



## Marion County

### **AMBULANCE SERVICE AREA ADVISORY COMMITTEE**

#### **1. Name**

This committee is established pursuant to ORS 682.062 and shall be known as the Marion County Ambulance Service Area Advisory Committee.

#### **2. Mission**

Create a safe and welcoming community where all people can access high-quality public health and mental health services and are supported to achieve their highest level of health. It is the mission of the Ambulance Service Area Advisory Committee to serve the interest of the residents of Marion County by providing guidance and advocacy for county ambulance services policy and planning.

#### **3. Purpose**

The purpose of the Marion County Ambulance Service Area Advisory Committee (“Committee”) is to serve as a structured advisory group to the Marion County Board of Commissioners and the Ambulance Service Area Administrator. Its primary purpose will be to support the effective development and operation of the plan and coordination of ambulance services in Marion County through the provision of key information, materials, and data informed recommendations.

#### **4. Goals**

The Committee will act in an advisory capacity only to the Ambulance Service Area Administrator and the Local Public Health Authority. Committee work will be limited to advocating for a system of quality ambulance services for Marion County, reviewing and advising on county policy for ambulance services, and promoting and reviewing progress towards achieving the goals of the Marion County Ambulance Services Plan.

The Committee will not have formal authority to govern the Ambulance Service Area, MCHHS, the ASA Administrator or staffing. Committee members will not represent Marion County Health and Human Services (MCHHS) or any of its subprograms in a public relations capacity, unless specifically requested by the Ambulance Service Area Administrator. The Committee will not direct funding of MCHHS services or administrative oversight thereof. The Committee may recommend funding opportunities that involve furthering the operation, oversight, or development of Ambulance Services in Marion County.

#### **5. Membership**

Committee members will include persons who have unique knowledge, expertise, or personal experience in ambulance services.

**a. Appointment.** The Marion County Board of Commissioners (“Board”) will appoint persons to the Committee. To qualify for an appointment, an individual must reside or work in Marion County; be eighteen (18) years of age or older; and meet any other qualifications for service on the Ambulance Service Area Advisory Committee as may be adopted by the Board. Members shall be appointed to serve terms of three (3) years (staggered) with the ability to be re-appointed by the Board. Individuals being considered for re-appointment will submit a new application. Terms of office will be staggered with approximately one-third of the terms expiring each year on 31 January. Members may be appointed to any vacant position to serve a new term or the remainder of an existing term. The Ambulance Service Area Advisory Committee and Administrator will be responsible for the review of applications for vacant advisory board positions. The Committees recommendation shall be presented to the Board of Commissioners at a regularly scheduled Management Update meeting. The following information will be provided at Management Update.

- a. Summary of recruitment strategy;
- b. Governing documents, including bylaws and any other information that is specific to membership requirements;
- c. The Committees process for recommending members;
- d. Current roster that includes detailed information about existing members roles, represented positions, current term, and length of service;
- e. List of any applicants not selected for recommendation;
- f. Page 2 of the advisory board application for all applicants (those being recommended, and those not being recommended).

**b. Membership Representation.** The Ambulance Service Area Advisory Committee shall be comprised of no more than 12 members. Committee membership shall represent a cross section of ambulance service provider entities including but not limited to public, private, rural, and urban. Additional members from various stakeholder groups such as healthcare consumers, hospital/health systems, health professionals, PSAP 911 centers, may be sought for appointment from time to time as the committee or board of commissioners identifies a need. Geographical representation from across Marion County will be reflected in membership.

**c. Orientation and Training.** MCHHS support staff will ensure that each appointee receives orientation and training specific to the Ambulance Service Area Advisory Committee, including other pertinent policies and procedures concerning committee membership. The New Volunteer Orientation will include information on county policies and procedures, state laws regarding meetings, ethics, public records, and other relevant information. Appointees may be asked to complete New Volunteer Orientation again if there are material changes to the orientation content.

**d. Duties.** Committee members undertake the responsibility of assisting the Committee in achieving its mission. Fulfillment of this responsibility includes the following:

- a. Provide support to the Committee in the community;
- b. Work on Committee projects to advance its goals;
- c. Communicate with members in order to facilitate the work of the Committee;
- d. Regularly attend meetings.

**e. Responsibilities.** Members will complete tasks assigned by the chair and will carry out assignments from committees to which they have been appointed. Members are expected to be knowledgeable about the essential matters confronting the Ambulance Service Area Advisory Committee, including policy guidelines. Members are expected to assist each other in orientation and education related to Ambulance Service Area Advisory Committee responsibilities.

## **6. MCHHS Staff Role**

The ASA Administrator will have an active role in managing the Committee. MCHHS staff will provide support and assist in the administration of the Committee. Additionally, the Board appointed ASA Administrator shall notify Committee members and Volunteer Services of expiration of members' terms, not less than one month before the expected vacancy. Duties shall include the facilitation of the process for reappointment, or appointment of new members and the tracking and annual reporting of volunteer hours to Volunteer Services.

## **7. Termination**

- a. Removal by Board of Commissioners.** All Committee members serve at the pleasure of the Board. The Board may remove a Committee member on its own motion or upon the recommendation of the Committee. The board of commissioners may remove a member when it determines that it is in the interest of the Ambulance Service Area Advisory Committee or the county to do so.
- b. Resignation.** Resignations by members shall be submitted in writing to the Committee chair or vice chair, who will forward the notification to the Administrator. The Administrator shall immediately notify Volunteer Services and announce the resignation at the next regularly scheduled meeting. The Volunteer Services Coordinator will be responsible for notifying the Board of Commissioners. The position will be considered vacant upon the effective date of the written resignation. If no effective date is specified, the position will be considered vacant upon receipt of the written resignation.
- c. Vacancies.** If there is a vacancy on the Committee, the Board shall fill the vacancy by appointment. If the chair or vice-chair is removed, the Ambulance Service Area Advisory Committee may recommend one of its members to the Board for appointment to serve out the remainder of the term of office.

## 8. Attendance

All Ambulance Service Area Advisory Committee members are expected to attend regularly scheduled meetings. If a committee member misses a scheduled meeting for any reason, the member shall notify the Administrator of their absence. If a member misses more than half of the regularly scheduled meetings during any 12-month period, the member will be contacted by the Advisory Committee chair to determine the cause(s) for the member's absences. Based upon the discussion with the member, the chair may request that the member resign from the committee. If no written resignation is received within 30 days following such a request, the Ambulance Service Area Advisory Committee may recommend to the Board of Commissioners that the member be removed.

## 9. Meetings

- a. **Public meeting laws.** The Marion County Ambulance Service Area Advisory Committee is a public body subject to the public meetings and record laws as stated in ORS Chapter 192. All meetings will be open to the public.
- b. **Regular meetings.** The Committee will meet at least 4 times in a calendar year.
- c. **Notice.** The Committee will provide for and give public notice, reasonably calculated to give actual notice, to Committee members, interested persons, news media that have requested notice, and the general public. Notice shall include the time and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner that maximizes public awareness of Committee proceedings and provides the greatest opportunity for participation in its deliberations. Whenever possible, matters resulting in a recommendation to the Board will be deliberated during a minimum of two meetings to assure maximum participation.
- d. **Special Meetings.** Special meetings may be called by the Committee chair by notifying all members and the general public through a news media notice not less than 24 hours prior to the time of the special meeting. When possible, notice should be provided as soon as possible to encourage public participation.
- e. **Quorum.** The majority of the Committee membership will constitute a quorum for the transaction of all business at meetings. Members may attend either in person or virtually so long as persons in attendance and virtually can both hear and communicate with each other. Members attending virtually may be counted towards achieving a quorum.
- f. **Decision making procedure.** Each Board appointed Committee member will be entitled to one vote on all issues presented at meetings at which the member is present and is in compliance with Article XII — Conflicts of Interest. The primary decision-making method shall be the consensus process. Consensus is achieved when all members approve an action.

However, if consensus cannot be achieved with regard to any issue, decision-making shall be accomplished by majority vote. Majority is defined as a majority of the Committee members.

- g. Minutes.** The staff member assigned to the Committee will prepare meeting minutes. Minutes will include a list of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and a vote by each member by name, the substance of any discussions on any matter, and reference to any document discussed at that meeting. Minutes will be distributed to the membership one week prior to the monthly meeting. Minutes will also be distributed to the Board and posted on the Marion County website.
- h. Agendas.** Items may be placed on a meeting agenda by any Committee member or by county staff. The agenda will be distributed to members at least five (5) days prior to a regular meeting.

## **10. Standing Committees**

- a. Appointment.** Standing committees will include the Executive Committee and the System Review Committee.
- b. Committee Responsibilities.** Standing committees will be responsible for the duties set forth below.
- c. Executive Committee.** This Committee shall include the chair, vice-chair, and the Ambulance Administrator. The Committee shall create an agenda for the full Committee.
- d. System Review Committee.** This committee shall include members who are appointed by the chair of the Ambulance Service Area Advisory Committee. This committee shall recommend quality of care assurance guidelines for quality-of-care assurance and performance standards for the system. This committee shall meet four times a year.
- e. Committee Reports.** All appointed standing committees are required to report their information and/or recommendations to the Ambulance Service Area Advisory Committee.

## **11. Special Committees**

The Ambulance Service Area Advisory Committee may authorize the chair to appoint committee members and members from the community to special committees as necessary to deal with specific problems or issues. All appointed special committees are required to report their information and/or recommendations to the Ambulance Service Area Advisory Committee. The chair shall inform the full Ambulance Service Area Advisory Committee of the action taken by the special committee at the next meeting of the committee.

## **12. Officers**

The Committee will be led by a chair and a vice-chair who will act as leaders of convened meetings and as the parliamentarian. The members of the committee shall recommend the chair and vice-

chair to the Board for approval. The chair and vice-chair shall serve a one-year term and may serve multiple terms.

- a. **Chair responsibilities.** The chair will enforce Committee directives, guidelines, and membership rules and will guide the conduct of public meetings.
- b. **Vice-chair responsibilities.** In the absence of the chair, the vice-chair will assume the chair's responsibilities. If the chair or vice-chair are not available for a publicly convened meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.

**13. Conflicts of Interest**

- a. **Declaration.** The Committee is subject to ORS 244.020, 244.040(1), and 244.120 to 244.130, defining conflict of interest and establishing protocols for members of public bodies in Oregon. Committee members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.
- b. **Potential conflict defined.** A potential conflict of interest exists when a committee member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The Committee member may participate in an action after declaring the potential conflict and announcing its nature.
- c. **Actual conflict defined.** An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the Committee member, a relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action, except when the member's vote is necessary to achieve a quorum. When a vote is necessary to achieve a quorum, the member may vote, but may not participate in any discussion or debate on the issue out of which the actual conflict arises.

**14. Amendment to Bylaws**

- a. **Initiated by Committee.** The Committee may propose amendments to the bylaws. Any recommendations agreed upon by a majority of the Committee shall be forwarded to the Board for its approval. In accordance with county administrative policies and procedures, bylaws will be reviewed by the Committee every three years and any changes will be approved by the Board.
- b. **Distribution.** Upon the Board approving bylaw amendments, the MCHHS Department will distribute the bylaws to all Committee members.

**15. Community Relations/Public Input**

Any member of the public will be welcome to attend Committee meetings. Public comments are encouraged and will be accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the Committee may contact the chair, co-chairs, the vice-chair, or MCHHS staff. Arrangements will be made, and time will be allotted at meetings as appropriate to assure broad public participation.

**Approved by the Marion County Ambulance Service Area Advisory Committee:**

**DATE: 2/17/2023**

**Approved by the Marion County Board of Commissioners:**

**DATE: 5/24/2023**