

EMS BYLAWS
OF THE
METROPOLITAN EMERGENCY SERVICES BOARD (MESB)
METRO REGION EMS TECHNICAL OPERATIONS COMMITTEE

SECTION 1: COMPOSITION

There shall be an MESB Emergency Medical Services Technical Operations Committee (EMS TOC). Unless otherwise specified below, the EMS TOC shall be composed of one representative and one alternate from each of the following organizations/associations in the Metro Region:

- Each licensed provider of ALS or BLS ground ambulance or Critical Care Transport/ Helicopter Response has a PSA or scheduled operations within the Metro Region
- Fire first responders from each of the cities of the first class
- Fire first responder appointed by Metro Chief Fire Officers Association
- Law enforcement first responder appointed by the Minnesota Chiefs of Police Association from the ten-county metro region
- Public health representative appointed by the Metro Local Public Health Association. e
- Each county representing the MESB may appoint a primary and alternate from their local county.
- Ambulance medical director, as defined in Minn. Stat. § 245F.02 subd. 13, representing appointed by the MDSAC of the EMSRB representing East and West services.:
- East Medical Resource Control Center (MRCC)
- West Medical Resource Control Center (MRCC)
- Metro Region Health Care Preparedness Coordinator (RHPC)
- Chair of the EMS Emergency Preparedness Subcommittee, or designee.

The Emergency Medical Services Regulatory Board (EMSRB) may appoint a representative to fill a non-voting seat on the committee.

The governing bodies of each member of the MESB and of the organizations/associations listed above shall appoint representatives and alternates to the EMS TOC, according to its governing documents and/or processes. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate, during their participation as an alternate.

For the purposes of the EMS TOC, the Metro Region consists of representatives from each county member of the MESB.

An agency may change representatives or alternates at any time according to its appointment process, provided the new representatives/alternates meet the membership requirements.

Agencies choosing to submit representatives shall be counted when calculating the quorum necessary to conduct business (see Section 7); agencies which do not submit representatives shall not be included in determining quorum (see Section 8).

By the December meeting of odd-numbered calendar years, at which regular business transactions are conducted, the EMS TOC shall nominate and vote on a Chair and Vice Chair out of the existing representatives. The Chair and Vice Chair will be approved by the MESB at its annual January organizational meeting. The Chair and Vice Chair are considered to be the executive officers of the EMS TOC.

Each executive officer approved by the MESB shall serve for a period of two years, starting in January after approval by the MESB, and shall be eligible for re-election for successive two-year terms.

In the event the Chair resigns prior to the end of the term of office, the Vice Chair will assume the Chair position for the remainder of the term and a special election for Vice-Chair will occur at the next meeting of the EMS TOC. In the event the Vice Chair assumes the Chair position as outlined above or resigns prior to the end of the term of office, a special election to fill the position will take place at the next meeting of the EMS TOC.

SECTION 2. CHAIR

The EMS TOC shall recommend to the MESB at its annual January organizational meeting a Chair of the EMS TOC. The EMS TOC Chair shall preside over meetings of the EMS TOC and perform the usual duties of the Chair. The Chair shall attend meetings of the MESB upon request.

SECTION 3. VICE CHAIR

The EMS TOC shall recommend to the MESB at its annual January organizational meeting a Vice Chair of the Committee. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of their inability or refusal to act.

SECTION 4. POWER AND DUTIES

The purpose of the EMS TOC is to support EMS agencies within the Metro Region by:

1. Providing an informational network for EMS agencies
2. Encouraging decisions and planning to achieve greater levels of systems interoperability
3. Promoting best practices to improve quality of care
4. Pursuing strategic grant opportunities for the metro EMS system
5. Advising the MESB EMS Coordinator and the MESB on matters of EMS policy, procedure, and technology
6. Promoting the sharing of resources, best practices, standards, and policies.
7. May submit a recommendation to the Governor's Office for the Metro Region EMS representative to the EMSRB Board.

The EMS TOC shall have the powers necessary and appropriate to effectively carry out the objectives above and the directives of the MESB. The EMS TOC shall recommend to the MESB those actions that are needed for the coordination and improvement of emergency medical services within the Metro Region. The EMS TOC shall perform other such duties as may be prescribed by the MESB, including:

1. Developing a work plan for the EMS activities required in Minn. Stat. 144E.50, subd. 5, or subsequently amended for state funding:
 - a. Personnel training
 - b. Transportation coordination
 - c. Public safety agency cooperation
 - d. Communications system maintenance and development
 - e. Public involvement
 - f. Health care facilities involvement

- g. System management
- 2. Reviewing and approving metro EMS-targeted grant requests prior to their submission for MESB approval.
- 3. Recommending EMS items for review and approval by the MESB.

All meetings of the EMS TOC shall be held in accordance with the Minnesota Open Meeting Law, Minn. Stat. Chapter 13D.

SECTION 5. VOTING

Each member of the EMS TOC may cast one vote on any motion before the committee. A simple majority vote of the members present shall be required to pass any motion. Voting can be either by voice or roll call provided that a roll call vote may be called for by any member of the EMS TOC. Absentee or proxy voting is not permitted, except as authorized by an alternate as described below.

The designated alternate representative for each member may vote on behalf of the primary representative in the event the primary representative is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote.

SECTION 6. MEETINGS

The EMS TOC shall agree to a time and place for holding regular meetings of the EMS TOC; notice of regular meetings shall be given to each member of the EMS TOC at least five days prior to such meeting.

Special meetings of the EMS TOC 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 days' notice be given to each member of the Committee and otherwise comply with provisions of the Minnesota Open Meeting Law.

SECTION 7. QUORUM

The presence of 33% of members of the EMS TOC shall constitute a quorum for the transaction of business at any noticed meeting.

SECTION 8. ATTENDANCE

EMS TOC members or their alternates must attend no less than 50% of all meetings held in a calendar year. Individuals representing agencies who will need to miss a meeting shall notify the MESB to help pre-track quorum. If an eligible agency holding a voting seat on the EMS TOC does not meet the minimum attendance requirement, the agency's membership will be changed to non-voting status until the minimum attendance requirement is met, at which time, the agency's membership will be automatically reinstated to full voting status.

SECTION 9. AMENDMENTS

Amendments to these Bylaws may be proposed by any representative on the EMS TOC. All proposed amendments shall be submitted in writing to each representative on the EMS TOC at least fifteen (15) days prior to a meeting of the EMS TOC, at which time the amendment(s) is/are to be considered. A statement explaining the purpose and effect of the proposed amendment(s) shall be attached to the proposed amendment(s). Amendments shall be

considered at a regular meeting of the EMS TOC. A two-thirds affirmative vote of the full membership of the EMS TOC is required for approval of amendments.

BYLAWS
OF THE
METROPOLITAN EMERGENCY SERVICES BOARD (MESB)
EMS TECHNICAL OPERATIONS COMMITTEE (TOC)
EXECUTIVE COMMITTEE

SECTION 1: COMPOSITION

The EMS TOC Executive Committee shall be composed of:

- Chair of the EMS TOC
- Vice Chair of the EMS TOC
- Chair of the EMS Emergency Preparedness Subcommittee
- Vice Chair of the EMS Emergency Preparedness Subcommittee
- A public health representative who serves on the EMS TOC and is approved by the EMS TOC.

No alternates are allowed on the EMS TOC Executive Committee.

SECTION 2. CHAIR

The Chair of the EMS TOC shall also serve as the Chair of the EMS TOC Executive Committee. The Chair shall preside over meetings of the EMS Executive Committee and perform the usual duties of a Chair.

SECTION 3. VICE CHAIR

The Vice Chair of the EMS TOC shall also serve as the Vice Chair of the EMS TOC Executive Committee. 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. POWER AND DUTIES

The purpose of the EMS TOC Executive Committee is to improve emergency medical services within the Metro Region. The EMS TOC Executive Committee may:

1. Ensure the work of all Subcommittees and the EMS TOC are coordinated and progress in a timely manner.
2. Collaborate with MESB staff to develop agendas for, and prepare minutes from, EMS TOC and EMS TOC Executive Committee meetings.
3. Work with MESB staff to assure attendance and quorum requirements are enforced.
4. Monitor financial reports for revenues and expenditures.
5. Authorizes activation of the regional resources for major planned and unplanned events and incidents.

The EMS TOC Executive Committee shall have the powers necessary and appropriate to effectively carry out this work.

All meetings of the EMS TOC Executive Committee shall be held in accordance with the Minnesota Open Meeting Law, Minn. Chapter 13D.

SECTION 5. VOTING

Each member of the EMS TOC Executive 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.

SECTION 6. MEETINGS

The EMS TOC Executive Committee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the Committee at least five days prior to such meeting.

Special meetings of the 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 days' notice be given to each member of the Committee and otherwise comply with provisions of the Minnesota Open Meeting Law.

SECTION 7. QUORUM

A simple majority of the total voting members of non-vacant seats of the Committee shall constitute a quorum for the transaction of business at any meeting of the EMS TOC Executive Committee.

SECTION 8. ATTENDANCE

EMS TOC Executive Committee members must attend no less than seventy-five percent (75%) of all meetings held in a calendar year. Individuals who will need to miss a meeting shall notify the MESB to help pre-track quorum. If an Executive Committee member does not meet the minimum attendance requirement, the member will be replaced at the next EMS TOC meeting following the failure of that member to meet the attendance requirement.

SECTION 9. AMENDMENTS

Amendments to these Bylaws may be proposed by any representative on the EMS TOC Executive Committee. All proposed amendments shall be submitted in writing to each representative on the EMS TOC Executive Committee at least fifteen (15) days prior to a meeting of the EMS TOC Executive Committee, at which time the amendment(s) is/are to be considered. A statement explaining the purpose and effect of the proposed amendment(s) shall be attached to the proposed amendment(s). Amendments shall be considered at a regular meeting of the EMS TOC Executive Committee. A two-thirds affirmative vote of the full membership of the EMS TOC Executive Committee is required for approval of amendments.

BYLAWS
OF THE
METROPOLITAN EMERGENCY SERVICES BOARD ("MESB")
EMS TOC EMERGENCY PREPAREDNESS SUBCOMMITTEE

SECTION 1: COMPOSITION

The EMS TOC Emergency Preparedness Subcommittee ("Subcommittee") shall be composed of representatives appointed by the EMS TOC according to the following:

- ALS/BLS EMS providers – eight representatives
- Fire service – one representative
- Law enforcement – one representative
- East MRCC – one representative
- West MRCC – one representative
- Medical Director from the region- one representative

By January 5th of even-numbered years, agencies eligible for representation may, at their option, nominate a representative and alternate according to their appointment processes to the Subcommittee. Agency nominations must certify that the individual or group making the nomination has the authority to do so. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate, during their participation as an alternate.

Nominations will be reviewed by the EMS TOC Executive Committee by February 15th of even-numbered years and submitted to the EMS TOC for approval at its March quarterly meeting.

An EMS Licensed Provider agency may change representatives and/or alternates at any time, provided the new representatives/alternates 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 the appointment of a representative from a member agency made by the Executive Committee.

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

Appointments will begin on April 1 of even-numbered years and shall terminate March 31 of the following even-numbered year.

At the first Subcommittee meeting following appointments beginning April 1 at which regular business transactions are conducted, there shall be elected from within the membership of the Subcommittee 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 meetings of the Subcommittee and shall perform duties as prescribed by the Subcommittee from time-to-time and as approved by the EMS TOC and the MESB.

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 Subcommittee is to support metro EMS agencies through collaborative effort with MESB representatives. This Subcommittee may:

1. Develop and maintain a work plan for emergency preparedness, for recommendation to EMS TOC.
2. Promote the exchange of information, experience and concepts related to operations.
3. Encourage decisions and planning to achieve greater levels of systems interoperability among agencies, jurisdictions and public safety disciplines.
4. Promote operational best practices as a means to improve quality.
5. Review and recommend policy procedures, standards, and best practices for EMS providers to both the MESB and the Minnesota Emergency Medical Services Regulatory Board (EMSRB).
6. Coordinate emergency response strategies and tactics for major incidents and events through the Metro Region EMS Emergency Operations Center, in collaboration with local Unified Command, as well as other emergency operations centers or coordination centers.
7. Provide assistance with mitigation, preparedness, response, and recovery activities.
8. Develop plans for the distribution of regional assets and maintaining inventories.
9. Provide guidance and planning for the use of accepted EMS-related grant funds.
10. Advise the MESB EMS Coordinator and the MESB EMS TOC on matters of policy, procedure and technology.

The Subcommittee shall have the powers necessary and appropriate to effectively carry out the directives of the EMS TOC and the MESB Board.

The Subcommittee shall perform other such duties as may be prescribed by the Board.

The Subcommittee shall not exercise independent authority or powers without specific direction and approval of the EMS TOC and the MESB, beyond those in its work plan.

Subcommittee members shall not present themselves as representing the Subcommittee, EMS TOC, or MESB views without prior consent of the Subcommittee, EMS TOC, or the MESB.

SECTION 5. VOTING

Each member of the Subcommittee 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 Subcommittee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the Subcommittee at least five days prior to such meeting.

Special meetings of the Subcommittee 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 days' notice be given to each member of the Subcommittee.

All meetings of the Subcommittee shall be held in accordance with the Minnesota Open Meeting Law, Minn. Chapter 13D.

SECTION 7. QUORUM

A simple majority of the total members of non-vacant seats of the Subcommittee shall constitute a quorum for the transaction of business at any meeting of the Subcommittee.

SECTION 8. ATTENDANCE

Subcommittee members or their alternates must attend no less than seventy-five percent (50%) of all meetings held in a calendar year. Individuals representing agencies who will need to miss a meeting shall notify the MESB to help pre-track quorum. Failure to meet this requirement will be treated as resignation of the seat.

SECTION 9. AMENDMENTS

Amendments to these Bylaws may be proposed by any representative on the Subcommittee. All proposed amendments shall be submitted in writing to each representative on the Subcommittee at least fifteen (15) days prior to a meeting of the Subcommittee, at which time the amendment(s) is/are to be considered. A statement explaining the purpose and effect of the proposed amendment(s) shall be attached to the proposed amendment(s). Amendments shall be considered at a regular meeting of the Subcommittee. A two-thirds affirmative vote of the full membership of the Subcommittee is required for approval of amendments.