

**Spokane County Emergency Medical Services and Trauma Care Council (SCEMSTCC)
Bylaws**

Adopted: September 10, 2002
Revised: March 10, 2009
Revised: June 10, 2014
Revised October 14, 2014
Revised January 13, 2015
Revised November 13,
2018
Revised September 9,
2025

**ARTICLE I – Title &
Type**

The name of the organization shall be known as the Spokane County Emergency Medical Services and Trauma Care Council (SCEMSTCC), referred to as the EMS Council or SCEMS Council. The SCEMS Council is a non-profit corporation incorporated under the laws of the State of Washington and pursuant to RCW 24.03A.

ARTICLE II – Purpose

The SCEMS Council shall comply with the rules and regulations as applicable for regional emergency medical services and trauma care councils as stated in RCW 70.168.100 and Washington Administrative Code 246-976-960 in taking action that the SCEMS Council deems appropriate to maintain and improve the emergency medical services and trauma care system within Spokane County. The SCEMS Council will follow the objectives/guidelines set forth by Washington Administrative Code 246-976-970 Local emergency medical services and trauma care councils.

Article III – SCEMS Council Structure

Section 1. Qualification

Any representative who holds office must be qualified to hold such office and must be able to attend a minimum of 80% of all SCEMS Council meetings annually.

Section 2. Officers

The officers of the SCEMS council shall be the Chair, Vice-Chair, Treasurer and Executive-Chair. Officers are elected by name, not the position they represent.

Section 2a. Election

The Chair, Vice-Chair, and Treasurer officers of the SCEMS Council shall be nominated and elected by simple majority vote of the members present and voting at the regular December meeting of the SCEMS Council. The Executive-Chair shall be the immediate past Chair for the two year cycle following their service as Executive-Chair. In the case of a tie in the

election for office, a coin toss will determine the new officer.

Section 2b. Term of office

- 1) The Chair, Vice-Chair and Treasurer shall serve for terms of two (2) years.
- 2) No representative may hold more than one office simultaneously.
- 3) No representative may serve more than two (2) consecutive terms in the same office.

Section 2c. Vacancy

- 1) Chair
 - A) Vacancy in the office of Chair shall be filled by the Vice-Chair.
- 2) Vice-Chair
 - A) Vacancy in the office of Vice-Chair shall be filled by special election of the SCEMS Council at the first regular meeting at which said election may be completed and the elected Vice-Chair shall serve for the remainder of the unexpired term.
- 3) Executive Chair
 - A) Vacancy in the office of Executive-Chair shall be filled by a special election at the first regular meeting at which said election may be completed. Any representative that has previously held the office of Chair will be eligible to fill this vacancy.
- 4) Treasurer
 - A) Vacancy in the office of Treasurer shall be filled by a special election at the first regular meeting at which said election may be completed and the elected Treasurer shall serve for the remainder of the unexpired term.

Section 3. Members and delegates. The following shall serve as the Members of the SCEMS Council.

A member is an SCEMS agency in Spokane County in good standing.

A delegate is appointed from a Spokane County agency with voting privileges. A delegate and alternate shall be appointed by the member agency to attend meetings on their behalf. Each member agency shall be entitled to one vote. An alternate may vote in the absence of the delegate.

ARTICLE IV– Duties

Section 1. Chair

The Chair of the SCEMS Council shall:

- 1) Preside over all meetings of the SCEMS Council.
- 2) Appoint Ad Hoc committees/committee members and representatives as necessary.
- 3) Perform duties and functions of the Council as the official SCEMS Council representative.
- 4) Shall serve on the Executive Board.
- 5) If Treasurer is unavailable, shall be an alternate signatory of all financial documents for the accountant.

Section 2. Vice-Chair

The Vice-chair of the SCEMS Council shall:

- 1) Perform the duties of the chair in the absence of that officer.
- 2) Assist and monitor the committees and task forces established by the SCEMS Council or appointed by the Chair.
- 3) Shall serve on the Executive Board.

Section 3 Executive-Chair

The Executive-Chair of the Council shall:

- 1) Preside over all meetings of the Executive Board.
- 2) In the absence of the Chair and Vice Chair, preside over all meetings of the SCEMS Council and perform duties and functions of the council as the official SCEMS Council representative.

Section 4 Treasurer

- 1) In the absence of the Chair, Executive Chair, and Vice Chair, will preside over all meetings of the SCEMS Council.
- 2) Review the Council's Balance Sheet monthly and report to SCEMS Council
- 3) Provide authorization to the Office Administrator for payables.
- 4) Account for employee(s) time sheet.
- 5) Review and be as primary a signatory of financial documents for the accountant.
- 6) In the absence of the treasurer, the Chair shall perform the duties and functions
- 7) Shall serve on the Executive Board.

ARTICLE V – Composition and Membership

Section 1. Composition

The internal operation of the Council shall be governed by such bylaws as a majority of the SCEMS Council shall adopt. SCEMS Council composition shall be comprised of representatives from Spokane County Agencies.

Section 2. Council Composition

The composition for the SCEMS Council shall, at a minimum, consist of the Medical Program Director and Member delegates from Spokane County Agencies as required by current Washington State statute and Washington Department of Health (RCW 70.168.120).

Section 3. The SCEMS Council shall include:

- 1) The Spokane County Medical Program Director.
- 2) Spokane County member agencies shall have one delegate and one alternate. Each member agency shall have one vote. A member agency consists of State licensed Aid/Ambulance transport, Law Enforcement and Hospital systems, in good standing, approved for membership by the SCEMS Council.
- 3) Community delegate: One representative who is a resident of Spokane County and is not eligible to otherwise serve as a representative delegate by nature of employment or affiliation with any other member agency or organization. This community delegate shall be designated by the SCEMS Council.
- 4) Non-voting advisory Representatives (as applicable):
 - A) One physician representative designated by the Spokane County Medical Society.
 - B) One representative from any non-911 private transport agency.
 - C) One representative designated by emergency medical communications.
 - D) One representative designated by Greater Spokane Emergency Management.
 - E) One representative that is an elected official designated by consensus of the elected City and County officials within Spokane County.
 - F) One representative designated by consensus of the injury prevention specialists involved in the delivery of EMS/TC within Spokane County
- 5) Non-Voting representatives:
 - A) Two representatives of the WA Department of Health (L&C, and Regional support)
 - B) Two representative of the U.S. Air Force, Fairchild AFB, one representing the Fire Department and one representing Medical Services.
 - C) The Spokane County Medical Examiner
 - D) The Spokane Regional Health District Health Officer

Section 4.

Appointment of a representative and alternate or a Non-Voting representative and alternate will be made by the agency represented in writing to the Council. Unrelated vocations representatives shall be approved by a vote of two-thirds majority of the quorum of the SCEMS Council.

Section 5.

The term of a representative shall not be limited except for the consumer, which shall be reaffirmed every two (2) years.

ARTICLE VI –Meetings of the SCEMS Council

Section 1. Regular meetings

The regular meeting of the SCEMS Council shall be held on the second Tuesday of each month, excluding the month of August when no scheduled meeting will be held. Regular meetings requiring a vote will require a simple majority of attended voting members. A Simple Majority Vote means a vote requiring the approval of at least one more than one-half (1/2) of all of the voting members in attendance. In the event of a tie vote, with all members in attendance voting, the vote of the Chair shall be decisive.

Section 2. Annual Executive Board elections

The regular meeting in the month of December shall be the annual Executive Board election of the SCEMS. This meeting shall include the election of officers for the succeeding two (2) year period.

- 1) The positions of **Chair and Vice Chair** shall be elected on **odd numbered years** and the position of **Treasurer** shall be elected on **even numbered years**.

Section 3. Special meetings

A special meeting of the SCEMS Council may be called by the Chair or by any five (5) voting members on the SCEMS Council. The notice for a special meeting shall state the purpose of the meeting, and only that subject shall be considered or acted on.

Section 4. Notice of meetings

Notice of any meeting of the SCEMS Council shall be provided at least five (5) days prior to the meeting, providing that a special meeting for an emergency situation may be called with twenty- four (24) hours' notice.

Section 5. Quorum

A quorum shall be 30% of the filled voting member representatives or identified alternates of the SCEMS Council. A quorum shall be required for final action at special meetings.

Section 6. Telephone, virtual, and similar meetings

Council representatives may participate in and hold a meeting by means of a conference telephone, web-based or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation in such a meeting shall constitute presence in person at the meeting except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

ARTICLE VII – Committees

Section 1. The Council shall have 3 standing committees.

1) Executive Board:

- A) Comprised of the Executive Chair, Chair, Treasurer and Vice-Chair.
- B) Meetings of the Executive Board shall be held Bi-annual or as necessary to carry out short-notice/ emergency SCEMS Council business.
- C) Any Executive Board member may call a meeting at any time agreeable to all four members.

2) Quality Improvement (QI) committee:

A) Membership:

- I. Physician (or designee if physician representing another agency also) and agency QI officer or other designated representative from each agency approved to provide Aid and Transport service.
- II. One physician representative designated by the Spokane County Medical Society.
- III. One representative and one Physician Advisor from voting member

agencies.

- IV. Representatives from each hospital and Air transport group, when applicable, or by invite of the MPD.
- V. Chair of Protocol Committee
- VI. Program Analyst

B) The regular meeting of the QI committee shall be the second Tuesday of each month, excluding the month of August when no meeting shall be held.

C) The QI committee shall:

I) Provide recommended changes to protocols/guidelines/standing orders/County Operating Procedures to the Protocol Committee.

II) Review complaints brought forward to the MPD and make recommendations for action to the appropriate authorities except where issues fall under the purview of the MPD and Uniform Disciplinary Act (UDA) as established by rule and law. These proceedings shall be only open to committee members and specifically invited guests of the agencies involved in the complaint or invited by the MPD.

- a. Complaints to be reviewed shall be made in writing to the MPD expressing their concerns and involvement. A copy of the complaint will be distributed to agencies/facilities involved to provide support documentation and information for review at the meeting. Complaints for review will be only accepted from patients, a patient's physician, treating SCEMS agencies or the treating personnel at a medical facility involved in direct treatment of said patient. No "third-party" hear-say complaints will be reviewed.

D) The Q.I. Committee shall be chaired by the Medical Program Director (MPD).

E) Guests are welcome with advance notice and approval from the Chair. They are required to introduce themselves and sign in.

F) All members and guests shall sign the Pledge of Confidentiality.

3) Protocol Committee:

A) Comprised of MPD, MPDD and up to 2 members designated from each represented agency.

B) Meetings held monthly on the 3rd Thursday or as determined by the Protocol Committee chair.

Section 2. Ad Hoc committees

1. The SCEMS Council Chair may appoint such other ad hoc committees as may be determined to be necessary or advisable for the proper or adequate conduct of the affairs of the SCEMS Council.
2. Voting members in good standing or designated representatives are able to participate and vote in any structured or ad hoc committee meeting.

Section 3. Committee action

The committees, by simple majority, shall determine those recommendations to be forwarded through the committee chair to the SCEMS Council.

ARTICLE VIII – Office of the Medical Program Director

Section 1. Medical Program Director (MPD)

- 1) Medical Program Director (MPD) must:
 - (a) Hold and maintain a current and valid license to practice medicine and surgery under RCW 18.71 or osteopathic medicine and surgery under RCW 18.57; and
 - (b) Be qualified and knowledgeable in the administration and management of emergency medical care and services; and
 - (c) Complete a medical director training course approved by the department within the first two years of initial certification as an MPD unless an EMS fellowship has already been completed or a board certification in EMS is held
- 2) Be recommended for certification by the local medical community and local emergency medical services and trauma care council (EMS/TC).
- 3) The MPD shall fulfill all of the mandates of that position prescribed by law.
- 4) The MPD shall, in cooperation with the SCEMS Council and the EMS and Medical community of Spokane County, develop plans, programs and protocols pursuant to the purposes and objectives of the SCEMS Council, subject to SCEMS Council review and comment.

Section 2. Office Administrator

- 1) The Executive Board, in consultation with the MPD, shall select and employ an Office Administrator for the SCEMS Council and MPD.
- 2) Executive Board shall provide ongoing direction for the Office Administrator and the Executive Board shall have overall employment responsibility.
 - A) The duties of the Office Administrator and will be reviewed yearly by the Executive Board.
- 3) Duties will include:
 - A) MPD designated administrative tasks
 - B) Record and retain the minutes of the meetings of the SCEMS Council and committees.
 - C) Record, retain, and distribute protocols/guidelines/standing orders for the SCEMS Council, committees and Medical Program Director.
 - D) Receive and disperse the correspondence of the SCEMS Council and committees.
 - E) The Office Administrator shall not have a vote in Council matters.

ARTICLE IX– Accounting and Financial Management

Section 1. Revenue

The revenue required to support the office of the Medical Program Director (MPD) and the operations, programs, services, and activities of the SCEMS Council shall be provided by fees charged to SCEMS Council member agencies/groups as determined by the council, and from such other sources as may be available.

Section 2. Financial Oversight

1. The SCEMS Council shall maintain financial integrity and transparency in all its operations. The Council's financial records shall be managed according to

generally accepted accounting principles (GAAP), with proper records of all receipts, disbursements, and accounts maintained in an accurate and timely manner.

2. Budget Preparation and Approval

- a. The SCEMS executive board shall prepare an annual budget that outlines expected revenues, expenditures, and financial projections for the upcoming fiscal year.
- b. The proposed budget will be presented to the SCEMS Council for an initial review at the regular meeting in September
- c. The SCEMS Council shall take final action to adopt the budget no later than the regular meeting in November.
- d. The Treasurer shall lead the budget preparation process, with input from the SCEMS Council's staff and relevant committees.

3. Financial Reporting

- a. The Treasurer shall present a financial report to the Council at each regularly scheduled meeting. This report shall include a statement of income and expenses, balance sheet, and any other relevant financial data.
- b. The Treasurer shall ensure that monthly or quarterly financial statements are available for review by Council members and other stakeholders.

4. Internal Controls and Audits

- a. The Council shall implement and maintain appropriate internal controls to safeguard the organization's assets, including controls for cash handling, procurement, and approval processes.
- b. The Council shall arrange for an annual external audit or financial review by a certified public accountant (CPA) or other qualified financial professional. The audit report shall be presented to the Council and made available for public review.

5. Fund Request(s)

- a. All funding requests will require a "Request for Funding" form to be complete and submitted to the SCEMS Administrator at least 4 weeks prior to the Council meeting at which this would be considered.
- b. Funding requests \$5000.00 and over will be forwarded to the SCEMS Council for review and consideration. Approval/denial will be decided by majority vote.
- c. Funding requests \$4999.99 and under will be reviewed and considered by the SCEMS executive board.

6. Expense Reimbursement

- a. Council members, staff, and volunteers may be reimbursed for reasonable and necessary expenses incurred while conducting official SCEMS Council business, subject to prior approval by the Council.
- b. Requests for reimbursement shall be submitted with appropriate documentation, including receipts and a brief explanation of the expenditure.

7. Financial Disclosures and Transparency

- a. The Council shall make its financial records available for inspection by members of the public, staff, or authorized stakeholders, as required by applicable laws and regulations.
- b. The Council shall comply with all federal, state, and local regulations regarding financial reporting, including any filing requirements for tax-exempt organizations.

8. Conflict of Interest and Financial Integrity

- a. Council members and staff shall disclose any personal financial interest in matters that may affect the Council's financial decisions.
 - b. Any member with a potential conflict of interest shall recuse themselves from the relevant discussion or decision-making process.
9. Fiscal Year
The fiscal year of the SCEMS Council shall begin on January 1 and end on December 31, or as otherwise determined by the Council.
10. Amendments
These accounting and financial bylaws may be amended by a majority vote of the Council during any regular meeting, provided that any proposed amendments are distributed to all members at least 30 days in advance.

Section 3. Notice

The adopted budget and per member share fees shall be emailed to all SCEMS Council members and agency SCEMS Officers immediately after its adoption so that any dues, fees or support costs to be borne by the member agencies may be planned and budgeted for.

Section 4. Non-Payment of share fees

Any SCEMS Council agency/group identified to be in a state of arrears shall lose voting privileges in Council matters and access to MPD Office support at the discretion of the Executive Board.

- a. Losing access to MPD credentialing services.

Section 5. Share fees

Share fees will be invoiced by January 15th and due by March 1st. Share fees shall be approved as part of the November budgeting process.

ARTICLE X – Voluntary Dissolution

The Council may voluntarily dissolve and wind up its affairs in the following manner:

- 1) The Executive Board shall adopt a resolution recommending that the corporation be dissolved, and directing that the question of such dissolution be submitted to a vote at a meeting of the Council, which may be either at an annual or a special meeting. Notice stating that the purpose, or one of the purposes, of the meeting is to consider the advisability of dissolving the corporation, shall be given to each Council member. A resolution to dissolve the corporation shall be adopted upon receiving at least two-thirds of the votes, representing a quorum, which members present at such meeting
- 2) Upon the adoption of such resolution by the members, the corporation shall cease to conduct its affairs except in so far as may be necessary for the winding up thereof, shall immediately cause a notice of the proposed dissolution to be mailed to each known creditor of the corporation, to the attorney general with respect to assets subject to RCW 24.03.22593), and to the Department of Revenue, and shall proceed to collect its assets and apply and distribute them as provided in Chapter 24.03 of the Revised Code of Washington.

The Council may revoke a resolution for Voluntary Dissolution by following the guidelines set forth in RCW 24.03.225.

ARTICLE XI– Fiscal Year

Section 1.

The fiscal year of the SCEMS Council shall be the calendar year.

ARTICLE XII – Rules of Order

Section 1.

Roberts’s Rules of Order shall govern the conduct of all meetings of the SCEMS Council.

ARTICLE XIII – Amendment of Bylaws

Section 1. Proposals for Amendments

- 1) Proposals of amendment of the bylaws may be made by petition of five (5) or more voting members of the SCEMS Council.
 - A) Proposals shall be submitted in writing and shall be specific as to the amendment sought.
- 2) Review of the by-laws shall be conducted biennially (every 2 years).

Section 2. Notice

Proposals for amendment of the bylaws shall be distributed to all members of the SCEMS Council at least sixty (60) days or 2 regular meetings prior to the meeting at which the proposals are to be considered for final adoption.

Section 3. Approval

A proposed amendment to the bylaws of the SCEMS Council shall be discussed and can be modified as to content as an agenda item at 2 regular scheduled council meetings. The passage of the final proposed amendment shall require the approval of two-thirds of the members present as represented by a quorum.

Adopted at the regular meeting of the Spokane County Emergency Medical Services and Trauma Care Council held September 10, 2002.

Revised at the regular meeting of the Spokane County Emergency Medical Services and Trauma Care Council held March 10, 2009.

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Revisions approved at the regular meeting of the Spokane County Emergency Services and Trauma Care Council held November 13, 2018.

Revisions approved at the regular meeting of the Spokane County Emergency Services and Trauma Care Council held September 09, 2025.