

ATTACHMENT 5

BYLAWS OF THE COUNTY SERVICE AREA 17 SAN DIEGUITO EMERGENCY MEDICAL SERVICES DISTRICT ADVISORY COMMITTEE

Amended: January 12, 1999

ARTICLE I - PURPOSE AND AUTHORITY

- Section I** The County Service Area 17 Citizens Advisory Committee was established by the Board of Supervisors on August 13, 1969 in accordance with Government Code Section 25210.1 et seq. for the purpose of providing basic life support ambulance service. On July 25, 1975 level of service was raised to include advanced life support paramedic services.
- Section II** The purpose of the Citizens Advisory Committee for the San Dieguito Emergency Medical Services District as set forth is to provide a means of communication between the residents of County Service Area 17 and the County Health and Human Services Agency and the Board of Supervisors; and, to facilitate the administration of the San Dieguito Ambulance District.
- Section III** The Citizens Advisory Committee is a non-partisan, non-sectarian, non-profit organization. It does not take part officially in nor does it lend its influence to any political issues.
- Section IV** The Advisory Committee is to advise the County Health and Human Services Agency, the Chief Administrative Officer, and the Board of Supervisors only. The Advisory Committee is not empowered by ordinance, establishing authority or policy to render a decision of any kind on behalf of the County of San Diego or its appointed or elected officials.
- Section V** The day-to-day operational management of the County Service Area is vested in a management team comprised of the Fire Chiefs (or their designees), the Paramedic Provider and Emergency Medical Services staff. The management team shall prepare reports and information for the Advisory Committee's consideration.

ARTICLE II - MEMBERSHIP AND TERM OF OFFICE

- Section I** Membership on the CSA-17 Citizens Advisory Committee is comprised of representatives from community organizations listed in Section II of this Article as approved by the Board of Supervisors.
- Section II** The Advisory Committee shall consist of one representative from each of the following community organizations:
- City of Encinitas
 - City of Del Mar
 - City of Solana Beach
 - Rancho Santa Fe Fire Protection District
 - Torrey Pines Planning Group
 - Two citizen at large members selected by the five members above
- Section III** Each of the organizations listed in Section II of this Article shall appoint one member to serve on the Advisory Committee, and each organization may appoint an alternate subject to approval by the Board of Supervisors. The term of office for each member shall be at the discretion of the appointing organization. The citizen at large members shall serve staggered two year terms.

Section IV

The appointing organization shall transmit in writing to the Chairperson of the Advisory Committee the name and address of its appointee(s). The appointing organization may, at its discretion, remove or replace its appointees. Appointments made to replace a representative shall be made in the same manner previously described in this section. Appointees may be removed from the Advisory Committee for non-attendance of three (3) meetings during a year upon a vote of the current members in attendance with prior written notification.

ARTICLE III - DUTIES AND RESPONSIBILITIES

Section I

The duties and responsibilities of the Advisory Committee are as follows:

1. To advise the County Health and Human Services Agency, Emergency Medical Services and the Board of Supervisors on matters relating to standards and levels of ambulance service within County Service Area 17.
2. To recommend to the County Health and Human Services Agency and the Board of Supervisors budgetary and contractual matters related to the funding and operation of County Service Area 17.
3. To provide periodic public meetings to receive public input regarding ambulance service levels from the residents provided service in the San Dieguito Ambulance District.
4. To review and make recommendations to the County Health and Human Services Agency and Board of Supervisors establishing the levels for benefit taxes and non-resident transport fees.
5. To establish an Operations Subcommittee of the Advisory Committee to assist in the day-to-day operation and administration of the County Service Area 17 ambulance services, and liaison with County staff.
6. To assume no authority in dealing with employer/employee relations or personnel matters relative to the selected contractor to provide paramedic services.

ARTICLE IV - OFFICERS

Section I

The officers of the Advisory Committee shall consist of a Chairperson and Vice-Chairperson.

Section II

At the first annual meeting of the Advisory Committee, the officers for the succeeding calendar year shall be selected. Each officer shall be elected by a majority vote of members present at the meeting.

Section III

If an office is vacated, the Chairperson will temporarily appoint a member of the advisory committee to fill the vacancy until a new officer is elected. Such election shall be within 30 days of the vacancy.

Section IV

The Chairperson shall preside at and conduct the regular and special meetings of the Advisory Committee. The Chairperson shall appoint members to standing and Ad Hoc committees, assign coordinating duties to the Vice-Chairperson as necessary, call for and determine the meeting agenda, and provide liaison with appointed and elected officials of the fire districts, the Cities and County. The Chairperson is the sole official spokesperson for the Advisory Committee unless this responsibility is delegated in writing by the Chairperson to other members.

Section V In the absence of the Chairperson, the Vice-Chairperson assumes the duties and responsibilities of that office.

Section VI The assigned staff Secretary shall record the minutes of all Advisory Committee meetings and shall handle the Advisory Committee correspondence. The staff Secretary shall keep the roll, certify the presence of a quorum, maintain the list of all active members, and shall keep records of actions as they occur at each meeting. It is the responsibility of staff Secretary to assure that posting of meeting notices in a publicly accessible place for 72 hours prior to the Advisory Committee meeting occurs, to keep a record of such posting, and to reproduce and distribute the Advisory Committee notices and minutes of all meetings.

ARTICLE V - SUBCOMMITTEES

Section I The Advisory Committee shall select from its membership, subcommittee chairpersons and/or members to direct studies, conduct research or make recommendations on Committee activities. The Chairperson shall assign Ad Hoc committees from time to time to review issues and report to the Chairperson with their recommendations.

Section II The Advisory Committee shall have two standing subcommittees: a Budget and an Operations Subcommittee.

Section III The Budget Subcommittee shall be composed of at least two (2) Advisory Committee members, including alternates, for the following purpose:

1. Assist the County CSA Administrator in the annual budget preparation to be presented to the Advisory Committee for review.
2. Review budget requests from contractors during the annual budget process and make recommendations for funding levels, and equipment and fixed asset purchases.
3. Review and make recommendations of the levels for benefit taxes and non-resident transport fees.
4. The Operations Subcommittee shall serve as Technical Advisors to the Budget Subcommittee.

Section IV The Operations Subcommittee shall be composed of a Chairperson appointed by the Advisory Committee, the Fire Chiefs or their designees from Del Mar Fire Department, City of Encinitas, Solana Beach Fire Department, Rancho Santa Fe Fire Protection District, the Paramedic Service Provider and the County CSA 17 Administrator. The Operations Subcommittee will perform the following scope and purpose:

1. To provide staff support to the Advisory Committee and assist in monitoring and administering the policies and direction of the Advisory Committee where adopted by the County.
2. To assist in the planning and review of ambulance service needs, determination of an integrated and coordinated ambulance delivery system, operational standards, and resource allocations.
3. To assist in the determination of safety procedures, equipment needs, and replacement schedules for equipment and vehicles.

Section V Each subcommittee chairperson shall be responsible for all actions and reports to the

Advisory Committee on a regular basis. A subcommittee chairperson shall not act as spokesperson for the Advisory Committee unless authorized to do so in writing as set forth in Article IV, Section IV of these Bylaws.

ARTICLE VI - ORGANIZATION PROCEDURES

- Section I** Robert's Rules of Order shall govern the operation of the Advisory Committee in all cases not covered by these Bylaws. The Advisory Committee may formulate specific written procedural rules of order to govern the conduct of its meetings.
- Section II** Voting is on the basis of one vote per person and no proxy, telephonic or absentee voting is permitted.
- Section III** The Advisory Committee will meet as often as necessary but shall meet at least once every three months. Special meetings of the Committee may be called by the Chairperson as deemed necessary to conduct the business of the Advisory Committee. All meetings of the Advisory Committee and its subcommittees are open to the public and are to be held in public places. Notice of all Advisory Committee meetings will be posted in a publicly accessible place for a period of 72 hours prior to the meeting. In addition, such notice will be mailed on request.
- Section IV** These Bylaws may be amended by a majority vote of members of the Advisory Committee at a regularly scheduled meeting of the Advisory Committee. Notification of proposed Bylaw amendments shall be submitted to each member at least 15 days prior to the meeting at which the amendments will be considered. All Bylaw changes voted upon by the Advisory Committee must subsequently be approved by the Board of Supervisors to be effective.
- Section V** A majority of the members currently appointed shall constitute a quorum. No vote of the Advisory Committee shall be considered as reflecting an official position of the Advisory Committee unless passed by a majority of the quorum present at a specific meeting when the vote is taken.

APPROVED AS TO FORM AND LEGALITY
COUNTY COUNSEL

BY Isabel Maech
DEPUTY