



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HEALTH

**File #:** 19-801

Board Meeting Date: 8/6/2019

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Louise F. Rogers, Chief, San Mateo County Health  
Nancy Lapolla, MPH, Director, Emergency Medical Services

**Subject:** Revision to Emergency Medical Care Committee By-laws

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the Emergency Medical Care Committee by-laws.

**BACKGROUND:**

The Emergency Medical Care Committee (EMCC) is responsible for reviewing and reporting its observations and recommendations to the San Mateo County Board of Supervisors and local EMS Agency regarding the emergency medical services system in San Mateo County. The EMCC presents recommendations to improve emergency medical care and establishes and monitors emergency medical care guidelines and critical emergency medical services provided in the County.

The EMCC consists of 21 members appointed by your Board, for terms of four years, for up to three consecutive terms.

On September 4, 2015, your Board approved an exception to the 12-year-term limit for Francine Serafin-Dickson to allow Ms. Serafin-Dickson to continue to serve as the Hospital Administrator representative, as requested by the Hospital Consortium Board of Directors. The exception was granted on the basis of Ms. Serafin-Dickson, as Executive Director of the Hospital Consortium, being better positioned to represent all hospitals, as opposed to acting as a representative of a single hospital.

**DISCUSSION:**

Following Ms. Serafin-Dickson's reappointment, the EMCC appointed a sub-committee to review the current by-laws and provide recommendations to the EMCC regarding membership and standing rules for governance. The sub-committee's findings were presented to the EMCC in November 2017 and approved at the November 14, 2018 meeting. The proposed changes by section are as follows:

**II. CHARGE**

Section II of the EMCC by-laws will be revised consistent with California Health & Safety Code,

Division 2.5., Chapter 4, Article 3., Section 1797.276, which specify the functions of an EMCC, to read as follows:

*The EMCC shall at least annually, review and report to the local EMS Agency and Board of Supervisors its observations and recommendations relative to its review of the emergency medical services system in San Mateo County. This review will include, but not be limited to: ambulance services, emergency medical care, and first aid practices, and program for training people in cardiopulmonary resuscitation and lifesaving first aid techniques, and public participation in such programs in San Mateo County.*

### III. MEMBERS

On January 28, 2003, your Board approved Resolution 065782, which established Categorical members that serve on the EMCC by virtue of their positions and not subject to term limits. Due to an EMCC oversight, the Categorical member positions were never delineated in the written by-laws. Section III of the EMCC bylaws will be revised to reaffirm the Categorical member positions and revise the category to include the Executive leader of the Hospital Consortium (Hospital Administration) and the Executive leader of the County-wide exclusive ambulance contractor (formerly 'appointed' seats). The revision is intended to address EMCC and representative organization concerns with regards to term limits for members whose appointment is a function of their position within their respective organization.

The revision also removes the Coroner seat from Membership, to provide a more equitable distribution of County seats relative to non-County seats.

The revision will also make field EMT-Paramedic supervisors eligible for the field EMT-Paramedic seat and require that Consumer members have primary residence in San Mateo County.

### IV. ATTENDANCE

Attendance standards will be revised to reflect the current semi-annual EMCC schedule.

### V. OFFICERS

Officer terms are extended from one to four years to better align with member terms and the semi-annual EMCC schedule. The process and timetable for nomination and selection are also clarified.

### VI. QUORUM

A quorum for the EMCC shall consist of half the current membership (not including vacant positions) plus one.

### VII. STANDING SUB-COMMITTEES

Section IV makes minor language changes for clarity.

### VIII. MEETINGS

Additional meetings of the EMCC shall be called as necessary by the Chair or Vice-Chair, in the absence of the Chair.

Sub-committees shall meet as necessary to accomplish the task assigned.

### IX. PARLIAMENTARY PROCEDURE

Section IX makes minor language and formatting changes for clarity.

The amendment and resolution have been reviewed and approved by County Counsel as to form.

The proposed changes contribute to the 2025 Shared Vision statement of a Collaborative Community by ensuring appropriate and effective community and stakeholder representation on the EMCC.

**FISCAL IMPACT:**

None.