

BY-LAWS  
OF THE  
METRO REGION EMS SYSTEM EMERGENCY  
PREPAREDNESS SUB-COMMITTEE

SECTION 1: COMPOSITION

The EMS Emergency Preparedness Sub-Committee shall be composed of:

- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the Metro Region: one seat each
- Non-EMS Fire first responder from Metro Cities of the First Class: one seat
- Non-EMS Law Enforcement first responder from Metro Cities of the First Class: one seat
- EMS Communications (PSAPS, EMS ECC and MRCCs): two seats

Each agency eligible for representation may, at its option, nominate a representative to the EMS Emergency Preparedness Sub-Committee. Agency nominations must certify that the individual or group making the nomination has the authority to do so.

Nominations are reviewed by the EMS Executive Committee and submitted to the EMS Technical Operations Committee (TOC) for approval.

An EMS Licensed Provider agency may change representatives at any time, provided the new representatives meet the membership requirements and are approved by the EMS TOC.

Resignation of a non-EMS Licensed Provider seat creates a vacancy which will be filled by solicitation of nominations from all eligible agencies.

Agencies choosing to not nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7).

In addition, there shall be alternates appointed for each representative to the EMS Emergency Preparedness Sub-Committee. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

Appointments will begin on January 1 of each calendar year and shall continue indefinitely.

At the first Sub-Committee meeting of each calendar year at which regular business transactions are conducted, there shall be elected from within the membership of the Sub-Committee a Chair and a Vice Chair. Each officer elected shall serve for a period of one year and shall be eligible for re-election for successive one year terms.

## SECTION 2. CHAIR

The Chair shall preside at all meetings of the EMS Emergency Preparedness Sub-Committee and shall perform duties as prescribed by the EMS Emergency Preparedness Sub-Committee from time-to-time and as approved by the EMS TOC and MESB Board.

## SECTION 3. VICE CHAIR

In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

## SECTION 4. PURPOSE, POWERS AND DUTIES

The purpose of the Metro Region EMS Emergency Preparedness Sub-Committee is to support EMS agencies through collaborative effort with MESB representatives. This is accomplished by:

1. Developing and maintaining a work plan for emergency preparedness, for recommendation to EMS TOC.
2. Promoting the exchange of information, experience and concepts related to operations.
3. Encouraging decisions and planning to achieve greater levels of systems interoperability among agencies, jurisdictions and public safety disciplines.
4. Promoting operational best practices as a means to improve quality.
5. Reviewing and recommending policy procedure, standard and best practice for EMS to governing entities in both the Metro Region and the State of Minnesota.
6. Coordinating emergency response strategies and tactics for major incidents and events through the Metro Region EMS System Coordination Center, the Minnesota EMS Multi-Agency Coordination Center, the Metro MACC or similar bodies.
7. Providing assistance with Mitigation, Preparedness, Response, and Recovery activities.
8. Developing plans for the distribution of regional assets and maintaining inventories;
9. Providing guidance and planning for the use of accepted grant funds.
10. Advising the Metro Region EMS System Coordinator and the Metro Region EMS System TOC on matters of policy, procedure and technology.

The EMS Emergency Preparedness Sub-Committee shall have the powers necessary and appropriate to effectively carry out the directives of the EMS TOC and the MESB Board, as specified in the EMS Emergency Preparedness Sub-Committee Work Plan or as directed by the EMS TOC or Board.

The EMS Emergency Preparedness Sub-Committee shall perform other such duties as may be prescribed by the Board.

The EMS Emergency Preparedness Sub-Committee shall not exercise independent authority or powers without specific direction and approval of the EMS TOC and the MESB Board, beyond those in its Work Plan.

EMS Emergency Preparedness Sub-Committee members shall not hold themselves out as representing EMS Emergency Preparedness Sub-Committee, EMS TOC, or MESB Board views without prior consent of the EMS Emergency Preparedness Sub-Committee, EMS TOC, or MESB Board.

#### SECTION 5. VOTING

Each member of the EMS Emergency Preparedness Sub-Committee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

#### SECTION 6. MEETINGS

The EMS Emergency Preparedness Sub-Committee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the Sub-Committee at least five (5) days prior to such meeting.

Special meetings of the Sub-Committee may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three (3) days' notice be given to each member of the Sub-Committee.

All meetings of the EMS Emergency Preparedness Sub-Committee shall be held in accordance with the Minnesota Open Meeting Law, Minn. Stat. 13D.

#### SECTION 7. QUORUM

A simple majority of the total members of the EMS Emergency Preparedness Sub-Committee shall constitute a quorum for the transaction of business at any meeting of the EMS Emergency Preparedness Sub-Committee.

#### SECTION 8. ATTENDANCE

EMS Emergency Preparedness Sub-Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month period. Failure to meet this requirement will be treated as resignation of the seat.