

WESTCHESTER REGIONAL EMS COUNCIL, INC.

BYLAWS

OF THE

REGIONAL EMERGENCY MEDICAL ADVISORY COMMITTEE

ADOPTED FEBRUARY 2002

The Regional Emergency Medical Advisory Committee (REMAC) of Westchester County is a subcommittee of the Regional Emergency Medical Services Council (REMSCO) of Westchester County established pursuant to Article 30 and Article 30 A of the New York State Public Health Law. It is comprised of representatives of organizations within the emergency medical services system of Westchester County. It is established to provide medical guidance and advice on the pre-hospital care and inter-facility transport to the emergency care providers that operate in Westchester County.

PURPOSE

The specific functions of this group are:

- 1) Coordinate the development of a regional medical control system;
- 2) To develop regional standard of pre-hospital care, inter-facility transport, and medical direction thereof;
- 3) To approve treatment, triage, and transfer protocols, ambulance destinations, including 911 receiving facilities.
- 4) Participate in quality improvement activities addressing system-wide concerns, including the review of protocol compliance, medical care rendered and medical supervision provided throughout the system; and
- 5) To approve training sites, course curricula, and certification standards and processes including continuing medical education (CME) for pre-hospital personnel and medical control physician.

MEMBERSHIP

There shall be 23 members of REMAC

Membership shall include representatives from the following organizations:

- 1) Medical Control Facilities
 - a) One (1) Physician or designee from each medical control facility or 911 receiving facility.
- 2) EMS Providers
 - a) One (1) the EMS Coordinator of Westchester County or designee
 - b) One (1) member from the EMS Proprietary Sector or designee
 - c) One (1) member from the EMS Voluntary Sector or designee
 - d) One (1) member from EMS Municipal & Districts or designee

- 3) Emergency Medicine Subspecialty Representation
 - a) One (1) Pediatric Emergency Medicine Physician or designee (must have Pedi-EM boards)
 - b) One (1) Trauma Physician from a designated Trauma Center or designee
 - c) One (1) Psychiatric Physician from the Crisis Intervention Team or designee
- 4) Fire Services
 - a) One (1) member representing the fire service agencies that provide EMS response from the Westchester County Fire Chiefs Association or designee
 - b) One (1) member representing the fire service agencies that provide EMS response from the Westchester County Career Chiefs Association or designee
- 5) Police Agencies
 - a) One (1) member representing the Police agencies that provide EMS response from the Westchester County Association of Chiefs of Police or designee.

Among these organizations providing representatives, those that provide physician representatives shall provide physicians who are active in emergency medical services. Others nominated by their constituent organizations are members of this group either ex-officio or are appointed due to their professional affiliations.

TERMS OF APPOINTMENT

With the exception of those who hold their position ex-officio, each appointment shall be for a period of two years.

APPOINTMENT PROCESS

Nominations from the constituent organization of REMAC shall be made to REMAC, which shall forward the nominations to the Regional EMS Council for approval.

It is the responsibility of each constituent organization to define the process by which a member will be nominated to REMAC

Where constituent organizations do not normally meet for the purpose of this kind, or where there is more than one constituent organization that falls under the organizational category permitted to nominate to REMAC, the involved constituent organization shall choose a mutually acceptable, rotating nomination process.

On Line Medical Control Physician will be represent by the ED Medical Directors and are those physicians who are credentialled by REMAC, are in compliance with Part 80 of the New York State Public Health Code, and are actively providing on line medical control through a facility approved by REMAC.

For the purpose of nominating a Psychiatric Emergency Physician, REMAC shall seek a nomination from the Westchester County Crisis Intervention system according to a process to be determined by the Commissioner of Mental Health of Westchester County.

For the purposes of nominating a representative from the Pediatric Emergency Physicians community, REMAC shall seek a nomination from the Westchester Committee of the American Academy of Pediatrics

REMOVAL FROM MEMBERSHIP

Once seated, a representative may be removed by the nominating constituent organization or a two-thirds written vote of the entire membership of REMAC.

Members with more than three (3) consecutive unexcused absences from regular REMAC meetings each year shall be considered to have voluntarily resigned and will be notified in writing thereof.

Absences for which members are represented by their designated alternates shall not be counted as unexcused absences.

Vacancies shall be filled as soon as possible after they arise, in accordance with the process described above, to complete the un-expired portion of the terms.

DESIGNATED ALTERNATES

Designated alternate for each member is permissible provided that they are duly nominated by the constituent organization involved. Physician alternates must be physicians or independent licensed practitioners who fulfill the practice requirements set out in the appointment process of this document. The only voting members of the REMAC will be the physician representatives of the medical control or 911 receiving facilities. Non-physician alternates of these physician members may not vote by proxy for the designated physician of the REMAC.

MEETING TIME

REMAC shall meet not less than six times per year. A calendar of meetings shall be distributed at the beginning of each REMAC year.

CONDUCT OF BUSINESS

Only physician representatives of the medical control or 911 receiving facilities are eligible to vote. Designated physician alternates shall be counted as voting members for the purposed of quorum when their principal is not present. However, if the designated physician alternate is not a physician, they may not vote.

All issues shall be decided by a simple majority of those present and voting, provided that a quorum is present.

A quorum shall consist of 50% of the physician representatives of the medical control or 911 receiving facilities, but shall never be less than six (6). All votes shall be voice votes, unless a written vote is requested by a member of the REMAC.

The Chair shall be empowered to allow for a written ballot in the event that a quorum can not be achieved for two (2) successive meetings, when so directed by the membership of REMAC.

For procedural issues that may arise during the regular activity of the REMAC that are not covered by these Bylaws, Robert’s Rules of Order will be used.

OFFICERS

The REMAC shall have as officers a Chair, 1st Vice Chair, and 2nd Vice Chair. The Chair and Vice Chairs shall be physicians. The Chair may participate fully in all debates and shall have the right to cast a vote in the event of a tie.

The Chair shall preside at all meetings and shall have the right to convene emergency meetings as necessary.

The Vice Chair shall assume the responsibilities of the Chair in the absence of the Chair.

REMAC shall nominate to the Commissioner of Health of the State of New York two (2) physicians to serve on the State Emergency Medical Advisory Committee.

COMMITTEES

REMAC shall establish an Executive Committee, consisting of its three (3) elected officers and four (4) sub-committee chairs. The Executive Committee shall have general supervision of the affairs of REMAC between its regular meetings, and shall have the power to approve the credentials of medical control physician, work with medical control facilities, and address system dispatch issues, subject to review by REMAC.

REMAC shall establish Standing Advisory Committees. There will be a minimum of four Standing Advisory Committees. The standing Committees shall develop their own Bylaws and submit the Bylaws to REMAC for approval.

- **Membership.** This committee will seek members from the community and assure that the designated representatives of the REMAC as defined by these protocols are appointed to the council. The Chair, with the approval of REMAC, shall establish a Nominating Committee for officers biennially.
- **Protocols.** This committee will be responsible for the development, review and update of the protocols that will guide the pre-hospital care to be provided by the agents of the Westchester Regional EMS Council. This committee or it’s sub-committees will also focus on medical control issues related to the 911 Emergency Response System and Specialty Referral Centers within the 911 Emergency Response System.
- **Quality Assurance/Improvement.** This committee will manage, maintain and provide regular reports of the Quality Assurance/Quality Improvement (QA/QI) projects conducted by the REMAC. This committee will act in conjunction with REMSCO.

- **Credentials.** This committee will monitor, maintain, record, and report on the credentials of the EMS providers within the region. This will include but not be limited to the review of EMT's, Paramedics, and Medical Control Physicians. This committee or its subcommittees will also manage and regularly report on Continuing Education programs within the region as well as maintain the continuing education units earned by the EMS providers within the region. It is expected that the committee regularly report on new continuing education standards for EMS providers as well as document individuals who do not attain or maintain the standards set by the REMAC and REMSCO.

The Chair, with the approval of REMAC, shall establish Ad Hoc Committees as needed.

The Chair, with the approval of REMAC, shall prospectively define the scope of activity and function of service of all AD Hoc Committees.

Representation on REMAC Committees shall be inclusive of all pre-hospital care sectors, as appropriate.

AMENDMENTS

These Bylaws may be amended only after proposed amendment has aged between, at a minimum, two (2) consecutive REMAC meetings and then by a two-thirds vote of the seated, voting members of REMAC.

PROCESS / REPORTING RELATION OF REMAC

Regional Emergency Medical Service Council of Westchester County. Decisions on medical matters made by REMAC will be sent to the Westchester Regional EMS Council for advisement and information purposes only.

State Emergency Medical Advisory Committee (SEMACE). REMAC shall report to the State Emergency Medical Advisory Committee as required by Statute.

CONSTRUCTION

If any part of these Bylaws is in conflict with Statute, the Statute shall prevail.

SEVERABILITY

If any part of these Bylaws is judged invalid by a Court of competent jurisdiction, the judgment shall not invalidate the remainder thereof.