

Guidelines for BEMSP & EMS Committee sub-committees, Task Forces and Peer Review Board

Purpose:

Subcommittees, Task Forces, Peer Review Board, and various work groups (further referred to as subcommittees) are advisory to the state Emergency Medical Services (EMS) Committee and the Bureau of Emergency Medical Services and Preparedness. They are organized to develop recommendations based on projects and assignments. Subcommittees may establish ad hoc task forces to address specific issues applicable to the purview of their subcommittee, but may not commit travel expenses without approval of the Bureau of Emergency Medical Services and Preparedness (BEMSP).

Meeting Schedules:

It is recommended that subcommittees meet quarterly the month after the EMS Committee. The chair of the Subcommittee, in consultation with BEMSP staff, may convene additional meetings, if needed.

Meeting Attendance:

Subcommittee members should try to minimize absences. If a member is unable to attend a scheduled meeting in person, they can attend by telephone or video conference. If they cannot attend at all, they may appoint a proxy with the same level of expertise to attend in their behalf. They should notify the BEMSP of their inability to attend. Members may be replaced if attendance is below 75% annually.

Organization:

Each subcommittee shall be organized with a chair, vice-chair, a BEMSP representative, and a representative from the EMS Committee. A vice-chair will be elected in the first Subcommittee meeting each calendar year. The existing vice-chair will become the chair, and serve for a year term. The EMS Committee shall assign one member of the Committee as a representative to each sub-committee.

Conduct of Meetings:

The chair will conduct subcommittee meetings. The vice-chair will conduct if the chair is absent. If neither is present, the BEMSP may conduct, or appoint a member to conduct. All meetings will be open for the public. The BEMSP will develop agendas based on EMS Committee assignments, and include additional input from the Subcommittees. The BEMSP will email agendas in a timely manner (usually 1 week in advance) to all subcommittee members. Subcommittees will use under Roberts Rules of Order for motion items and voting. A quorum is a simple majority of subcommittee members. Minutes shall include members attended, members excused or absent, presence of a quorum, discussion summaries, recommendations, motions and votes.

Reporting Responsibility:

The Subcommittee chair or vice-chair shall briefly report the proceedings of each subcommittee meeting and lead the discussion regarding any action items requiring action by the EMS Committee. If neither can attend the EMS Committee meeting, the chair shall appoint an alternate and notify the BEMSP.

BEMSP Responsibility:

The BEMSP will provide administrative and clerical support, for subcommittee business. The BEMSP will assign a coordinator to assist the chair in preparing the agenda. The BEMSP will also provide clerical support for sending information, minutes, agendas, and to maintain

membership rosters. BEMSP personnel shall participate in subcommittee discussions and testify regarding agenda items. If the BEMSP does not in support subcommittee recommendations or motions, the BEMSP will provide comments to the EMS Committee for consideration.

Subcommittee Appointment Process:

The EMS Committee, by majority vote and in conference with the BEMSP shall make all subcommittee appointments except where outlined in State Code. Appointments to EMS Committee subcommittees shall be for a period of three years. Unexpired subcommittee terms shall be for the balance of the term. When a member's first term expires, they may re-apply to be re-appointed by the EMS Committee. A member may serve a maximum of two consecutive terms on a particular subcommittee. Exceptions may be granted until other qualified applicants applies and is appointed. If a member resigns, a new member replacement will be selected from previous applicants, or new applications may be solicited.

When a member is appointed to fill a term of someone who resigns after serving less than 50% of their term, the member can be reappointed to two additional terms. If there is more than half a term remaining, they are only reappointed for one additional term. A member must maintain the certification or licensure level that is associated with the position they are representing while on the subcommittee.

Vacancies will be made available to the public, along with instructions for obtaining an application for membership. Applications will be accepted by the BEMSP at any time. Applications will be reviewed by the EMS Committee for final approval. Applications will be held and considered active for one year.

Professional Development Subcommittee may be comprised of 16 positions based on the following positions:

- EMT (1)
- AEMT or EMT-IA (1)
- Paramedic (1)
- EMD (1)
- RN with EMS experience (1)
- EMS Medical Director (1)
- Course Coordinator (1)
- Training Officer (1)
- EMS Educator (1)
- Industrial/Corporate/Private EMS (1)
- EMS Law Enforcement (1)
- EMS Committee Member (1)
- Physician (1)
- Rural At-Large (2)
- Urban At-Large (1)

The Operations Subcommittee may be comprised of 16 positions based on the following positions:

- EMT (1)
- AEMT or EMT-IA (1)
- Paramedic (1)

- EMD (1)
- RN with EMS experience (1)
- EMS Medical Director (1)
- Industrial/Corporate/Private EMS (1)
- EMS Law Enforcement (1)
- EMS Committee Member (1)
- Physician (1)
- Rural EMS Agency Administrator (1)
- Urban EMS Agency Administrator (1)
- Rural At-Large (2)
- Urban At-Large (2)

The Grants Subcommittee may be comprised of 16 positions based on the following positions:

- EMT (1)
- AEMT or EMT-IA (1)
- Paramedic (1)
- EMD (1)
- RN with EMS experience (1)
- EMS Medical Director (1)
- Physician (1)
- Training Officer (1)
- EMS Educator (1)
- Industrial/Corporate/Private EMS (1)
- EMS Law Enforcement (1)
- EMS Committee Member (1)
- Rural EMS Agency Administrator (1)
- Urban EMS Agency Administrator (1)
- Rural At-Large (1)
- Urban At-Large (1)

The Rules Task Force may be comprised of 16 positions based on the following positions:

- EMT (1)
- AEMT or EMT-IA (1)
- Paramedic (1)
- EMD (1)
- RN with EMS experience (1)
- EMS Medical Director (1)
- Physician (1)
- EMS Educator (1)
- EMS Committee Member (1)
- Industrial/Corporate/Private EMS (1)
- EMS Law Enforcement (1)
- Rural EMS Agency Administrator (1)
- Urban EMS Agency Administrator (1)
- Rural At-Large (1)
- Urban At-Large (2)

The Peer Review Work Board may be comprised of 16 positions appointed by the BEMSP Director in coordination with the EMS Committee base on the following positions:

- Non-supervisory EMT (2)
- Non-supervisory AEMT / EMT-IA (2)
- Non-supervisory Paramedic (2)
- EMD (1)
- EMS Committee Member (1)
- Labor Organization Fire (1)
- Labor Organization EMS (1)
- EMS Medical Director (1)
- Physician (1)
- Rural EMS Agency Administrator (1)
- Urban EMS Agency Administrator (1)
- EMS Law Enforcement (1)
- Elected Official (1)

Selections will be made with the intent to develop a diverse selection of representation by position and geography.