

**City of Great Falls
Emergency Medical System Advisory Board
By-Laws**

MISSION STATEMENT: The mission of the Great Falls EMS Advisory Board is to preserve and improve the quality of life for our citizens by ensuring a safe and stable pre-hospital care system, which provides reliable and cost efficient emergency medical care by highly trained personnel. This board shall assist the EMS administration by providing recommendation and information on all matters to do with the City's EMS system.

ARTICLE I - MEMBERSHIP

Section 1 – Authority and Assignment. The City Commission in accordance Official Code of the City of Great Falls (OCCGF) § 8.9.120 shall establish the City EMS Advisory Board. This board shall include representatives of those offices listed below and shall be appointed by the City Commission. For a complete and current list of board members see attachment 1.

- EMS Administrator, Chairperson
- Medical Director, Vice Chairperson
- Benefis Emergency Department
- Neighborhood Council
- Cascade County Consolidated Dispatch
- Great Falls Fire Rescue, EMS coordinator
- Great Falls Emergency Services Administrator
- GFFR Fire Paramedic/EMT
- GFEMS Paramedic/EMT

Section 2 – Duties of Officers

- The duties of the Chairman will be to:
 - Preside at all meetings
 - Prepare and distribute the agenda for each meeting prior to the scheduled meeting date.
 - Communicate the direction of the Great Falls EMS Advisory Board.
 - Coordinate with City Manager regarding the City EMS system.
- The duties of the Vice Chairman will be to assume the duties of the Chairman in his or her absence.
- The duties of the Secretary will be:
 - Take the minutes of each meeting.
 - Prepare and distribute draft copies of meeting minutes for the next meeting.
 - Retain accepted minutes for historical purposes.
 - Supply a copy of each set of minutes to the members.

**City of Great Falls
Emergency Medical System Advisory Board
By-Laws**

Section 3 - Term of Office. Each member shall be appointed indefinitely unless they resign or are removed from the board.

Section 4 - Quorum. This is an advisory board which does not require a quorum, however to ensure the needs, concerns and interests are appropriately addressed members will be expected to attend at least three of the four scheduled meetings. If a member cannot attend, a designee may attend in his or her place.

Section 5 - Removal from the Board. Board members are appointed by the City Commission and therefore must be removed by the same body.

Section 6 - Vacancies. Upon a resignation of any Board member, the City Commission will be requested to fill the vacancy.

Section 7 - Board Chair. The City EMS Administrator and City Medical Director shall act as Chairperson and Vice chairperson respectively.

ARTICLE II - MEETINGS

Section 1 - Schedule. Regularly scheduled meetings will be held quarterly on the third Tuesday of the month at 1400 or at such other time as the Board may set upon a vote of two-thirds of the members present. Times and dates may be adjusted to accommodate the needs of the board members. Dates subject to board approval.

Section 2 - Meeting Procedures. The Chair shall draft an agenda for each meeting and minutes will be kept and posted on the City's website. The Commission shall be provided with an annual report illustrating the state of the City's EMS system.

Section 3 - Public Participation. This is a public meeting and community support and comment are encouraged. Those who wish to address the board shall be given opportunity at each meeting.

Section 4 - Communication Technology. The board may utilize communication technology as a means to expedite dissemination of information and to save board members time.

ARTICLE III - POLICY

Section 1 - Reporting. The board will advise the EMS administrator about issues, conflicts and progress on the EMS system's operations. Additionally this board shall advise the City EMS Medical Director on all treatment and medical issues, conflicts and progress. The City Commission will have oversight authority for the EMS Administrator and EMS Advisory Board.

**City of Great Falls
Emergency Medical System Advisory Board
By-Laws**

Section 2 - Funding. The costs associated with attending the advisory board meetings will be the responsibility of represented offices. Any other funding requests shall be the responsibility of the EMS administrator. There will be no annual EMS Advisory Board budget.

Section 3 - Appellant. If the board and the EMS administrator are in disagreement, the board may appeal to the City Manager for judgment on an issue. If the board disagrees with the City Manager's decision, they may appeal to the City Commission. This appellant must be fully utilized to allow every opportunity to solve issues at the lowest level in the process.

ARTICLE IV - ACTIVITIES

Section 1 - Information Gathering. The community, any element of the EMS system, the Medical Director or the EMS Administrator may ask the Board to research and review any part of the EMS system and to make recommendations on changes to practice that will improve EMS service delivery. Issues and topics shall be addressed by formal proposal or directly addressed during a meeting. Regardless, it will be up to the board to assign members to conduct research and review national standards and best practices.

Section 2 - Review. The advisory board will review and make recommendations to procedures, protocols, or guidelines. The board's recommendations shall be reflected in the minutes.

Section 3 - Advocacy. The board will serve as the customer advocacy by;

- Review and consideration of trend analysis conducted by the City EMS System Quality Improvement Committee and of reports provided by board members and their organizations.
- Listening to the community members concerns, desires and needs
- Providing recommendations to the EMS system providers based on customer comment

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**Attachment-1
City Agenda Report to Assign Board Members**



Agenda # _____
Commission Meeting Date: February 17, 2009

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Appointments to the City EMS Advisory Board
From: EMS Administrator
Initiated By: City Commission
Presented By: Fire Chief McCamley
Action Requested: Initial Appointment of EMS Advisory Board members

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission appoint the following people to the City EMS Advisory Board.”

- | | |
|-----------------------|--|
| 1. Randall McCamley | City EMS Administrator |
| 2. Dave Simpson | EMS System Medical Director |
| 3. Justin Grohs | Great Falls Emergency Services Manager |
| 4. Dave Kuhn | Great Falls Emergency Services Owner/President |
| 5. John Stowers | Great Falls Emergency Service Medical Director |
| 6. Scott Schandelson | Benefis Emergency Department |
| 7. Laurie Jackson | Benefis Trauma Coordinator |
| 8. Pam Johnstone | Cascade County Dispatch Center |
| 9. Dirk Johnson | GFFR EMS Coordinator |
| 10. Ron Scott | GFFR Paramedic/EMT |
| 11. Will Fleming | GFEMS Paramedic/EMT |
| 12. Stephen A. Hester | Assistant Chief of Operations |