

North Country Regional Emergency Medical Services Council, Inc.
(REMSCO)

For
Jefferson, Lewis, And St. Lawrence Counties

By-Laws

Preamble

The Emergency Medical Systems (EMS) Act of 1973 (Public Law 93-154) added Title XII to the Public Health Service Act. Its purpose is to provide assistance and encouragement for the development of comprehensive emergency medical services throughout the counties and thereby improve the quality of patient care and reduce morbidity and mortality. The guidance contained in this statement is restricted to Sections 1202, 1203 and 1204 of the Act.

The EMS area must have sufficient population, size, and medical resources to justify the existence of an emergency medical service system. A village or small community, unable to provide all of the functional components and necessary clinical services, must be directed towards participation in an adjacent larger medically component system with necessary services and capabilities. The availability of more specialized care in the large metropolitan areas will be reflected by the referral patterns of the system for specific clinical problems.

Mission Statement

"The mission of the North Country Regional Emergency Medical Services Council is to improve the delivery of pre-hospital emergency medical services through coordinated oversight of personnel, recruitment and retention, training and resources."

Article I

Title: The name of the organization shall be the North Country Regional Emergency Medical Services Council for Jefferson, Lewis and St. Lawrence Counties, Inc. hereinafter referred to as "The Council".

Article II

Purposes:

1. The Corporation is formed and shall be operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as it now exists, or may be hereafter amended; including overseeing and coordinating an Emergency Medical Services system to provide prompt and effective emergency medical care for individuals in Jefferson, Lewis and St. Lawrence Counties; providing assistance in coordinating the activities of the North Country Regional Emergency Medical Services Council for Jefferson, Lewis, and St. Lawrence Counties; training emergency medical services personnel in the aforementioned counties pursuant to Article 30 of the New York Public Health Law, and establishing goals and objectives for achieving better emergency medical services in the aforementioned counties.

As a means of accomplishing, and in furtherance of the foregoing purposes, the Corporation shall have all of the general and special powers granted under Section 20 of the Not-for-Profit Corporation Law, subject however, to the limitation that it shall exercise only such powers, carry on any such activities, and make only such expenditures as may be carried on and made by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists, or as it may hereafter be amended. Nothing herein shall authorize the corporation to undertake or carry on any of the activities described in Section 404(b) through (p), inclusive of the New York Not-for-Profit Corporation Law.

2. Its purpose shall be to determine the public need as to Emergency Medical Services, to create additional emergency medical services when needed, to establish emergency medical service committees and to issue uniform emergency medical technician insignia and certificates. In general, to improve the delivery of emergency medical services through effective and coordinated arrangements of personnel, facilities and equipment within the area.

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3. The Council is formed for the purpose of carrying out all of the objectives set forth in the By-Laws, and for any other objectives which may be required to promote the establishment and operation of Emergency Medical Services Systems.

Article III

Membership:

1. Active membership shall consist of not more than thirty (30) members, of which one-third shall be representatives of ambulance services. The remaining memberships shall consist of, but will not be limited to, representatives of each of the existing county emergency medical service committees in the region, physicians, hospitals, fire departments, emergency and rescue squads, public officers and the general public. Members will live within the geographic areas serviced by the Jefferson, Lewis and St. Lawrence Counties Emergency Medical Service Councils. The membership shall be representative of the three counties.
2. Three consecutive unexcused absences or failure to attend 50% of the meetings in the council year (4/1 to 3/31) shall constitute grounds for automatic termination of active membership. To qualify for an excused absence, the member must submit a written request within two weeks of the missed meeting, which shall be reviewed by the chair and adjudicated by the chair.
3. A non-voting advisory membership shall consist of representatives of, but will not be limited to, other emergency services.

Article IV

Term of Office:

1. The term of office for members shall be four (4) years, except that, of those members first appointed, one-half shall be appointed until the annual meeting in April, the second class shall be appointed until the next annual meeting held in April.
2. Nominations of new members shall be provided by a nominating committee.
3. The Nominating Committee of five (5) members shall be appointed by the Council Chairperson. The Council Chairperson may not serve on this committee.
4. Nominations from the floor will be accepted at the annual meeting prior to the election.
5. Election and re-election of council members shall be by two-thirds majority of the Council members present and eligible to vote.
6. It shall be the council's responsibility to make known to all interested parties the existence of potential vacancies of the Council and to actively solicit nominations to be submitted in accordance with this Article.
7. Any vacancies which may occur shall be filled by appointment of the Chairperson, with the approval of the Council. The appointee shall be of the same constituency to assure that the structure of the Council remains the same.

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Article V

Officers:

1. The officers shall consist of: Chairperson, Vice-Chairperson, Secretary and Treasurer.

Article VI

Duties of Officers:

1. The Chairperson shall preside at all meetings of the Council, shall be an ex-officio member of all committees, shall preside at all meetings of the Executive Committee and shall perform all such duties incidental to the office of the Chairperson that are properly required of him/her.
2. The Vice-Chairperson shall, in the absence of the Chairperson, exercise all functions of the Chairperson and shall be vested with all his/her powers.
3. The Secretary shall have charge of all papers, keep such records, make such reports and perform such duties incidental to the office that are properly required of him/her by the organization.
4. The Treasurer shall have charge of any funds allotted to the Council, shall conduct its banking business and be responsible for furnishing satisfactory audits of all accounts.
5. Officers shall be elected for a term of one year. The term of office for the first cycle shall commence at the annual meeting held each April.

Article VII

Meetings:

1. The regular meetings of the Council shall be held on the first Monday of each month unless otherwise ordered by the Council or Executive Committee.
2. The annual meeting shall be held each April.

Article VIII

A. Committee Principles:

1. The Council Chairperson may appoint such agents and/or representatives in the capacity of operational committees, technical advisory groups (TAG's) and/or ad-hoc committees of the Council. The Chairperson shall authorize aforementioned committees and/or groups, such powers to perform acts or duties, on behalf of the Council, as may be consistent with these by-laws, and to the extent authorized or permitted by law.
2. The Chairperson of all operational committees and task forces shall be appointed by the Council Chairperson.
3. The Committee and/or Council Chair may elect to solicit additional representative(s) to participate on any committee, or to offer input as deemed necessary. Such parties may be REMAC members, Program Agency Director, or staff as assigned by director, other Council members, or community at large representatives who may offer additional resources or expertise.

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4. All committees and or ad-hoc committees shall perform other functions as assigned by the Council Chairperson.

B. Committee Structure:

1. Executive Committee:

The Executive Committee shall act with the full authority of the Council in between regular meetings of the Council. The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, and Treasurer.

2. Program Agency:

The EMS Program Agency Committee shall monitor, review and report all activities performed by the EMS Program Agency. The primary responsibility of the Committee is to review the Program Agency's performance regarding the agreed upon deliverables and REMSCO-Program Agency sub-contract.

The EMS Program Agency Committee shall consist of the Council Chairperson, the Program Agency Sponsor Representative, the EMS Program Agency Director and one Council member from each County. The System Medical Director may opt to participate on this committee. The EMS Program Agency Director may be excluded from the Committee when the discussion regarding that individual and/or their performance is necessary. The EMS Program Agency Committee shall perform other functions as assigned by the Council Chairperson.

3. Finance:

The Finance Committee shall assist the Council in the review and management of the Council's finances. Committee responsibilities include the planning, review and recommendation of the proposed budgets, proposed schedules of fees for Council services and proposed capital expenditures. The Finance Committee may meet with other committees regarding matters which involve the receipt or expenditure of Council funds. This may include meeting with the Education and Training Committee to perform their portion of the Training Plan, the annual deliverables/contract with the Executive Committee and other Committees as necessary.

The Finance Committee shall insure that an audit of Council finances is conducted annually. This Committee shall oversee and assist the Council treasurer as needed in preparation of the Quarterly and Year-End Financial Expenditure Reports to be submitted according to the REMSCO/DOH fiscal year schedule. In conjunction with the Treasurer, the Finance Committee will provide the council with a quarterly financial report and review of the Council's books and accounts. The Council shall, upon recommendation of the Finance Committee, designate the auditors prior to the close of business in each fiscal year. Such auditors shall examine and certify the council's annual books and accounts. The annual auditor's report shall be prepared at the close of the fiscal year, under the direction of the Finance Committee.

The Finance Committee shall consist of the Council Treasurer and one Council member from each County. Shall perform other functions as assigned by the Council Chairperson.

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4. EMS Systems:

The EMS Systems Committee shall review and recommend to the Council matters regarding Emergency Medical Services, Certificates of Need and any other issue relative to the implementation of our Region-wide EMS system. This includes but is not limited to issues regarding Dispatch, MCI plans, Hospital involvement and Air Medical Services. The adoption of policies and procedures pertaining to system issues may be recommended to the Council.

The EMS Systems Committee shall consist of a minimum of one County EMS Coordinator/Director, one County EMS Dispatch Representative, one Hospital Representative, one Course Sponsor Representative, the EMS Program Agency Director, and the Council Chairperson. The EMS Systems Committee shall perform other functions as assigned by the Council Chairperson.

5. Education and Training:

The Education and Training Committee shall advise the Council in all matters regarding education and training programs pertaining to emergency medical services, including, but not limited to, instructors, curricula, course sponsors and educational standards. The Committee shall review all NYS DOH EMS Course Applications (DOH -782 (7/98) and submit a report at regular Council meetings of said applications from EMS Course Sponsors in the Tri-County region. The Committee shall monitor training needs on a regional basis and make recommendations to the Council that serve to assist planning and coordination of training needs. The Education and Training Committee shall review and bring forth a recommendation of all EMS Course Sponsor applications or renewals. The Education and Training Committee may inspect Course Sponsors and their courses to investigate complaints. The accumulated information from the above tasks should be utilized to provide input for development and assistance in the preparation of the annual Training Plan.

The Education and Training Committee shall consist of a representative from each EMS Course Sponsor in the Tri-County Region and Council Chair or Vice Chairperson. The Education and Training Committee shall perform other functions as assigned by the Council.

6. PIER:

The Public Information, Education and Relations (PIER) Committee shall be responsible for public relations, recruitment and retention, positive publicity via the media, awards and recognition of EMS activities, squads or providers. This Committee will also act as a conduit between the Council and the Critical Incident Stress Management (CISM) team.

The PIER Committee shall recruit, receive and review letters of interest for open Council positions. The PIER committee shall present these applications to the Council with their recommendation. The PIER committee shall provide an orientation packet and offer assistance to any new council member, as well as perform other functions as assigned by the Council Chairperson.

7. REMAC:

The Regional Emergency Medical Advisory Committee (REMAC), pursuant to Article 30 Section 3004-A of the New York State Public Health Law, shall develop policies, procedures, triage, treatment and transportation protocols which are consistent with the standards of the State Emergency Medical Advisory Committee (SEMAC) which address specific local conditions. The REMAC may also approve physicians to provide on-line medical control, coordinate the development of the Regional Medical Control system and participate in CQI/QA activities addressing system-wide concerns. EMS Program Agency Staff can provide administrative support as needed.

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8. AD-HOC Committees and TAG's:

Ad-Hoc Committees or Technical Assistance Groups (TAG's) may be appointed at the discretion of the Council Chairperson to address specific issues, and upon completion of the specific task, these groups are dissolved. This includes, but is not limited to, Nomination, Spring Fling, By-Law's Committees etc.

Article IX

1. The Council meetings shall be conducted according to simplified parliamentary procedure based on Robert's Rules of Order.
2. A quorum of ten (10) members shall be required to conduct business at any Council meeting. There shall be at least one representative present from each county.
3. All statutory matters that require a roll call vote must be passed by a majority vote of the membership roster of the council at the time of the vote. There shall be at least one representative present from each county.

Article X

Voting:

1. Each active Council member shall have one vote.

Article XI

General Provisions:

1. Disclosure - Any possible conflict of interest on the part of any Board member shall be disclosed to the other members of the Board and made a matter of record through an annual procedure and also when the interest becomes a matter of Board action.
2. Process - Any board member having a possible conflict of interest on any matter shall not vote, or use his personal influence on the matter, and shall not be counted in determining the quorum for the meeting, even where permitted by law.
3. Orientation - Any new member of the Board will be advised of this policy upon entering the duties of his/her office.

Article XII

Amendments:

This Constitution and By-Laws may be amended at any regular or special meeting of the Council by two-thirds (2/3) vote provided that the amendment has been submitted in writing at the previous regular meeting.