



BOARD OF COUNTY COMMISSIONERS

DATE: August 4, 2015
AGENDA ITEM NO. 26

Consent Agenda ☐

Regular Agenda ☒

Public Hearing ☐

County Administrator's Signature:

Subject:

Approval of the Emergency Medical Services Medical Control Board Bylaws

Department:

Emergency Medical Services and Fire Administration

Staff Member Responsible:

Craig A. Hare, Director

Recommended Action:

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD), ACTING AS THE PINELLAS COUNTY EMERGENCY MEDICAL SERVICES (EMS) AUTHORITY, APPROVE THE REVISED BYLAWS OF THE PINELLAS COUNTY EMS MEDICAL CONTROL BOARD.

Summary Explanation/Background:

This draft version adheres to the original document in terms of composition of membership, roles and responsibilities, election of officers, nominations and appointments as well as conduct of meetings. The format of this draft version also mirrors the format of the EMS Advisory Council bylaws. The revision contains language that allows for the appointment of alternate representatives. The alternate representatives must be nominated by their organization and represent the same category as that of the primary member. All nominations must be approved by the EMS Authority. These revisions have the unanimous support of the EMS Medical Control Board.

Fiscal Impact/Cost/Revenue Summary:

None

Exhibits/Attachments Attached:

- EMS Medical Control Board Roster
- Letter of Support from the EMS Medical Control Board
- Draft EMS Medical Control Board Bylaws
- Current EMS Medical Control Board Bylaws

**Pinellas County
Emergency Medical Services
Medical Control Board**

	<u>Member</u>	<u>Representation</u>	<u>Term Start</u>	<u>Term End</u>
1	Dr. Roberto Bellini	Emergency Physician ER Medical Director, Mease Countryside Hospital	Jan 2015	Jan 2017
2	Dr. Stephen Haire	Emergency Physician ER Medical Director, Morton Plant Hospital	Jan 2015	Jan 2017
3	Dr. Rajneesh Mathur	Emergency Physician ER Medical Director, Florida Hospital North Pinellas	Jun 2014	Jun 2016
4	Dr. Stephen Feilinger	Emergency Physician Vice Chief of Staff, St. Anthony's Hospital	Aug 2015	Aug 2017
5	Dr. Dominique Thuriere	Hospital Administrator C.W. Bill Young Department of Veterans Affairs Medical Center	Aug 2015	Aug 2017
6	Mr. Kris Hoce	Hospital Administrator Morton Plant Mease Healthcare	Jun 2015	Jun 2017
7	Ms. Sharon Hayes	Hospital Administrator CEO, Palms of Pasadena Hospital	Aug 2014	Aug 2016
8	Mr. Anthony Degina	Hospital Administrator HCA Largo Medical Center	Jun 2015	Jun 2017
9	Dr. Paula Pell	Emergency Physician Pinellas County Medical Association Representative ER Physician, All Children's Hospital	Jan 2015	Jan 2017
10	Dr. Joseph Namey	Internal Medicine Hospitalist Pinellas County Osteopathic Medical Society Representative	Jan 2015	Jan 2017
11	Dr. Beth Girgis	Emergency Physician Trauma Center Representative ER Physician, Bayfront Health St. Petersburg	Jan 2015	Jan 2017

Executive Committee

Dr. Stephen Haire - Chair
Dr. Paula Pell - Vice Chair
Mr. Anthony Degina - Secretary

Support Staff

Mr. Craig Hare, Director, EMS & Fire Administration
Mr. Don Crowell, Managing Assistant County Attorney
Mr. Greg Woodrum, EMS Contract Coordinator

6/25/2015



Emergency Medical Services
Medical Control Board

June 25, 2015

Chairman John Morroni
Vice-Chairman Charlie Justice
Commissioner Janet C. Long
Commissioner Pat Gerard
Commissioner Dave Eggers
Commissioner Karen Williams Seel
Commissioner Kenneth T. Welch

Board of County Commissioners
315 Court Street
Clearwater, Florida 33756

Honorable Chairman and Members of the Board of County Commissioners,

I am writing this letter on behalf of the Pinellas County EMS Medical Control Board in support of the recently updated EMS Medical Control Board bylaws.

The bylaws were updated at the request of the EMS Medical Control Board to add language that allowed for alternate representatives to be nominated. The revised bylaws were presented to the EMS Medical Control Board by Mr. Craig Hare, Director, EMS & Fire Administration, at our meeting on June 10, 2015.

After review and consideration the EMS Medical Control Board unanimously supports the revisions to the bylaws.

Please contact me at 727-580-7723 if you have any questions or request additional information from your EMS Medical Control Board.

Respectfully,

Dr. Stephen Haire, Chairman
Pinellas County EMS Medical Control Board

cc: Mr. Craig Hare, Director, EMS & Fire Administration

**Pinellas County
Emergency Medical Services
Medical Control Board
Bylaws**

**Article I
Name**

Section 1.1 The name of this organization shall be the Pinellas County Emergency Medical Services Medical Control Board (MCB). The MCB has been established by the Board of County Commissioners, Pinellas County, Florida, serving as the EMS Authority (Authority).

**Article II
Objective**

Section 2.1 The MCB is an advisory body to the Authority and to the EMS Medical Director. The MCB is given specific review and approval authority pursuant to Section 54-60 of the Pinellas County Code subject to overriding Florida Law. The objectives of the MCB shall include the following:

- a. Advise the Authority on matters pertaining to emergency medical services.
- b. Advise the EMS Medical Director on issues of clinical policy and practice.
- c. Review and approve applicable protocols and procedures.
- d. Review the performance of all system components to include the EMS Medical Director, the ambulance contractor, the first responder contractors and the Continuing Medical Education contractor.
- e. Provide a liaison between the medical community at large and the EMS system.
- f. Provide opinions regarding medical community consensus to the Authority and the EMS Medical Director.

**Article III
Membership**

Section 3.1 The membership of the Pinellas County EMS Medical Control Board shall consist of eleven (11) members, to include seven (7) physicians and four (4) hospital administrators.

The membership shall be comprised of the following:

- A physician member or designee to represent the Pinellas County Medical Association; and
- A physician member or designee to represent the Pinellas County Osteopathic Medical Society; and
- A physician member or designee to represent a trauma center located within Pinellas County; and
- Four (4) physician members or their individual designees to represent emergency physicians practicing in Pinellas County hospital emergency departments; and
- Four (4) hospital administrator members or their individual designees to represent hospital administrators from Pinellas County hospitals.

The physician members shall be actively engaged in the practice of emergency medicine. Designees must be named alternates appointed by the EMS Authority.

The hospital administrator members or their individual designees shall be appointed from the ranks of hospital administrators from Pinellas County hospitals. Designees must be named alternates appointed by the EMS Authority.

Section 3.2 The term of appointment shall be for two (2) years with confirmation every two (2) years by the EMS Authority. There is no limit on the number of terms an individual may serve.

Section 3.3 A member may recommend to the EMS Authority for approval of an alternate to serve in their absence. The alternate must represent the same category as that of the member.

Section 3.4 An alternate member shall assume the role of the primary member in the event the primary member can no longer serve until a permanent replacement is approved. The alternate member shall not assume any elected or appointed officer position previously held by the primary member unless approved by the MCB.

Section 3.5 The membership, by majority vote, shall have the authority to recommend to the EMS Authority the removal of any member. The member will be notified promptly of the recommendation for removal.

Article IV Officers

Section 4.1 The members of the EMS Medical Control Board shall elect from the membership the following Officers at its annual meeting which will be held in February of each year. Members interested in serving as Officers shall submit their name to the Executive Director prior to the meeting. Nominations will also be accepted at the meeting.

- a. Chair
- b. Vice-Chair
- c. Secretary

Section 4.2 The term of office of all Officers shall be two years. The terms will begin immediately following the vote of the membership at the annual meeting.

Section 4.3 A vacancy in any office may be filled at the next meeting.

Section 4.4 Duties:

- a. Chair:

The Chair shall be a full voting member and preside at all meetings of the MCB and be an ex-officio member of all committees. The Chair shall have further duties as may be assigned by the MCB.

- b. Vice-Chair:

In the absence of the Chair, the Vice-Chair shall exercise all duties of the Chair. The Vice-Chair shall have other duties and powers as may be assigned by the MCB.

- c. Secretary:

The Secretary shall cause the minutes of all meetings of the MCB to be kept. The Secretary shall have such further duties and powers as may be assigned by the Chair.

Article V Meetings

- Section 5.1** The annual meeting of the MCB shall be held in first quarter of each year at such time and place as designated by the Chair. The Chair or the Executive Director may call meetings of the MCB when such meetings are deemed necessary.
- Section 5.2** All members of the MCB shall be notified of the time, place and purpose of meetings not less than five (5) days before such meetings by the Executive Director or his/her designee.
- Section 5.3** Six (6) voting members shall constitute a quorum for the transaction of any business at meetings of the MCB.
- Section 5.4** Only the appointed member or the designated alternate shall be entitled to vote at any meeting of the MCB.
- Section 5.5** Members are expected to attend all meetings of the MCB and any Committee to which they are assigned. Periodic review of attendance will be conducted by the Chair and the Authority's Executive Director. Members whose attendance is not meeting requirements will be contacted and advised of same. Excessive absences will result in recommendation for dismissal from the MCB and/or Committee. The MCB shall make a formal request for a replacement member from the represented agency or organization to be appointed by the EMS Authority.
- Section 5.6** All official records of the MCB, including minutes and resolutions duly adopted, shall be maintained in the office of the Executive Director.

Article VI Committees

- Section 6.1** There shall be an Executive Committee composed of the Chair, Vice-Chair and Secretary elected by the membership during the annual meeting or a meeting called for that purpose. The Executive Committee shall have full authority to take action in any emergency arising between meetings and to carry on ordinary business in keeping with the bylaws. Meetings of the Executive Committee may be called by the Chair or the Executive Director. A quorum of the Executive Committee shall be three (3) members.
- Section 6.2** The Chair is empowered to appoint such permanent or standing committees as are deemed necessary for the successful execution of the MCB's programs.

Article VII
Parliamentary Procedure

Section 7.1 All meetings of the MCB and any committees shall be conducted and governed by Parliamentary Procedures and usage as contained and set forth in the current edition of Robert's Rules of Order unless otherwise provided for in these bylaws or except where modification of such rules is required because of the nature of the work to be accomplished by the MCB.

Article VIII
Amendment to Bylaws

Section 8.1 These bylaws may be amended by a two-thirds vote of the membership at a meeting where notice of such proposals for amendments has been given to all members as provided in the bylaws. All such amendments shall be subject to approval of the EMS Authority.

Section 8.2 Notice of a proposed amendment shall be submitted in writing, including electronically, to all members of the MCB not less than seven (7) days prior to the meeting at which time such amendments are to be considered.

**BYLAWS OF THE
PINELLAS COUNTY EMS
MEDICAL CONTROL BOARD**

ADOPTED 08-18-94

BYLAWS OF THE PINELLAS COUNTY EMS Medical Control Board

I. PURPOSE

The Pinellas County EMS Medical Control Board (Board) has been established by the Pinellas County EMS Authority (Authority) for the following general purposes:

- to advise the Authority on matters pertaining to EMS
- to advise the Pinellas County EMS Medical Director on issues of clinical policy and practices
- to provide liaison between the medical community at large and the EMS system
- to provide opinions regarding medical community consensus to the Authority and the Medical Director

II. ORGANIZATIONAL STRUCTURE

A. RELATIONSHIP WITH EMS AUTHORITY AND MEDICAL DIRECTOR

The Medical Control Board is an advisory body to the Authority and the Medical Director. The Medical Control Board is not given any specific powers other than those granted by Authority to fulfill this advisory mission.

B. MEMBERS

The Board shall consist of eleven members, to include seven physicians and four hospital administrators.

The physician members shall be actively engaged in the practice of emergency medicine. One physician member shall represent the Pinellas County Medical Society. One physician member shall represent the Pinellas County Osteopathic Medical Society. One physician member shall represent a trauma center located within Pinellas County. The remaining four physicians shall be appointed from the ranks of the emergency physicians practicing in Pinellas County hospital emergency departments.

The hospital administrator members shall be appointed from the ranks of hospital administrator from Pinellas County hospitals

C. EXECUTIVE COMMITTEE

The Board shall have an Executive Committee consisting of its officers - the Chairman, Vice-Chairman and Secretary/Treasurer.

III. OPERATIONS

A. ROLES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall be responsible for managing the affairs of the Board and acting on its behalf in matters designated by resolution of the Board.

1. Chairman

The Chairman shall be the principal executive officer of the Board and, subject to the control of the Executive Committee, shall generally supervise and control all the business and affairs of the Board. The Chairman shall, when present, preside at all meetings of the Board and the Executive Committee. The Chairman may sign, with the Secretary or other officer authorized by the Executive Committee, any documents and/or other instruments which the Executive authorizes to be executed, except in cases where the signing and execution thereof has been expressly delegated by the Board, Executive Committee or by these by-laws to some other officer or agent of the Board; or shall be required by law to be otherwise signed or executed. The Chairman shall also serve as Chairman of the Executive Committee.

2. Vice-Chairman

In the absence of the Chairman, the Vice-Chairman shall perform the duties of the Chairman. When so acting, the Vice-Chairman shall be subject to all the restrictions upon the Chairman. The Vice-Chairman shall also perform other duties as may from time to time be assigned by the Chairman.

3. Secretary

The Secretary shall be responsible for (a) assuring that minutes are recorded and kept for all meetings of the Board, Executive Committee and other committees; (b) that meeting notices are distributed in accord with these bylaws; (c) assuring that an accurate listing of all members and their respective addresses, phone numbers and FAX numbers are maintained; and (d) shall

also perform other duties as may from time to time be assigned by the Chairman.

B. ROLES AND RESPONSIBILITIES OF THE ENTIRE BOARD

1. Performance Evaluations

The Medical Control Board shall be responsible for reviewing the performance of the following system components on a regular basis, providing recommendations pursuant to such review to the EMS Authority.

- a. Medical Director
- b. Ambulance Contractor
- c. First Responder Contractors
- d. Continuing Medical Education Contractor

Such evaluations shall be scheduled in a manner convenient to the Medical Control Board and the Authority

2. EMS Funding

The Medical Control Board shall be responsible for insuring that patient care issues take top priority in the allocation of EMS funds. Implementation of this responsibility shall include input and recommendations to the EMS Authority as to how EMS funds are disbursed among the contractors and EMS administration

C. APPOINTMENT AND TERMS OF BOARD MEMBERS

1. Appointment

Medical Control Board members are appointed by and serve at the pleasure of the Pinellas County EMS Authority. Board members shall serve in two year terms. The appointment of any Board member may be terminated at the discretion of the Authority. Any Board member may voluntarily terminate their appointment by written notice to the Chairman. The first meeting of a new Board shall be at the annual meeting in odd numbered years. The last official meeting of a member for their current term shall be at the meeting immediately preceding the annual meeting in odd numbered years. The member who serves as Chairman shall serve an extended term to include the annual meeting in odd numbered years until the new Chairman is elected at the meeting following the annual meeting of an odd numbered year

2. Nominations

The Authority will officially accept nominations for persons to serve as members of Medical Control Board from the current Medical Control Board, the EMS Medical Director, the Tampa Bay Hospital Association (for hospital administrator representatives), the Pinellas County Medical Society (for its representative), the Pinellas County Osteopathic Medical Society (for its representative), and from trauma centers located within Pinellas County (for its representative). Nominations may include incumbent Board members for potential reappointment. The Authority shall not be limited to select persons from lists presented as nominees by the above named parties. Persons may be reappointed to the Board at the discretion of the Authority contingent on acceptance by the member.

4. Vacancies

A vacancy on the Board may be filled by appointment of the Authority to serve the remainder of the vacated term. After conclusion of vacated term, the person filling the vacancy is eligible for reappointment as previously described

D. ELECTION OF OFFICERS

1. Elections

Elections of officers (Chairman, Vice-Chairman, Secretary) shall take place during odd numbered years at the annual meeting of the Medical Control Board. Election of officers shall be by secret ballot by majority vote. In the absence of a majority, those two nominees with the two highest tallies of votes shall be placed in run-off vote. In the event that an even number of members constitute the quorum, the Chairman or whichever member is presiding over the meeting shall abstain.

2. Nominations

Nominations for the positions of Chairman, Vice-Chairman and Secretary may be accepted from the outgoing Executive Committee and from the members of the incoming Board. These nominations shall be made at the annual meeting on odd-numbered years. In the case of nominations made by the outgoing Executive Committee, their list of nominees, if any, will be brought to the attention of the new Board by the Chairman who shall preside over the annual meeting

3. Term

Officers shall serve terms coincidental with their current period of appointment to the Board, which shall be two years less the time it takes from the start of their Board term at the annual meeting of an odd numbered term until the officer elections are held with the new Board at the following meeting.

4. Termination of Office

The Authority may terminate the term of an officer at its discretion. The Board must then conduct a special election to fill the vacated officer position.

5. Vacancies

The vacancy of an officer position may be filled by special election of the Board before or after the vacancy is filled by the Authority. The person so elected to fill a vacated officer position will complete the vacated term. After conclusion of vacated term, the person filling the vacancy is subject to the normal nomination and election process previously described.

E. MEETINGS

1. Regular Meetings

a. Time and Location

Regular meetings of the Board and the Executive Committee shall be held at a time and location adopted by resolution of the Board. The Regular meetings shall take place six times per year, to include the annual meeting.

b. Notice

The members of the particular group to meet shall be given at least two weeks notice of a meeting, unless it is a regularly scheduled meeting.

c. Quorum

A quorum for a regular meeting, Executive Committee meeting, special meeting or the annual meeting requires a majority of the members of the group to be present.

d. Executive Committee

The members shall meet six times per year on the month that the full Medical Control Board does not meet. In the event a special meeting of the Medical Control Board meeting is called during a month of the Executive Committee's regular meeting schedule, the Committee members may meet prior to or after the full board meeting; however, they may elect not to meet during this month in these situations.

e. Voting

If a quorum exists at either meeting (full board or Executive Committee), action on a matter (other than the election of officers) by a voting group is approved if the votes cast within the voting group favoring the action exceed the votes cast opposing the action.

2. Annual Meeting

The annual meeting of the Medical Control Board shall be held each year at the same approximate time of year. The specific time and location may be adopted by resolution of the Executive Committee. The annual meeting in odd numbered years will provide the venue for introduction of new and returning Board members and nomination of new officers. Board members shall receive at least two weeks notice of the meeting.

3. Special Meetings

The Chairman may call for a special meeting of the Board or the Executive Committee for urgent matters that require immediate action. The Chairman is required to give at least 24 hours notice for such special meetings.

4. Meeting Attendance

Board members must attend at least four of the six regularly scheduled meetings in each group with which they participate. The attendance record will be reviewed every January for the previous year. Failure to attend the requisite meetings will result in dismissal from the applicable group, which may be a committee, Executive Committee, or the Board itself. The Board will make a formal request for a replacement member from the represented agency/organization

5. Venue Options

As an alternative to face-to-face meetings, the Board or any group thereof may, at the discretion of the Executive Committee, choose to exercise the following options for meeting venues with the exception of the annual meeting: telephone conference calls, telephone polls or mail-in polls. Meetings held by conference call shall be valid, providing that the equipment utilized allows all those "present" to hear and interact with each other from their separate locations.

6. Conduct of Meetings

All meetings of the Board or Committee thereof shall be conducted according the Roberts Rules of Order. Minutes shall be recorded at all official meetings.

F. SPECIAL COMMITTEES

1. Designation

The Chairman may create and disband special committees as deemed appropriate for the business of the Board. They may be of an ad hoc or permanent nature.

2. Functions

The purpose of special committees are to advise the Board or the Executive Committee. Special committees shall not have any actual powers unless so delegated by the Board.

3. Appointment and Term

Persons may be appointed and removed from special committees at the discretion of the Chairman. Terms on committees shall not exceed terms of Board membership. Persons reappointed to the Board may be reappointed to a special committee at the discretion of the new Chairman.

G. SUPPORT SERVICES

1. Administrative Support

The Office of the Medical Director shall provide any administrative support as may be reasonably required for the Board and its committees to conduct its affairs.

2. Expenses

Any reasonable expenses incurred by the Board in conjunction with the conduct of its affairs shall be paid by the Office of the Medical Director, with prior approval of the Executive Director of the Office of the Medical Director.

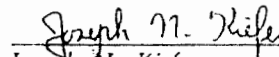
IV. AMENDMENTS


Amendments to these bylaws may be made by a two-thirds (2/3) majority vote of the Board, contingent upon the approval by the Executive Director of the EMS Authority.

APPROVED and ADOPTED this 18th day of August, 1994.

CHAIRMAN

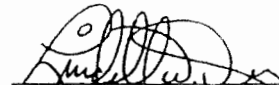
VICE-CHAIRMAN



Joseph N. Kiefer


James Eutzler, D.O.

SECRETARY/TREASURER

EXECUTIVE DIRECTOR


Lindell Orr


Jeff R. Barnard