Council at its next meeting and will refer for action all eligible applications to the next meeting of the full EMS Council. An applicant will be notified in writing within fourteen days of Executive Committee or EMS Council action.

C. Any application for new membership approved by the EMS Council shall be forwarded with favorable recommendation to the Hennepin County Board of Commissioners for approval for representation and membership.

D. Membership of an entity on the EMS Council shall be automatically renewed each year upon initial approval of membership by the Hennepin County Board of Commissioners. Any member may, by resolution of its governing body or corporation, give written notice of its withdrawal from the EMS Council.

E. All requests for appointments to and resignations from the EMS Council shall be presented in writing to the Executive Committee.

F. Representatives of member organizations are expected to regularly attend EMS Council meetings; if a member or their designee is absent from two EMS Council meetings, the voting membership of that organization may be suspended by the Executive Committee of the EMS Council until the organization has met the attendance requirements outlined in the EMS Council Membership and Attendance Policy.

ARTICLE IV. MEETINGS AND OFFICERS

A. Meetings

1. Robert's Rules of Order shall govern the procedures at all meetings of the EMS Council in all matters not otherwise governed by these Bylaws.
2. The EMS Council shall also comply with Minnesota Statute Section 13D.01. All meetings of the EMS Council and its committees, subcommittees, and task forces are open to members, non-voting members and guests, except as specified in Minnesota Statute 145.64 Subd. 3, which allows the Hennepin County Quality Committee to review private and non-public data in a closed session.
3. Types and scheduling of EMS Council meetings. An annual meeting of the EMS Council shall be held; additional meetings may be held as decided by the Executive Committee. Special meetings of the EMS Council may be called by the chairperson, the Executive Committee, or a majority of the members expressing

their request to the EMS Council Chairperson in writing. EMS Council committees, subcommittees, and task forces shall meet as needed.

4. Notice for meetings. Annual and regularly scheduled EMS Council meetings shall be held with at least seven days written notice. Special meetings of the EMS Council shall be held with at least three days written notice, when practicable. The Vice-Chairperson shall ensure the timely publication of notices of EMS Council meetings. Meetings of committees shall be held with at least three days written notice.
5. Agenda publication. For annual and regularly scheduled EMS Council meetings, the agenda and meeting location will be published at least seven days in advance of the meeting. For committee, subcommittee and task force meetings, the agenda and meeting locations will be published at least three days in advance of the meeting. For special EMS Council meetings, the purpose, agenda and location will be published at least three days in advance of the meeting, when practicable.
6. Quorum requirements. For meetings of the EMS Council, its committees, subcommittees, and task forces, a quorum of 51% of the voting members shall be required to conduct business. Once a quorum has been established, business may be transacted until a quorum call requested by one of the members present reveals there is no longer a quorum present. Vacant seats on the EMS Council and its committees, subcommittees, and task forces will not be included to determine a quorum.
7. In the event of a grievance, the due process provided for nonmembers, applicants, and members of the EMS Council will be to submit their grievance in writing to the Chairperson of the EMS Council. In the event the grievance includes the institution the Chairperson represents, it shall be referred to the Vice Chairperson. The Chairperson (or Vice Chairperson) shall determine whether the grievance is within the scope of the EMS Council. If the grievance is within the scope of the EMS Council, the Chairperson (or Vice Chairperson) shall refer the grievance to the Executive Committee for review and action. If a satisfactory conclusion is not reached at that level, the grievance may be appealed to the full EMS Council for action. At all levels of the grievance mechanism, a review will be conducted within 30 days of the receipt of the grievance. Minutes of the meeting will serve as a record of the grievance proceeding.

B. EMS Council Chairperson and Vice Chairperson

1. The EMS Council shall elect from its membership, every two years, one Chairperson and one Vice Chairperson, at least one of whom shall be an emergency physician.
2. The Chairperson is an ex-officio member of all standing committees who, with the assistance of Staff to the EMS Council, is responsible for:
 - a. Calling all annual, regular and special meetings of the EMS Council.
 - b. Presiding at all annual, regular, and special meetings.
 - c. Appointing committees, task forces, and special study groups.
 - d. Preparing meeting agendas.
 - e. Representing the EMS Council to other groups and external organizations.
3. The Vice Chairperson, with the assistance of Staff to the EMS Council, is responsible for:
 - a. Acting in the capacity of the Chairperson when the Chairperson is not present.
 - b. Approving minutes, posting meeting notices, agendas, and other business from the EMS Council. Meeting summaries shall be maintained of all EMS Council and committee, subcommittee, and task force meetings.
 - c. Arranging meeting locations and details.
 - d. Performing other duties, as assigned, by the Chairperson.
4. The term of all Chairpersons of the EMS Council shall be two years, with the option of an additional two-year term. Chairpersons shall not serve more than two consecutive terms in the same position. Chairpersons may serve again after a two-year break. In the event of a vacant office, an elected replacement shall complete the original term of office only.
5. A Chairperson must resign from their seat when they no longer are a member of the organization they represented when first elected.

ARTICLE V. COMMITTEES

A. General

1. The EMS Council shall have an Executive Committee and delegate to said Executive Committee its authority as it may deem appropriate. All standing committees are responsible to the full EMS Council.
2. The EMS Council and its Executive Committee may appoint ad hoc task forces or special study groups to address specific issues, as it may deem appropriate. An ad hoc task force or study group shall dissolve upon completion of its specified activity or action of the EMS Council.
3. Composition and changes to standing committees and their memberships shall be established and approved by the EMS Council through amendments to the Bylaws.
4. Standing committee Chairpersons shall be appointed by members of that committee every two years, or as frequently as necessary to fill a vacancy. The Chairperson of each committee shall be limited to two consecutive terms and may be reappointed after a two-year break.
5. The Chairperson of a standing committee may appoint ad hoc task forces or special study groups to address specific issues and make recommendations to the full committee. The work of the ad hoc task force or special study group terminates after completion of the immediate charge.

B. Standing EMS Council Committees

1. Executive Committee

- a. The Committee membership will include the EMS Council Chairperson, Vice Chairperson and Chairpersons of standing committees.
- b. The Committee will, in addition to those activities charged by the EMS Council, be responsible to:
 - 1) Assure that issues and charges to committees of the EMS Council are addressed in a timely manner;

- 2) Develop EMS Council agendas prior to EMS Council meetings;
- 3) Review standing committee, task force, and special study group recommendations;
- 4) Make recommendations regarding requests for EMS Council membership;
- 5) Serve, with the input of others, as the nominating body for EMS Council and standing committee members;
- 6) Assign issues or activities to committees to facilitate EMS Council and committee action; and
- 7) Report to the EMS Council, at regular meetings, a summary of previous meetings and activities.

2. Medical Care and Standards Committee

a. The Medical Care and Standards Committee shall include the following members:

- 1) An EMS Medical Director from each unscheduled ALS EMS Provider with a PSA within Hennepin County;
- 2) Three emergency physicians from hospitals in Hennepin County (at least two seats from hospitals that are not affiliated with an ALS EMS Provider with a PSA within Hennepin County);
- 3) One paramedic from an ALS EMS Provider with a PSA in Hennepin County;
- 4) One hospital administrator from a hospital that is not affiliated with an ALS EMS Provider with a PSA in Hennepin County;
- 5) One communications representative from a dispatch center or West MRCC;

b. The Committee will, in addition to those activities charged by the EMS Council, be responsible to:

- 1) Develop and review EMS Council standards and policies that promote acceptable quality pre-hospital care, consistent and equitable access to care, and efficient use of EMS resources in all geographic areas of Hennepin County;
 - 2) Assure that EMS Council member organizations adhere to approved EMS Council standards and policies;
 - 3) Refer member organizations of EMS Council that do not adhere to approved EMS Council standards and policies to the EMS Council and/or the Health Authority;
3. EMS Medical Directors Committee
- a. The EMS Medical Directors Committee shall include the following members:
 - 1) An EMS Medical Director from each unscheduled ALS EMS Provider with a PSA in Hennepin County;
 - b. The Committee will, in addition to those activities charged by the EMS Council, be responsible to:
 - 1) Develop and implement medical policies, procedures, standards, and activities that affect ambulance dispatch communications and pre-hospital patient care provided by ALS licensed EMS Providers with a PSA in Hennepin County;
 - 2) Ensure use of best practices in pre-hospital medical care by ALS EMS PSA holders in Hennepin County under the authority delegated to EMS medical directors by Minnesota Statutes and the Emergency Medical Services Regulatory Board;
 - 3) Review the medical appropriateness of patient pre-hospital care, transports and dispositions;
 - 4) Assure that ALS EMS Providers with a PSA in Hennepin County have access to acceptable quality medical control consultation prior to and during transport of a patient up to the point of the transfer of patient care;
 - 5) Assure 24-hour, seven day per week on-call availability of at least one EMS Medical Director from an ALS licensed EMS Provider with a PSA in Hennepin

County, or designee;

4. EMS Operations and System Communications Committee

- a. Membership on the EMS Operations and System Communications Committee shall include:
 - 1) One operations leader from each ALS EMS Provider with a PSA in Hennepin County;
 - 2) One emergency physician from a hospital in Hennepin County that operates a 24-hour emergency department;
 - 3) One West MRCC representative;
 - 4) One representative from a Primary PSAP in Hennepin County;
 - 5) One representative from a dispatch center at an ALS EMS Provider with a PSA in Hennepin County;
 - 6) One representative of the Hennepin County Fire Chiefs Association;
- b. The Committee will, in addition to those activities charged by the EMS Council, be responsible to:
 - 1) Develop EMS Council Communications standards;
 - 2) Review communications system interoperability and make recommendations that promote regional communications;
 - 3) Ensure the use of an EMS Council-approved call processing system by each dispatch center at ALS EMS Providers with a PSA in Hennepin County;
 - 4) Plan and present public education activities;

5. Quality Standards Committee

- a. The Quality Standards Committee shall include the following members:
 - 1) One clinical quality manager from each ALS EMS Provider with a PSA in Hennepin County;

- 2) Two EMS Medical Directors from unscheduled ALS EMS Providers with a PSA within Hennepin County;
 - 3) Two emergency physicians from hospitals in Hennepin County that operate 24-hour emergency departments;
- b. The Committee will, in addition to those activities charged by the EMS Council, be responsible to collect and analyze pre-hospital care data to make recommendations to the EMS Council and Hennepin County Public Health regarding, but not limited to:
- 1) Performance standards for pre-hospital emergency medical services;
 - 2) Submission of pre-hospital patient care data for quality assurance and improvement regarding:
 - a) Assignment, utilization, and adequacy of unscheduled ambulance resources;
 - b) Effects of unscheduled ambulance response transfers;
 - c) Utilization of mutual aid;
- c. The Committee will conduct review activities under the conditions of Minnesota Statute 145.61-145.67.

ARTICLE VI. VOTING

- A. Membership Voting. All voting shall be by member, in person or online at meetings of the EMS Council and its committees, except as follows:
1. A voting proxy for a meeting of the EMS Council may be authorized by the EMS Council for the specific meeting by a majority of Council members present.
 2. Each voting member, designated alternate, or approved proxy, will have equal voting status in the business of the EMS Council.
- B. Voting Method. Voting will be by voice or show of hands at in person and online meetings unless a written ballot at the meeting is requested by a member present.

- C. Voting Between Meetings Exception. If the Executive Committee determines a meeting cannot be held in a timely manner, the EMS Council may be authorized to vote by ballot provided that all actions approved by ballot shall be reviewed at the next meeting of the EMS Council.
- D. Voting Rules. A simple majority vote of members present at the meeting shall be required to approve regular business of the EMS Council and its committees. A two-thirds majority of members present at the meeting shall be required to approve changes to EMS Council Bylaws and to approve ballot votes that occur between meetings.

ARTICLE VII. GRANT APPLICATIONS

Any grant application sponsored by or which requests EMS Council participation or endorsement must be submitted to the EMS Council members with sufficient time for review by all members. It must receive the approval of a simple majority of the voting membership of the EMS Council present at the time of the vote.

ARTICLE VIII. REVIEW OF THE BYLAWS

Review of these Bylaws should occur as needed, as determined by the Executive Committee of the EMS Council or the Hennepin County Board of Commissioners.

ARTICLE IX. AMENDMENTS

Amendments to these Bylaws may be proposed by any member of the EMS Council. Proposed amendments to these Bylaws must be submitted to the Executive Committee in writing. The Executive Committee shall have the authority to determine if the amendment will move to the EMS Council.

EMS Council and Standing Committees

