

# Southern Tier Regional EMS Council

Membership Package



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# **Southern Tier Regional EMS Council**

## **1. What is the Southern Tier Regional EMS Council?**

The Southern Tier Regional EMS Council is a formally established group dedicated to ensuring that high quality prehospital emergency health care is available to the residents of, and visitors to, the Southern Tier of New York State (Chemung, Schuyler and Steuben Counties). The Council was formed in 1975, and is statutorily responsible for planning, implementing and monitoring regional EMS system development. Membership is defined by Article 30, Section 3003, of the New York State Public Health Law and by the Council's Bylaws.

The Council normally meets eight times a year, and has up to 30 volunteer members, representing ambulance, fire, hospitals, county government, health and emergency management, in proportion to meet the requirements of Article 30 and the Council's Bylaws. The Council coordinates a systems approach for providing prehospital emergency medical services. It sets policy, has the responsibility for effective and efficient management of the integration of all EMS system components. The Council's work is carried out with the assistance of various committees.

## **2. What is EMSTAR?**

EMSTAR was formed in 1986, originally as STREMs, Inc., to provide financial and other support services to the Council and support services to the EMS provider agencies in the Southern Tier. EMSTAR assumes the role of Program Agency in the region, as described in Article 30, Section 3003-a.

## **3. How can I join the Council?**

Council membership is open (when there are vacancies) to interested individuals. Preference may be given to those who have skills or expertise that would benefit the Emergency Medical Services system and to those who have shown an interest in the Council through attendance at Council, its committee meetings, and/or participation in Council activities. Interested persons may complete and submit an application for membership. If representing an EMS organization, a letter from that organization is required. [Note: by New York State law, at least 1/3 of the Council's members must be representatives of ambulance services; members must live in the region.]

## 4. What is expected of a member?

To remain a member, you are expected to:

- Sign a “statement of agreement”
- Name one or two alternates
- Attend and actively participate in Council and assigned committee meetings
- Participate in Council activities and programs
- Use your particular skills and abilities to enhance the Council’s Goals and Objectives, and for the advancement of EMS in the Southern Tier

Neglect of one’s obligations to the Council may be grounds for dismissal according to Council Policy.

## 5. What happens when my term ends?

A term on the Council may be for up to four years. At the end of the term, a member *may* be eligible for re-nomination. This may be contingent on the member’s adherence to the items listed above, and the requirements of Article 30 and the Council Bylaws and Policies.

### **Some of the services provided or supported by EMSTAR and the Council:**

Record-Keeping (data bank)	Mass Casualty Incident Trailers
Identification badges	Mass Casualty Incident Training
Audio-Visual Library	Assistance
Training Equipment	Defibrillation Quality Improvement
Continuing Medical Education courses	Course assistance
Inservices	Protocol Development
Instructor Development/Training	12-Lead EKGs
Annual EMS Conference	Information for Exhibits
EMS Banquet and Awards	Liaison with Dept of Health
Newsletter and Brochures	Representation to State EMS Council
Course Information	Emergency Medical Dispatch Training
General Information upon request	Computer Bulletin Board and World Wide Web site
Dissemination of Information	Critical Incident Stress Debriefing
Prehospital Care Reports	Farmedic
Quality Improvement Program	

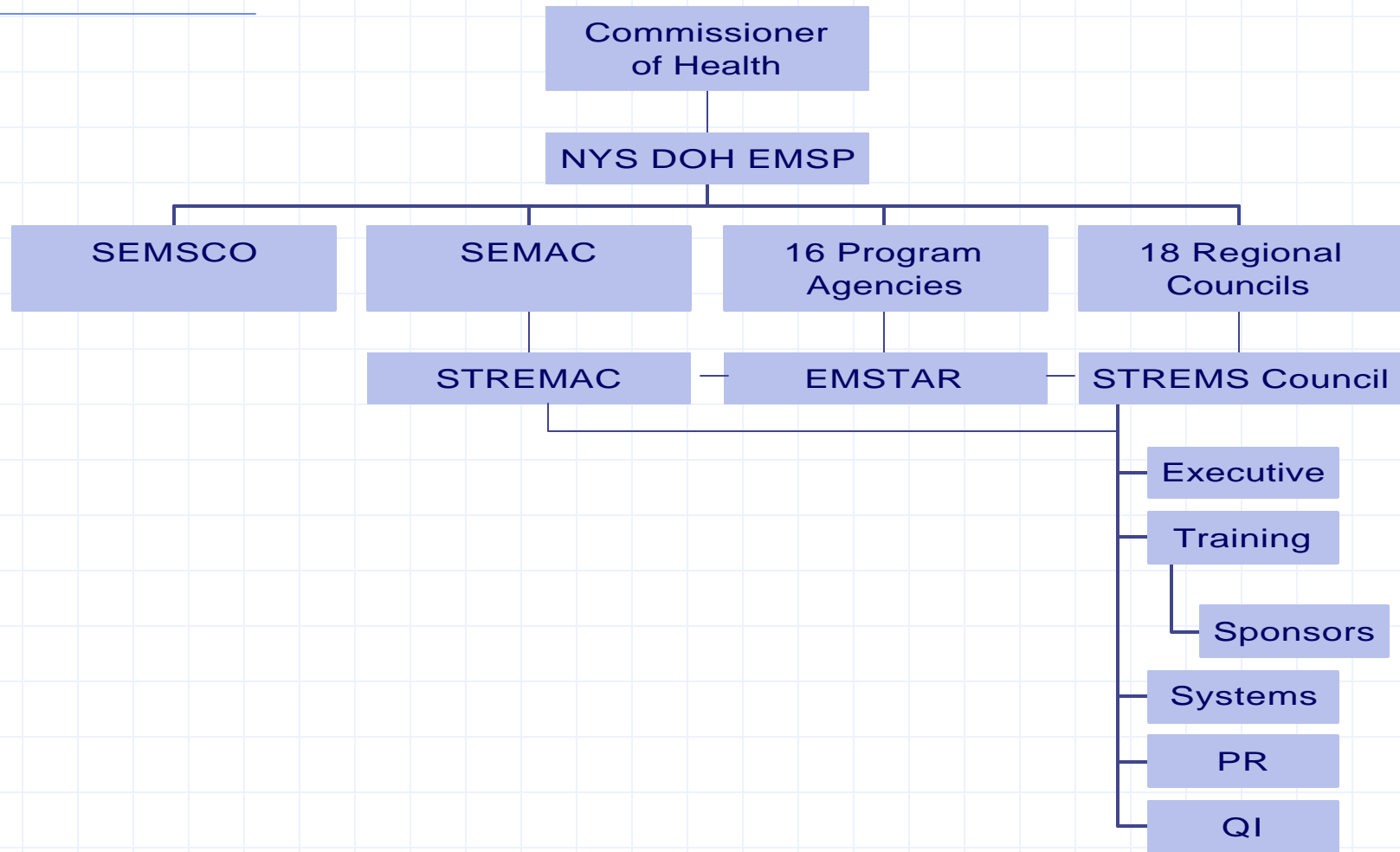
# Southern Tier Regional EMS Council

## Goals and Objectives

**Mission Statement: STREMS Council will continually strive to ensure that every person in the counties of Chemung, Schuyler and Steuben will have access to the highest quality out of hospital emergency care, specific to that particular emergency situation, delivered in accordance with the expected level of treatment, and receive it in a timely fashion.**

- Goal #1: Maintaining personnel to meet the out of hospital needs of the Southern Tier
- Goal #2: Provide channels to encourage recognition of EMS personnel on all levels.
- Goal #3: Public Education and Awareness
- Goal #4: Provide an annual EMS conference.
- Goal #5: Coordinate annual review of out of hospital care protocols
- Goal #6: Quality Improvement Program
- Goal #7: To be more involved in the development and research of PCR forms
- Goal #8: To be aware of legislation that may effect EMS, and actively participate with legislators

# NYS EMS



## **Southern Tier Regional EMS Council Committees**

**Training Committee** meets four times a year, at 6PM on the same evening as the Council meeting. The Training Committee's overall purpose is to review, evaluate and act on all aspects of EMS training in the Southern Tier.

**Quality Improvement Committee** meets quarterly. The QI Committee's responsibilities include reviewing data and recommending, where necessary, changes in policies and procedures; inform the Council of significant issues relating to the quality of our hospital emergency care; provide continuing education on quality improvement, and review occurrences referred by Area QI Committees.

**Public Relations Committee** meets as needed. The PR Committee's overall purpose is to devise ways of informing the community of EMS. The PR Committee also plans the annual EMS Conference and the Awards Banquet.

**Systems Committee** meets monthly or as needed, the second Wednesday of each month at the EMSTAR office. Overall, this Committee handles items sent down from the Council, to qualify, design, or pass judgment on. Items routinely processed through the Systems Committee are CONs. Other areas of concern are review of the CON process; Communications Network; ALS System Policy implementation (appropriate utilization of systems); and EMD Training in all our counties.

**Basic Life Support Committee** meets quarterly or as needed. The purpose of the BLS Committee is to address BLS concerns, in particular BLS policies, BLS/ALS relations, Provider/Service Medical Director relations, Education on the regional EMS system, and other concerns as may be brought to the committee.

### **Southern Tier Regional Emergency Medical Advisory Committee**

(STREMAC) meets the second Wednesday of each month monthly at 8:45 AM, at the EMSTAR office. The purpose of the STREMAC is to coordinate Medical Direction to prehospital care services in the Southern Tier, including initiation, review and update of prehospital protocols, and evaluation of new concepts of care for application in this region.

**Executive Committee** meets quarterly or as needed. The Executive Committee is empowered by the Council to act with full authority in its behalf between regular meetings of the Council. Members of this committee include the Council officers, chairperson of standing committees, and an at-large member from each county.

# **SOUTHERN TIER REGIONAL EMERGENCY MEDICAL SERVICES COUNCIL**

## **BYLAWS**

### **ARTICLE I. NAME**

The name of this organization is the Southern Tier Regional Emergency Medical Services Council.

### **ARTICLE II. PURPOSE**

The purpose of the Council is to coordinate emergency medical services in the three Southern Tier Counties of Chemung, Schuyler and Steuben. In pursuit of this purpose, the functions of the Council are:

1. To determine what emergency medical care resources (manpower, facilities, and operations) exist within the Southern Tier Region, and to maintain an accurate index of these resources.
2. To determine if these resources meet local, state and national standards and are sufficient in quantity and quality to meet the region's total emergency medical care needs.
3. To develop and maintain a program for evaluating the quality of the system's performance at all levels.
4. To act as liaison among emergency medical services agencies within the region and between these agencies and other organizations outside the region.
5. To initiate, coordinate and evaluate educational and training programs in emergency medical care for basic and advanced levels of prehospital care providers, nurses, physicians, public safety personnel, and the general public.
6. To make determinations of public need for the establishment of new or expansion of existing ambulance services, or ALS first response services.
7. To work collaboratively with the Southern Tier Regional Emergency Medical Advisory Committee (STREMAC) to fulfill its responsibilities as defined in the New York State Public Health Law.
8. To act in accordance with New York State Public Health Law.

### **ARTICLE III. RELATIONSHIPS**

Section 1: The Council, in carrying out its responsibilities and Article 30 functions, relies on the Staff of STREMS, Inc. (the designated EMS Program Agency), which acts at the direction of the Council based upon the Council's current NYS Contractual agreement.

Section 2: The Council recognizes the Southern Tier Regional Emergency Medical Advisory Committee as its only Regional Emergency Medical Advisory Committee as defined in New York State Public Health Law.

### **ARTICLE IV. MEMBERSHIP**

Section 1: The Council shall have a membership of thirty (30) persons. The members may be drawn from the three counties concerned in rough reflection of population: twelve (12) members from Chemung County, six (6) members from Schuylers County, and twelve (12) members from Steuben County. At least one-third of the Council membership will be representative of ambulance services. The remainder of the Council membership will consist of a member of each County Legislature (selected by the County Legislature), or a designee selected by the Legislature. Other representation may consist of but not be limited to, representatives of existing local emergency medical care committees, physicians, nurses, hospitals, health planning agencies, fire department emergency and rescue squads, public health officers, the general public and the Chair of the STREMAC.

Final action on Council membership will be made by approval of a two-thirds vote of the membership present upon nomination by the Executive Committee.

Section 2: The term of office of Council members shall be four years with not more than half the terms expiring in any given year. A member who has fulfilled the conditions of membership as outlined in the current Council policies will be eligible for reappointment. If a member should resign prior to the end of his/her term, they shall submit their resignation in writing to the Chairperson. The vacancy shall be filled for the remainder of that term upon nomination by the Executive Committee, and two-thirds approval vote of the members present.

Section 3: When a member's term expires, and the member is not reappointed, a replacement member shall be elected from one or more nominations submitted by the Executive Committee at least two months prior to the November meeting, and made public to the membership at least thirty (30) days prior to the November meeting. The terms of members will be reviewed and the membership list updated according to Council policy.

Section 4: Attendance: Refer to Current Council Policy.

Section 5: Subject to Section 4 above, a member may name one or two pre-designated alternates empowered to act on his behalf when the member is absent from a Council or committee meeting. The alternate(s) must be nominated by the Executive Committee and approved by the Council. Such alternates shall be considered seated members of the Council in the absence of the member.

Section 6: Vacancies in Council membership resulting from action under Section 4 may be filled with a member from the same county, upon nomination by the Executive Committee and two-thirds approval vote of members present at the next regular meeting of the Council.

## **ARTICLE V. OFFICERS**

Section 1: The officers of the Council shall be Chairperson and Vice-Chairperson. They shall be nominated no later than the October meeting, and elected at the November meeting by a majority of the seated Council members. They shall serve terms of two years or until their successors have been duly elected and seated. They shall be seated upon taking the oath of office, which shall occur at the close of the meeting wherein the election takes place. The Chairperson and Vice Chairperson may be re-elected to succeed themselves.

Section 2: The Chairperson shall preside at all regular and special meetings of the Council. S/he shall conduct all meetings in accordance with the current edition of Robert's Rules of Order.

The Vice-Chairperson shall perform the duties of the Chairperson in the latter's absence. In the event of a vacancy in the office of Chairperson, the Vice chairperson will become Chair and a new vice Chair will be elected upon one or more nominations presented by the Executive Committee, to fill out the unexpired term.

The functions of secretary will be performed by STREMS, Inc., (the designated Program Agency) staff, on behalf of the Council, under its direction and supervision.

Section 3: Review of an officer's functions will be made by the Executive Committee upon receipt of written complaint of any member of the Council. Any officer may be removed from office by the following process: A motion to remove the officer must be brought to the Council from the Executive Committee. The Council must approve the motion to remove from office by a two-thirds (2/3) majority vote of the seated Council members.

## **ARTICLE VI. MEETINGS**

Section 1: The Council shall meet at least quarterly, on dates to be determined by the Chairperson. The meetings shall be held at a location convenient to the membership, to be determined at the November meeting, but the Chairperson shall retain the right to determine other locations.

Section 2: The presence of a majority of the Council's seated membership shall constitute a quorum.

Section 3: There shall be minutes for all Council meetings, and all Committee meetings, which will be distributed to all Council members.

## **ARTICLE VII. COMMITTEES**

Section 1: The Council shall select and empower an Executive Committee to act with full authority in its behalf between regular meetings of the Council. The Council shall be informed of all Executive Committee actions at the next regular meeting of the Council.

The Executive Committee shall consist of the Council Chairperson, Council Vice Chairperson, the committee chairpersons, and not more than three at large members to be elected by the Council. The Council Chairperson, Vice Chairperson and committee chairpersons shall serve for as long as they hold those offices.

Section 2: Council members shall be appointed to committees of the Council by the Chairperson.

Section 3: Other committees and working groups, as needed for the effective discharge of the Council's responsibilities, may be appointed by the Chairperson. Chairpersons of the respective committees and working groups will be appointed by the Chair.

Section 4: Non- Council members may be appointed to committees (except the Executive Committee) by the chairperson of the Council. The number of non-Council members on a committee shall not exceed one-third of the total committee membership.

Section 5: A quorum for each committee, shall be a majority of the seated Council committee members appointed to that committee. Meeting announcements will normally be sent to all committee members five (5) business days in advance of committee meetings.

Section 6: At committee meetings, non-Council committee members may vote on resolutions but cannot move or second resolutions.

Section 7: The Council shall establish and empower the Southern Tier Regional Emergency Medical Advisory Committee, with all the authority and responsibilities as defined in New York State Public Health Law. Because of the unique relationship between the Council and the STREMAC, the STREMAC is further defined by the following:

A. Relationships

(1): The STREMAC recognizes The Southern Tier Regional EMS Council as the agency responsible for coordinating EMS in this region, and will cooperate with the Council in working toward the improvement of emergency medical care in the Southern Tier.

(2): STREMAC, in carrying out its responsibilities and functions, relies on the Staff of STREMS, Inc., which acts at the direction of the STREMAC Chair.

(3): The STREMAC shall nominate to the State Commissioner of Health a physician with demonstrated knowledge and experience in emergency medical services to serve the State Emergency Medical Advisory Committee (SEMACE) for a term of two (2) years. This physician may succeed him/her self in office.

B. Preserved Independent Functions

(1): The STREMAC shall have the authority and right to implement independent rules of operation and governance that define its membership, officers, meetings, subcommittees, code of ethics, conflicts of interest, and methodology of amending its rules of operation and governance.

(2): The Council shall have no authority in these preserved independent functions but shall be informed of any change in the preserved independent functions.

C. Non-Voting Members:

There shall be four EMS provider representatives, appointed by the chair of the Southern Tier Regional EMS Council. Course sponsor Medical Directors and Agency Medical Directors shall also be non-voting members of the STREMAC. EMS provider representatives shall serve a term of two (2) years and may be reappointed to succeed themselves. The Medical Directors shall serve for as long as they hold that position.

## **ARTICLE VIII. AMENDMENTS**

Section 1: In order to amend these Bylaws, with the exception of Article VII, Section 2, the proposed amendment will be submitted to the membership at any regular meeting of the Council. The proposed amendment shall be adopted, or rejected, at the next regular meeting by a majority vote of the seated membership.

Section 2: In order to amend Article VII, Section 2, the proposed amendment will first be submitted to the STREMAC membership. The proposed amendment shall be adopted, or rejected, by a majority vote of the voting membership of the STREMAC. If the STREMAC vote is to adopt the proposed amendment, then the amendment will be submitted to the Council for action as above. If the STREMAC vote is to reject the proposed amendment, the proposed amendment cannot be brought to the Council for action.

## **ARTICLE IX. ENTRY INTO EFFECT**

In order to approve these Bylaws they shall be presented to the membership at any regular meeting of the Council. The proposed Bylaws shall be adopted or rejected at the next regular meeting by a majority of the seated membership.

## **ARTICLE X. ATTACHMENTS**

The Council shall operate under these bylaws as well as current Council policies.

## **ARTICLE XI. BYLAW REVIEW**

These Bylaws shall be reviewed periodically by a committee appointed by the Chairperson of the Council. The committee will ascertain that a compatible relationship is maintained between these Bylaws and Article 30, and other appropriate laws and regulations of New York State.

10/18/96

*Amended 5/19/88. Changes: Article V, Section 1; Article VII, Section 2; Additions: Article VI, Section 4; Article VI, Section 5.*

*Amended 2/16/89. Changes: Article IV, Section 5; Article V, Section 1; Article VII, Section 2.*

*Amended 10/18/90. Changes: Article VII, Sections 2 & 3.*

*Amended 10/17/96. Changes: Article II, add Section 11; Article III, add Section 5; Article V, Section 1; Article VII, Section 2; Article VIII, Section 1, add Section 2*

# Council Policies

## I. General

### A. Membership

Acceptance of Council membership will be accompanied by a signed “Statement of Agreement.”

### B. Attendance

1. While more than one Council member may name the same person as an alternate, the alternate may represent only one member at any given meeting (and therefore has only one vote).
2. There will be no alternates to the Executive Committee.
3. A member's seat should be filled at all Council meetings. A member must attend at least fifty percent (50%) of the regularly held meetings from September through June. An alternate should attend when the member is unable to be there. *Rev. 4/30/03*
4. If a member is absent from two consecutive meetings, a letter will be sent to advise the member that they are in danger of losing their seat.
5. A member who misses three consecutive regularly held meetings, or more than 50% of the meetings, will be dismissed, regardless of attendance by an alternate, unless documentation of extenuating circumstances is presented to, and found acceptable by, the Executive Committee. *Rev. 4/30/03*
6. A member may be granted a leave of absence not to exceed one year from onset. Such leave must be requested in writing from the Executive Committee. Reasons for granting leave may include (but not be limited to) temporary changes in work schedule, family situation, continuing education.

### C. Meetings

1. Council meetings are held in January, February, March, May, June, September, October and November, on the third Thursday of the month, at a location to be indicated on the meeting agenda.
2. Special Council meetings can be called at the discretion of the Chairperson with notification of not less than five (5) working days and a written agenda; any business conducted is limited to the written agenda.
3. All Committees shall set a regular schedule of meetings.
4. Special Committee meetings can be called at the discretion of the Committee Chairperson with notification of not less than five (5) working days to the entire Council Membership<sup>1</sup> and a written agenda; any business conducted is limited to the written agenda.

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<sup>1</sup>If all committees are to set a regular schedule of meeting, everyone should know when they are and can attend. Thus, all Council members should be notified of special meetings, so they can attend if they wish.

5. A special Council meeting may be called upon the request of five (5) members of the Executive Committee with notification of not less than five (5) working days and a written agenda; any business conducted is limited to the written agenda.
6. Emergency meetings of the Executive Committee may be called at the discretion of the Chairperson or on the request of five members of the Executive Committee.

## II. **Committees**

- a. Each member of a committee will receive a description of that committee's functions.
- b. Committee chairpersons shall be Council members.

## III. **Protocols**

- a. Southern Tier Protocols shall be a part of the general operations of all Southern Tier EMS services. *5/88; rev. 10/98*

## IV. **Training**

- a. Members of Southern Tier ALS provider agencies will be given priority for entrance into Southern Tier ALS courses. *9/83, rev. MAC 9/91; rev Council 10/98*
- b. The Council requires the use of level-appropriate, regionally-approved Protocols as supplemental texts in all Southern Tier Courses: *9/91; rev. 10/98*
- c. A course evaluation summary from every course shall be submitted to the Council's Training Committee, to include the final grade results, for QI review. *1/83, rev. 9/91, 10/98*

## V. **Field Policies**

- a. All prehospital providers (basic and advanced) associated with EMS services in the Southern Tier will maintain current certification (either AHA or ARC) in CPR. It is the responsibility of each EMS service to ensure that this standard is maintained. *5/83; rev. MAC 9/91, 10/98*
- b. All practicing AEMTs (CC/P) associated with EMS services in the Southern Tier will maintain AHA, ALS and PALS verification. *5/83; rev. 9/91, 10/98*

## Southern Tier Regional EMS Council Application for Membership

**1. Personal Information**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

**2. Education Information** (attach a separate page if necessary)

	School Attended	Dates of Attendance	Degree Attained and Major Area of Study
High School			
College or University			
Additional/Advanced Degrees(s) and/or Training			
EMS or other Training			

Are you presently involved in Emergency Medical Services?

Organization(s) \_\_\_\_\_

Position/Years of Service \_\_\_\_\_

**3. Employment Information**

Employer: \_\_\_\_\_ Current occupation and duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list other life experience you feel is appropriate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Additional Information**

Why do you want to be a member of the STREMS Council? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What assets would you bring to the Council if you were a member? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On which committee(s) do you feel you could make the best use of your expertise? (See enclosed committee descriptions) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. References**

Please list two (2) references, not related to you. Include name, address, telephone number *and affiliation*.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

I hereby acknowledge that the enclosed information is accurate.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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Return completed application to:

STREMS, Inc.  
Council Application  
PO Box 3492  
Elmira NY 14905-0492

Any questions regarding the Southern Tier Regional EMS Council, please contact any Council member.

*For office use only:* Date received: \_\_\_\_\_ Date action taken: \_\_\_\_\_  
Action taken:

*Applications will be held for one year from date of receipt.*



Alternates:

1. Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Organization \_\_\_\_\_

Position \_\_\_\_\_

What benefits could this person bring to the Council? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Organization \_\_\_\_\_

Position \_\_\_\_\_

What benefits could this person bring to the Council? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_