

**Community & Emergency Services Committee**  
**December 11, 2012**

Fund: _____	Department: <u>Emergency &amp; Operations Division</u>
Revenue: _____	Contact: <u>Pam Tucker</u>
Expense: _____	Phone: <u>706-868-3303</u>
Line Code(s): _____	_____

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**ITEM:** Resolution 12-1020: EMS Advisory Board Resolution and By-Laws

**BACKGROUND:** Effective December 30, 2012, Martinez-Columbia Fire Rescue will become a county department. Due to this transition, the Resolution and Bylaws creating the Fire & EMS Advisory Board have been amended to revert back to the Emergency Medical Services (EMS) Advisory Board since there will no longer be a fire contract in place.

**STAFF RECOMMENDATION:** Staff recommends approval of Resolution 12-1020 Amending Resolution No. 06-552-R by amending the By-Laws of the Fire and Emergency Medical Services Advisory Board.

**COMMITTEE COMMENTS:** Agreed with staff recommendation and forwarded to the consent agenda.

**COMMITTEE RECOMMENDATION / MOTION:** I make a motion to approve Resolution 12-1020: Amending Resolution 06-552-R by Changing the Name of the Fire and Emergency Medical Services Advisory Board of Columbia County, Georgia and Amending the Bylaws of the Fire and Emergency Medical Services Advisory Board of Columbia County, Georgia.

## **RESOLUTION 12-1020**

### **RESOLUTION OF THE BOARD OF COMMISSIONERS OF COLUMBIA COUNTY, GEORGIA AMENDING RESOLUTION NO. 06-552-R BY CHANGING THE NAME OF THE FIRE AND EMERGENCY MEDICAL SERVICES ADVISORY BOARD OF COLUMBIA COUNTY, GEORGIA AND AMENDING THE BYLAWS OF THE FIRE AND EMERGENCY MEDICAL SERVICES ADVISORY BOARD OF COLUMBIA COUNTY, GEORGIA**

**THIS RESOLUTION** adopted by the Board of Commissioners of Columbia County, Georgia (the "Board").

**WHEREAS**, by Resolution No. 06-552-R adopted June 6, 2006 (the "2006 Resolution") the Board amended Resolution No. 04-409, adopted May 18, 2004, amending the Fire and Emergency Medical Services Advisory Board of Columbia County, Georgia (the "Advisory Board") Bylaws (the "Bylaws");

**WHEREAS**, the Board desires to amend the Resolution to make changes in the Bylaws and to change the name of the Advisory Board;

**NOW, THEREFORE**, be it resolved by the Board and it is hereby resolved by the authority of same as follows:

Section 1. Name of the Advisory Board. The 2006 Resolution is amended by changing the name of the Advisory Board is to be changed to the "Emergency Medical Services Advisory Board."

Section 2. Amendment of Bylaws. The 2006 Resolution is further deleting the Bylaws of the Advisory Board in their entirety and adopting in lieu thereof a revised set of bylaws in the form attached hereto as Exhibit "A".

Section 3. This Resolution shall become effective upon its adoption.

Section 4. All resolutions or portions thereof previously adopted by the Board which are in conflict with this Resolution are hereby repealed to the extent necessary to eliminate such conflict.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2012.

[Signature on Following Page]

**BOARD OF COMMISSIONERS OF  
COLUMBIA COUNTY, GEORGIA**

By: \_\_\_\_\_  
**Chairman of its Board of Commissioners**

Attest: \_\_\_\_\_  
**Its Clerk**

**[COUNTY SEAL]**

## **Exhibit “A”**

### **BYLAWS OF THE EMERGENCY MEDICAL SERVICES ADVISORY BOARD OF COLUMBIA COUNTY**

#### **ARTICLE I: NAME**

This Board shall be known as the “Emergency Medical Services (EMS) Advisory Board of Columbia County” (the “Board”).

#### **ARTICLE II: DUTIES AND ACTIVITIES**

The duties and activities of the Board are those established by the duly adopted Resolution of the Board of Commissioners of Columbia County (the “BOC”), as follows:

1. Conduct routine meetings and site visits to the Columbia County emergency medical services provider to review contract and legal compliance with all requirements outlined in the contracts pursuant to which emergency and non-emergency medical services are provided within Columbia County.
2. Review and, where appropriate, recommend modifications to quality management programs related to emergency medical services.
3. Review and, where appropriate, recommend modifications to communications policies, procedures and dispatch systems for emergency medical services.
4. Review monthly status reports, letters of commendation, complaints, and, as appropriate, make recommendations for improvement or changes in policies and procedures.
5. Review opportunities to participate in community training exercises related to emergency medical services and provide evaluations outlining strengths and opportunities for improvements.
6. Undertake any other activities related to emergency medical services in Columbia County as requested by the BOC.

#### **ARTICLE III: MEMBERSHIP**

**Section 1. Members** . The Board shall be composed of the following members and shall not exceed 13 members:

1. Director of the Emergency & Operations Division of Columbia County or his/her designee

2. CEO of the Emergency Medical Services provider for Columbia County or his/her designee
3. Fire Chief of Columbia County or his/her designee
4. Fire Chief of the City of Harlem or his/her designee
5. Police Chief of the City of Harlem or his/her designee
6. Chief of Grovetown Department of Public Safety or his/her designee
7. Sheriff of Columbia County or his/her designee
8. Communications Officer of the Columbia County 911 Center or his/her designee
9. Emergency medicine physician
10. Director of Development Services for Columbia County or his/her designee
11. Manager of GIS for Columbia County or his/her designee
12. Emergency medical services provider's medical director
13. A citizen at large

**Section 2. Appointment of Citizen at Large.** The BOC will appoint to the Board the citizen at large, which person shall serve a three year term and thereafter until a successor has been duly appointed.

**Section 3. Members Other than Citizen at Large.** The other members shall serve for as long as they hold the office or position that qualifies them for membership on the Board or if they are the designee of such a person until such designation is revoked by the person making it.

**Section 4. Removal of Members .** All members of the Board shall serve at the pleasure of the BOC. Members who do not meet the requirements of Section 2-114 of the Code of Ordinances of Columbia County will be removed from the Board as therein provided. Those serving by reason of their office or position shall be subject to removal under said Section 2-114 of the Code of Ordinances and the BOC shall designate a member to serve in such person's place.

**Section 5. Vacancies .** Vacancies in membership of the Board shall be filled by the BOC for the remainder of the unexpired term.

## **ARTICLE IV: OFFICERS**

**Section 1. Named.** The officers of the Board shall consist of a Chairperson, a Vice-Chairperson and a Secretary.

**Section 2. Election of Term.** At the first meeting during each calendar year, the Board shall elect the Chairperson, Vice-Chairperson and Secretary of the Board which shall each serve a one (1) year term. For any committees formed pursuant to Article VI hereof, the Chairperson of the Board shall appoint from the membership of the committee, a Chairperson, Vice-Chairperson and a Secretary who shall serve for a full year or until his/her death, resignation, retirement, removal, disqualification, or his/her successor shall have been appointed and qualified.

**Section 3. Vacancies .** The Board shall fill vacancies in any office of the Board caused by death, resignation, removal or other reasons.

**Section 4. Removal .** The Chairperson, Vice-Chairperson or Secretary may be removed from such office by action of the Board or by action of the BOC if, at a duly held meeting, the Board or the BOC, as the case may be, determines that the best interest of Columbia County will be served thereby.

## **ARTICLE V: DUTIES OF THE OFFICERS**

**Section 1. Duties of the Chairperson.** The Chairperson shall preside at all meetings of the Board, preserve order during its meeting, appoint all subcommittees, and sign all such records, vouchers, or other documents connected with the work of the Board requiring such signature.

**Section 2. Duties of the Vice-Chairperson.** In the absence of the Chairperson, or in the event of his/her inability or refusal to act, the Vice Chairperson, unless otherwise determined by the Board, shall perform the duties of the Chairperson, and when so acting shall have all the powers of the Chairperson. He/she shall exercise such other duties as from time to time may be assigned to him/her by the Chairperson of the Board.

**Section 3. Duties of the Secretary.** The Secretary shall have charge of all books, papers, records, and other documents of the Board; shall keep the minutes of all meetings of the Board; shall conduct all correspondence pertaining to the office of the Secretary/Treasurer; shall compile statistics and other data as may be required for the use of the members of the Board, and shall perform such other duties as may be directed by the Chairperson and Vice-Chairperson.

## **ARTICLE VI: COMMITTEES**

The Board may create and appoint the members of committees, from time to time, as it deems desirable for carrying out specific purposes. In creating a committee, the Board shall set forth the purposes and functions to be carried out by such committee and the terms of existence of such committees, as well as any rules of procedure which such committee is to follow. The Chairperson of the Board shall nominate candidates to serve as members of committees, which nomination shall be subject to approval by the Board. Such committees shall cease to function

when the Board determines that the designated function or purposes of the committee has been fulfilled. All members of the subcommittees must be members of the Board.

## **ARTICLE VII: MEETINGS**

**Section 1. Regular Meetings .** The Board shall conduct regular meetings during the months of March, June, September and December of each year, on the day of such month as approved by the Board.

**Section 2. Special Meetings.** The Chairperson may call such special meetings as may be deemed necessary to carry out the duties of the Board. Upon the written request of at least four Board members, the Chairperson shall call a special meeting within (10) days.

**Section 3. Quorum.** One-third of the number of the Board members currently serving shall constitute a quorum for the purpose of transaction of Board business.

**Section 4. Agenda .** Any Board member may request the Chairperson to place an item on a meeting Agenda. If the Chairperson should decline to do so, a member may have such item placed on the Agenda by submitting it in writing to the Chairperson with supporting signatures of three additional Board members.

**Section 5. Rules of Order .** The Chairman or any person conducting the meeting shall determine the procedure for conducting the meeting.

**Section 6. Notice of Meetings .** All public notice of regular or special meetings of the Board and its sub-committees shall be given in full compliance with the Georgia Open Meetings Laws. It shall be the responsibility of the Chairperson or the presiding officer at any such meeting to assure compliance with such laws.

## **ARTICLE VIII: VOTING**

**Section 1. One Vote Each.** Each Board member, including the Chairperson, shall be entitled to one vote on each issue coming before the Board.

**Section 2. Proxy Votes.** No vote by proxy shall be permitted.

**Section 3. Abstentions.** Board members may register their abstention on any vote, which shall be reflected in the minutes. The members shall abstain from voting or participating in the deliberations on matters that create a conflict of interest or the perception of a conflict of interest for such member.

**Section 4. Determination of Actions.** All actions of the Board shall require the favorable vote of a majority of those Board members present and voting at a duly held regular or special meeting at which a quorum is present throughout.

## **ARTICLE IX: REPORTS AND RECOMMENDATIONS**

A draft of any proposed annual report shall be circulated to all members of the Board for review and comment at least ten (10) days prior to consideration by the Board at a meeting.

## **ARTICLE X: AMENDMENTS**

The bylaws may be amended upon the affirmative vote of a majority of all of the members of the Board at any regular meeting of the Board provided that any proposed changes have been distributed to all members ten (10) days prior to any final action thereon; and provided further that all such amendments are approved by the BOC. The foregoing, notwithstanding the BOC shall have the authority on its own to amend or replace any bylaw or prohibit any change thereto.

## **ARTICLE XI: NOT SEPARATE ENTITY**

The Board is not a separate legal entity of Columbia County and shall not act or hold itself out as such. The Board is an Advisory Committee formed by the BOC to advise and assist the BOC in carrying out its functions of governing the County. The BOC may abolish the Board at any time. The BOC shall fund the Board and its activities to the extent the BOC determines is appropriate. The Board shall have no authority to enter into contracts, incur obligations, or take any action on behalf of the County. In the event and to the extent that the Board raises or receives any money or property, it shall be the money or property of the County and shall be immediately delivered to the proper officials of the County.

## **ARTICLE XII: RATIFICATION PROVISION**

The bylaws have been duly adopted by the Columbia County Board of Commissioners in the manner provided by law on this \_\_\_\_\_ day of \_\_\_\_\_, 2012 in Columbia County, Georgia.



**CLERK'S CERTIFICATE**

I, Erin E. Hall, County Clerk of the Board of Commissioners of Columbia County, Georgia, DO HEREBY CERTIFY that the foregoing pages of typewritten matter constitute a true and correct copy of an Resolution adopted by the Board of Commissioners at a regular meeting of the Board of Commissioners duly held on \_\_\_\_\_, 2012 at \_\_\_\_\_, which was open to the public and at which a quorum was present and acting throughout, and that the original of said document appears of record in the Resolution Book of the Board and has been placed onto a CD Rom, which is in my custody and control.

Given under my hand and seal of the Board, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
ERIN E. HALL  
COUNTY CLERK,  
BOARD OF COMMISSIONERS  
OF COLUMBIA COUNTY, GEORGIA