

SAN JOAQUIN COUNTY  
EMERGENCY MEDICAL SERVICES AGENCY



**TITLE: EMERGENCY MEDICAL SERVICES  
ADVISORY COMMITTEE**

EMS Policy No. 1400

**PURPOSE:**

The purpose of this policy is to establish membership, role, responsibilities, process, and structure of the San Joaquin County Emergency Medical Services Advisory Committee (EMS Advisory Committee).

**AUTHORITY:**

Health and Safety Code, Division 2.5, Section 1797.220

DEFINITIONS: See EMS Policy No. 1100 POLICY DEFINITIONS.

**POLICY:**

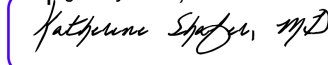
The EMS Advisory Committee is a multi-disciplinary, stakeholder represented committee established to discuss, review, provide input, and make recommendations to the EMS Medical Director and the San Joaquin County Emergency Medical Services Agency (SJCEMSA) on matters related to policy and procedures with the purpose to enhance the delivery and effectiveness of prehospital emergency medical services.

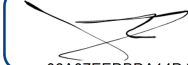
**PROCEDURE:**

- I. EMS Advisory Committee Responsibilities:
  - A. Reviewing draft SJCEMSA policies and reviewing comments on draft policies submitted during any policy review period.
  - B. Serve as a forum for pre-hospital stakeholder engagement related to the SJCEMSA EMS System.
  - C. Review and approve Maddy fund request pursuant to SJCEMSA policy.
- II. EMS Advisory Committee Membership:
  - A. Only properly affiliated San Joaquin County EMS system stakeholders shall hold membership in the EMS Advisory Committee.

Effective: May 1, 2026

Supersedes: September 1, 2022

Approved:   
Medical Director

DocuSigned by:   
EMS Administrator

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- B. The EMS Advisory Committee membership shall be comprised of twenty-five (25) designated members representing each of the following:
1. EMS Administrator – Ex officio non-voting member.
  2. EMS Medical Director – Ex officio non-voting member.
  3. Office of Emergency Services Director – Ex officio non-voting member.
  4. (1) One Emergency Department Registered Nurse Liaison member representing each receiving hospital in San Joaquin County.
  5. (2) Two Emergency Department Physicians members representing San Joaquin County receiving hospitals.
  6. (1) One member representing each of the San Joaquin County exclusive operating areas (EOA) emergency ambulance provider, designated by the EOA provider.
  7. (1) One member representing Fire-based emergency ambulance provider(s), designated by the San Joaquin County Fire Chiefs Association.
  8. (1) One member representing Advanced Life Support (ALS) fire departments or districts, designated by the San Joaquin County Fire Chiefs Association.
  9. (1) One member representing Basic Life Support (BLS) fire departments or districts, designated by the San Joaquin County Fire Chiefs Association.
  10. (1) One San Joaquin County accredited paramedic member representing paramedics working in San Joaquin County.
  11. (1) One EMT member representing EMT's working in San Joaquin County
  12. (1) One Emergency Medical Dispatcher (EMD) member representing the designated emergency ambulance dispatch center, designated by the emergency ambulance dispatch center.
  13. (1) One member representing authorized emergency air ambulance.
  14. (1) One member representing law enforcement agencies within San Joaquin County, designated by the San Joaquin County Law Chiefs Council.
- C. EMS Advisory Committee members shall serve a term of two (2) years and not limited to term limits.

Effective: May 1, 2026

Page 2 of 4

Supersedes: ~~September 1, 2022~~

Approved:   
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Medical Director

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EMS Administrator

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- D. Membership for representatives 4 through 6 shall expire on July 1 of even years and membership for representatives 7 through 14 shall expire on July 1 of odd years.

III. EMS Advisory Committee Membership Designation:

- A. All EMS Advisory Committee member designations must be submitted in writing to the EMS Administrator.
- B. Membership requires designation and proper affiliation. Memberships that do not require designation shall be selected by the EMS Administrator. If more designations are received than allotted for a particular membership, the EMS Administrator shall designate a properly affiliated member.
- C. Re-designation of membership representation is required at the end of a member's two (2) year term, or in the event of a member no longer meets the requirements for membership or resigns.

IV. EMS Advisory Committee Membership Seating and Vacancy:

- A. EMS Advisory Committee members may be removed by the EMS Administrator who are disruptive to committee business or who do not attend at least 75% of scheduled EMS Advisory Committee meetings annually. A member removed based on either of these reasons shall be deemed ineligible for future membership and the membership position shall be deemed vacant.
- B. EMS Advisory Committee members may be ineligible for a membership position and their membership position deemed vacant due to change of employment status, change in license or certification status, or other reasons.
- C. An EMS Advisory Committee member may request a regular alternate member to attend a meeting. Such requests must be made in advance and in writing to the EMS Administrator for approval.

V. EMS Advisory Committee Proceedings:


- A. The EMS Administrator or the EMS Medical Director will serve as the chairperson for each meeting.

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Page 3 of 4

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Approved:   
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 Medical Director

DocuSigned by:  
  
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 EMS Administrator

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- B. EMS Advisory Committee members shall notify the SJCEMSA in advance of any meeting they will be unable to attend.
- C. The EMS Advisory Committee shall meet no less than quarterly on a schedule to be determined by the EMS Administrator in coordination with EMS Advisory Committee members.
- D. The SJCEMSA will provide administrative and clerical support to maintain records of each meeting including agendas, minutes, and attendance records.
- E. All meetings of the EMS Advisory Committee, including all documents pertaining to the proceedings, are public documents and are subject to public review pursuant to the California Public Records Act, California Government Code, Section 6240 et. seq.

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Page 4 of 4

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 Medical Director

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 EMS Administrator