

Tuolumne County
Emergency Medical Services Agency

Title: **Emergency Medical Services Advisory Groups**

Medical Director Signature: on file

EMS Coordinator Signature: on file

EMS Policy No. **130.00**

Creation Date: 3/20/2023

Revision Date:

Review Date: 3/2027

I) Purpose

To define the roles, structure, membership, and procedural standard for advisory committees to the Tuolumne County EMS Agency Medical Director.

II) Authority

Health and Safety Code, Division 2.5, Sections 1797.204, 1797.220 & 1798
Government Code, Section 6240 et. seq.

III) Definitions

A) "TCEMSA" Tuolumne County Emergency Medical Services

IV) Policy

A) Committees and Medical Control

- 1) Advisory committees, composed of EMS system constituents, shall convene to review EMS system issues relevant to their scope of responsibility and recommend actions to the TCEMSA Medical Director concerning matters of policy, procedure, protocol, and treatment guidelines.
- 2) The TCEMSA Medical Director, as mandated by state statute, provides medical control and assures medial accountability throughout the planning, implementation and evaluation of the EMS System. The TCEMSA Medical Director retains the final decision through his/her medical authority for the EMS system.

B) Meeting Guidance

1) Meetings

- (a) All meetings, except Continuous Quality Improvement, are open to members of the public.
- (i) The Continuous Quality Improvement meetings and its subcommittees are closed meetings because of confidential patient information reviewed during case discussions.
- (b) The EMS Agency shall distribute and post on its website an annual meeting schedule.
- (c) All open meetings of the TCEMSA including all documents pertaining to the proceedings, are public documents and are subject to public review pursuant to the California Public Records Act, California Government Code, Section 6240 et. seq.

2) Meeting Guidance

- (a) TCEMSA will manage the administrative aspects (including but not limited to, scheduling, minutes, administration of membership) as governed by this policy.
- (b) Meeting schedules will be posted on the TCEMSA website at the end of each year for the following year.
- (c) Success of TCEMSA Advisory groups depends on

- (i) Active participation.
- (ii) Consistent attendance.
- (iii) Notifying designated staff if unable to attend.
- (iv) Providing input from a system perspective.
- (v) Providing subject matter expertise.

C) Parliamentary Authority

- 1) Proceedings of the advisory committee and subcommittees are conducted under the “Robert’s Rules of Order” when they do not conflict with this policy. This policy shall take precedence if any procedures are in conflict with “Robert’s Rules of Order.”
 - (a) Robert’s Rule of Order
 - (i) To introduce (motion.)
 - (ii) To change a motion (amend.)
 - (iii) To adopt (accept a report without discussion.)
 - (iv) To adjourn (end the meeting.)
- 2) Members and/or other attendees may be removed by the TCEMSA Medical Director or EMS Coordinator who are disruptive to committee business. A member or attendee removed may be deemed ineligible for future meeting attendance.
- 3) Members may be ineligible for a membership position and their membership position deemed vacant due to change of employment status, change in license or certification status, or other reasons.

D) Standing Emergency Medical Services Groups and Committees

- 1) Emergency Medical Policy and Coordination Team (EMPACT)
 - (a) Purpose
 - (i) To improve delivery and quality of emergency medical services to Tuolumne County residents and visitors.
 - (ii) Meet and discuss ongoing activities within organizations.
 - (iii) To plan, implement, and evaluate the EMS System.
 - (iv) To review and make recommendations for disaster medical emergency management, including mitigation, preparedness, response, and recovery.
 - (b) Meeting Frequency
 - (i) Quarterly beginning in the month of February, at a time and place to be designated by the Chairperson.
 - (c) Members
 - (i) Chair: TCEMSA Medical Director
 - (ii) Vice Chair: TCEMSA Coordinator
 - (iii) EMS System constituents
 - (i) HHSA Director or designee
 - (ii) Public Health Director or designee
 - (iii) Ground Ambulance representative from each agency operating in Tuolumne County
 - (iv) Air Ambulance representative from each agency operating in Tuolumne County
 - (v) Base Hospital Physician Liaison or designee
 - (vi) Base Hospital Emergency Department Director or designee
 - (vii) All Fire Chiefs including representative from USFS
 - (viii) Columbia College EMS Instructor
 - (ix) Sonora Police Department representative

- (x) Tuolumne County Sheriff's Office representative
- (xi) California Highway Patrol representative
- (xii) California State Parks representative
- (xiii) Tribal Partners representative
- (xiv) Office of Emergency Services representative
- (xv) Ski Patrol representative
- (xvi) Lake Ranger representative
- (xvii) Continuing Educating Providers
- (xviii) Out of county receiving facilities representative

2) Continuous Quality Improvement Committee (CQI)

(a) Purpose

- (i) To monitor, evaluate, and report on the quality of prehospital care, including compliance with laws, regulations, policies and procedures, treatment guidelines and recommend revisions and/or corrective action as necessary.
- (ii) To make recommendations specific to the EMS providers, hospital and TCEMSA data collection and dissemination.

(b) Meeting Frequency

- (i) The CQI group will meet beginning in February and will be held every other month at a time and place to be designated by the Chairperson.

(c) Members

- (i) Chair: TCEMSA Medical Director
- (ii) Vice Chair: TCEMSA Coordinator
- (iii) Members
 - (i) Base Hospital Liaison
 - (ii) Base Hospital Clinical Educator
 - (iii) Base Hospital Physician Liaison
 - (iv) Clinical Coordinators from air and ground ambulance providers
 - (v) Operations Manager from ground ambulance provider
 - (vi) Representatives of First Responder Agencies, Dispatch Agencies and Coroner are included as needed

3) Prehospital Working Group (PHEMS)

(a) Purpose

- (i) To review prehospital operational policies and procedures and recommend strategies that will optimize prehospital patient care is provided in Tuolumne County, while assuring responder health and safety.

(b) Meeting Frequency

- (i) The PHEMS group will meet monthly.

(c) Members

- (i) TCEMSA Medical Director
- (ii) TCEMSA Coordinator
- (iii) HHS Assistant Director or Public Health Director
- (iv) Ground Ambulance General Manager
- (v) Ground Ambulance Operations Manager
- (vi) Emergency Department Director
- (vii) Emergency Department Manager

- (viii) Emergency Department Clinical Coordinator
- (ix) Hospital Chief Medical Officer
- (x) Hospital Administrative Director of Post-Acute Services
- (xi) Hospital Patient Care Executive

4) Dispatch Steering Committee

(a) Purpose

- (i) To establish medical dispatch policies and to monitor, evaluate, and report on the quality of emergency medical dispatch, including compliance with laws, regulations, policies and procedures, treatment guidelines, and recommend revisions and/or corrective action as necessary.

(b) Meeting Frequency

- (i) Quarterly beginning in the month of February, at a time and place to be designated by the Chairperson.

(c) Members

- (i) TCEMSA Medical Director
- (ii) TCEMSA Coordinator
- (iii) TCSO Dispatch Captain
- (iv) TCSO Dispatch Manager
- (v) Ground Ambulance representative
- (vi) Ground Ambulance Operations Manager
- (vii) Cal Fire Battalion Chief – Emergency Command Center
- (viii) Fire Chief's President