I. Committee Name

The name of this committee shall be the Ventura County (VC) Prehospital Services Committee (PSC).

II. Committee Purpose

The purpose of this committee shall be to provide input to the VC Emergency Medical Services (EMS) Medical Director and VC EMS administration on matters pertaining to emergency medical services, including, but not limited to, dispatch, first responders, ambulance services, communications, medical equipment, training, personnel, facilities, and disaster medical response.

III. Membership

A. Voting Membership

Voting membership in the committee shall be composed of 2 representatives, as appointed by the organization administrator, from each of the following organizations:

<table>
<thead>
<tr>
<th>Type of Organization</th>
<th>Member</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Hospitals</td>
<td>PCC</td>
<td>PLP</td>
</tr>
<tr>
<td>Receiving Hospitals</td>
<td>ED Manager</td>
<td>ED Physician</td>
</tr>
<tr>
<td>First Responders</td>
<td>Administrative</td>
<td>Field (provider of “hands-on” care)</td>
</tr>
<tr>
<td>Ambulance Companies</td>
<td>Administrative</td>
<td>Field (provider of “hands-on” care)</td>
</tr>
<tr>
<td>Emergency Medical Dispatch Agency</td>
<td>Emergency Medical Dispatch Coordinator (1 representative selected by EMD Agency coordinators)</td>
<td></td>
</tr>
<tr>
<td>Air Units</td>
<td>Administrative</td>
<td>Field (provider of “hands-on” care)</td>
</tr>
<tr>
<td>Paramedic Training Programs</td>
<td>Director (1 representative from each program.)</td>
<td></td>
</tr>
</tbody>
</table>
B. Non-voting Membership
Non-voting members of the committee shall be composed of VC EMS staff to be determined by the VC EMS Administrator and the VC EMS Medical Director.

C. Membership Responsibilities
Representatives to PSC represent the views of their agency. Representatives should ensure that agenda items have been discussed/reviewed by their agency prior to the meeting.

D. Voting Rights
Designated voting members shall have equal voting rights.

E. Attendance
1. Members shall remain as active voting members by attending 75% of the meetings in a (calendar) year. If attendance falls below 75%, the organization administrator will be notified and the member will lose the right to vote.
   (a) Physician members may have a single designated alternate attend in their place, no more than two times per calendar year.
   (b) Agencies may designate one representative to be able to vote for both representatives, no more than two times per calendar year.

2. The member whose attendance falls below 75% may regain voting status by attending two consecutive meetings.

3. If meeting dates are changed or cancelled, members will not be penalized for not attending.

IV. Officers
A. The chairperson of PSC is the only elected member. The chairperson shall perform the duties prescribed by these guidelines and by the parliamentary authority adopted by the PSC.

B. A nominating committee, composed of 3 members, will be appointed at the regularly scheduled March meeting to nominate candidates for PSC Chair. The election will take place in May, with duties to begin at the July meeting.

C. The term of office is one (1) year. A member may serve as Chair for up to three (3) consecutive terms.

V. Meetings
A. Regular Meetings
The PSC will meet on the second Thursday of each month, unless otherwise determined by the PSC membership. VCEMS will prepare and distribute electronic PSC Packet no later that one week prior to a scheduled meeting.

B. Special Meetings
Special meetings may be called by the chairman, VC EMS Medical Director, VC EMS Administrator or Public Health Director. Except in cases of emergency, seven (7) days notice shall be given.

C. Quorum
The presence a simple majority (1/2 of committee membership plus 1) of voting members shall constitute a quorum. The presence of a quorum at the beginning of the meeting shall allow the committee to continue to do business until adjournment, regardless of the number of members who leave during the meeting.

VI. Task Forces and Ad-hoc Committees
The PSC Chair, VC EMS Administrator, VC EMS Medical Director or Public Health Director may appoint task forces or ad-hoc committees to make recommendations to the PSC on particular issues. The person appointing the task force or ad-hoc committee will name the chair. A task force or ad-hoc committee shall be composed of at least three (3) members and no more than seven (7) individuals. Persons other than voting members may be appointed to task forces or ad-hoc committees.

VII. Calendar Year
The Prehospital Services Committee will operate on a calendar year

VIII. Parliamentary Authority
The rules contained in the current edition of Robert’s Rules of Order, newly revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these guidelines, and any special rules of order the PSC may adopt.
IX. Submission of Agenda Items

Agenda items shall be received by the Ventura County EMS Office 14 days before the meeting it is to be presented. Items may be submitted by US mail, fax or e-mail and must include the following information:

A. Subject
B. Reason for request
C. Description/Justification
D. Supporting medical information/other research as applicable
E. List of affected VC EMS policies, if a requested policy change
F. Agenda Category:
   1. Operational
   2. Medical