

**TITLE: EMERGENCY MEDICAL SERVICES
ADVISORY COMMITTEE**

EMS Policy No. **1400**

PURPOSE:

The purpose of this policy is to establish membership, roles, 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

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.

II. EMS Advisory Committee Membership:

- A. Only properly affiliated San Joaquin County EMS system stakeholders shall hold membership in the EMS Advisory Committee.
- B. The EMS Advisory Committee membership shall be comprised of thirteen (13) designated members representing each of the following:
 - 1. EMS Administrator – permanent member.
 - 2. EMS Medical Director – permanent member.
 - 3. (1) One Emergency Department Registered Nurse Liaison member representing the Base hospital, designated by the San Joaquin

Effective: September 1, 2022
Supersedes: N/A

Page 1 of 4

Approved: Signature on file
Medical Director

Signature on file
EMS Administrator

**TITLE: EMERGENCY MEDICAL SERVICES
ADVISORY COMMITTEE**

EMS Policy No. **1400**

- County Base Hospital.
 4. (2) Two Emergency Department Registered Nurse Liaison members representing all of San Joaquin County receiving hospitals.
 5. (1) One member representing the San Joaquin County exclusive operating area (EOA) emergency ambulance provider, designated by the EOA provider.
 6. (1) One member representing Fire-based emergency ambulance provider(s), designated by the San Joaquin County Fire Chiefs Association.
 7. (1) One member representing Advanced Life Support (ALS) fire departments or districts, designated by the San Joaquin County Fire Chiefs Association.
 8. (1) One member representing Basic Life Support (BLS) fire departments or districts, designated by the San Joaquin County Fire Chiefs Association.
 9. (1) One San Joaquin County accredited paramedic member representing Non Fire-based ALS emergency ambulance providers, designated by the Non Fire-based ALS emergency ambulance providers.
 10. (1) One EMT member representing Non Fire-based ALS emergency ambulance providers, designated by the Non Fire-based ALS emergency ambulance providers.
 11. (1) One Emergency Medical Dispatcher (EMD) member representing authorized Medical Priority Dispatch System (MPDS) dispatch centers, designated by the authorized MPDS dispatch centers.
 12. (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.
- D. Membership for representatives 3 through 7 shall expire on July 1 of even years and membership for representatives 8 through 13 shall expire on July 1 of odd years.

III. EMS Advisory Committee Membership Designation:

Effective: September 1, 2022
Supersedes: N/A

Page 2 of 4

Approved: Signature on file
Medical Director

Signature on file
EMS Administrator

**TITLE: EMERGENCY MEDICAL SERVICES
ADVISORY COMMITTEE**

EMS Policy No. **1400**

- A. All EMS Advisory Committee member designations must be submitted in writing to the EMS Administrator.
 - B. Member designation requires a consensus of different organizations for member representatives #9, #10, and #11. If consensus is not achieved, or 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.
 - 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

Effective: September 1, 2022
Supersedes: N/A

Page 3 of 4

Approved: Signature on file
Medical Director

Signature on file
EMS Administrator

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.