

## CHAPTER 6

**RURAL EMERGENCY MEDICAL SERVICE BOARD**

## SECTION:

- 2-6-1: Board Established
- 2-6-2: Offices
- 2-6-3: Definitions
- 2-6-4: Members
- 2-6-5: Meetings
- 2-6-6: Officers
- 2-6-7: Relationship With Board Of County Commissioners

2-6-1: **BOARD ESTABLISHED:** There is established in Cassia County, Idaho, a Rural Emergency Medical Service Board (REMSB) to advise the County Commissioners regarding the just and appropriate expenditures of the funds received from the state of Idaho by the County for emergency medical service purposes. This Board may advise the County Commissioners on emergency medical services matters as requested by the Commissioners from time to time. This Board does not have authority over medical director responsibilities for EMS Units operations. (Res. 99-6-2, 6-21-1999; Amended by Res. 2006-12-3, 12-11-2006)

2-6-2: **OFFICES:** The office of the Cassia County Rural Emergency Medical Service Board (REMSB) shall be located in the Commissioners' room in the courthouse in Burley, Cassia County, Idaho. (Res. 99-6-2, 6-21-1999; Amended by Res. 2006-12-3, 12-11-2006)

2-6-3: **DEFINITIONS:**

Board: The Cassia County Rural Emergency Medical Service Board; See "REMSB", defined hereafter.

COMMISSIONERS: Board of County Commissioners of Cassia County, Idaho.

COUNTY: Cassia County, Idaho.

EMS: Emergency medical services.

EMT: Emergency medical technician.

2-6-3

2-6-4

REMSB: The Cassia County Rural Emergency Medical Service Board.

UNIT: An EMS agency currently licensed by the State EMS Bureau.

VOLUNTEER EMS UNIT: A unit whose members are not compensated for responses to EMS calls. (Res. 99-6-2, 6-21-1999; Amended by Res. 2006-12-3, 12-11-2006)

2-6-4: **MEMBERS:**

A. Number, Election And Term Of Office:

1. Number Of Members: The number of members of the Cassia County rural emergency medical service board shall be one representative for each EMS Unit in the County, unless and until otherwise determined by the Commissioners.
2. Appointment: The members of the REMSB shall be appointed by Commissioners. Each EMS Unit will submit their respective representative's name to the Commissioners for approval. Participating EMS units are listed hereafter, to-wit: Albion QRU, Burley Fire Department, City of Rocks QRU, Declo QRU, Life Run Ambulance, Raft River Fire Protection District (Malta Ambulance), Mini-Cassia Search and Rescue, Oakley QRU, and West Cassia QRU (QRU refers to Quick Response Unit). The terms of the board members shall commence on the third Monday in May of the year following their appointment.
3. Terms: All appointments by the commissioners to REMSB shall be for a term of four (4) years.

B. Duties And Powers: The REMSB members shall be responsible for the oversight of, and to advise Commissioners on, the priorities for expenditure of EMS funds received by the county and to advise the commissioners regarding the priorities for expenditure of EMS funds. The REMSB shall recommend the just and equitable division of such funds among the units, and shall fulfill all duties assigned to them by the Commissioners. The REMSB shall formulate in writing, and file in its office, all future plans adopted by it from time to time, in connection with the conduct of business of the board, and also file a copy of the same with the Commissioners. REMSB shall not have the power to create any indebtedness on behalf of the Commissioners or Cassia County.

2-6-4

2-6-5

- C. Vacancies: Any vacancy in REMSB occurring by reason of an increase in the number of EMS Units in the county, or by reason of the death, resignation, disqualification, removal or inability to act of any REMSB member, or otherwise, shall be filled for the unexpired portion of the term by the Commissioners. In the event of such vacancy, the Commissioners will seek nomination from the sponsor EMS unit for the vacating member. Provided the Commissioners deem the candidate suitable, such candidate shall be appointed for the remainder of the current term. If proposed candidate is not deemed suitable, Commissioners will seek other nomination from the sponsor EMS Unit or from the REMSB, for appointment to the remainder of the vacated member's term.
- D. Resignation: Any Board member may resign at any time by giving written notice to the chairman of the REMSB, and the Commissioners. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by the Commissioners, and acceptance of such resignation shall not be necessary to make it effective.
- E. Removal: Any REMSB member may be removed with or without cause at any time by the Commissioners, at a regular meeting of the Commissioners called for that purpose.
- F. Compensation: No salary shall be paid to the members of the Board for their services, but the members of the Board may be paid for their actual and necessary expenses out of the funds provided for REMSB purposes, upon prior approval of the claims for the same by the Commissioners. (Res. 99-6-2, 6-21-1999; Amended by Res. 2006-12-3, 12-11-2006)

2-6-5:

**MEETINGS:**

- A. Annual Or Regular Meetings; Notice:
  - 1. Annual Meeting: A regular annual meeting of the Cassia County REMSB shall be held at a regular meeting of the Board of County Commissioners in April of each year, at the Courthouse, in Burley, Idaho.
  - 2. Other Meetings: The REMSB shall provide by resolution for the holding of other meetings of the Board and may fix the time and place thereof by resolution of the board.

3. Notice and Agendas: Notice of any regular meeting of the REMSB shall be given, no less than five (5) calendar days before the meeting. A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting, however, additional agenda items may be added after completion of the agenda up to and including the hour of the meeting, provided that a good faith effort is made to include in the notice all agenda items known at the time to be probable items of discussion. The notice requirement for meetings and agendas shall be satisfied by posting such notices and agendas on the bulletin board outside of the Cassia County Courthouse Commission Chambers, and where such notices are in accordance herewith.
4. Open Meetings: All meetings of the board shall be open to the public, and notice of any regular or special meeting shall be also given in compliance with the Idaho open meetings law.
5. Executive Sessions: Executive Sessions may be held during any regular or annual meeting, insofar as the REMSB complies with applicable provisions of Idaho Code, Section 67-2340 through Section 67-2347.

B. Special Meetings; Notice:

1. Time And Location: Special meetings of the REMSB shall be held whenever called by the chairman, or by three (3) or more board members at such time and place as may be specified in the respective notice thereof.
2. Notice to Board Members: Notice of special meetings shall be delivered directly to each board member, by email to the member's email address of file with the Board, sent by facsimile to fax number of file with the Board, or may be hand-delivered personally to the Board member at least twenty-four (24) hours before the date and time on which the meeting is to be held.
3. Meeting and Agenda Notice: Notice of any special meeting shall be provided at least twenty-four (24) hours before the meeting, unless an emergency exists. Those factors constituting an emergency shall comply with Idaho Code Section 67-2343(2). The meeting and agenda notice required for a special meeting shall include, at a minimum, the meeting date, time, place and name of public agency calling for the meeting. The secretary or designee of the REMSB shall maintain a list of news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting.

4. Open Meetings: All special meetings of the board shall be open to the public and notice to the public given in compliance with the Idaho open meeting laws.
  5. Executive Sessions: Executive Sessions may be held during any special meeting, insofar as the REMSB complies with applicable provisions of Idaho Code, Section 67-2340 through Section 67-2347.
- C. Chairman: At all meetings of the REMSB the Chairman of the Board, if any, and if present, shall preside. If there shall be no Chairman or he or she shall be absent, then the Vice Chairman shall preside.
- D. Quorum And Adjournments:
1. Quorum: At all meetings of the REMSB the presence of a majority of the entire Board shall be necessary and sufficient to constitute a quorum for the transaction of business.
  2. Adjournment: When a quorum is not present at a meeting, a majority of the REMSB members present may adjourn the same until a quorum is present.
- E. Manner Of Action:
1. Votes: At all meetings of the REMSB each REMSB member present shall have one vote.
  2. Action By Majority: The action of a majority of the REMSB members present at any meeting at which a quorum is present shall be the act of the Board. Any action authorized in writing by all of the Board members entitled to vote thereon, and filed with the minutes of the Board, shall be the act of the Board, with the same force and effect as if the same had been passed by unanimous vote at a duly called meeting of the Board. (Res. 99-6-2, 6-21-1999; Amended by Res. 2006-12-3, 12-11-2006)

## 2-6-6:

**OFFICERS:**

- A. Number, Qualifications, Election And Term Of Office: The officers of the REMSB Board shall consist of a Chairman, a Vice Chairman, and a Secretary. The Chairman, Vice Chairman and Secretary are required to be chosen from the members of the REMSB appointed by the Commissioners. The Chairman, Vice Chairman, and Secretary of the REMSB shall be elected by the Board at the regular annual meeting of the Board, to be held in March of each year. The Chairman, Vice Chairman

and Secretary shall serve for a term of two (2) years, commencing with the third Monday in May, after the date of their election. As representatives of their respective EMS Units, all officers shall have the right to vote on issues that come before the REMSB.

- B. Resignation: Any officer of the REMSB may resign as an officer at any time by giving written notice of such resignation to the Commissioners and to the Chairman or Secretary of the REMSB. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by the Commissioners, and the acceptance of such resignation shall not be necessary to make it effective.
- C. Removal: Any officer of the Board may be removed as an officer by the vote of the Board with or without cause, and a successor elected by the Board at any time.
- D. Vacancies in Officers of the Board: Vacancies in Officers of the Board, created by reason of death, resignation, removal, inability to act, or disqualification may at any time be filled for the unexpired portion of the vacant office's term by the REMSB, as set out in Cassia County Code 2-6-6(A).
- E. Duties Of Officers: Officers of the Cassia County REMSB shall, unless otherwise provided by the Commissioners or the Board, each have such powers and duties as generally pertain to their respective offices, and such duties as may from time to time be specifically stated, declared, or imposed by the Commissioners. (Res. 99-6-2, 6-21-1999; Amended by Res. 2006-12-3, 12-11-2006)

2-6-7: **RELATIONSHIP WITH BOARD OF COUNTY COMMISSIONERS:**

- A. General Supervision: The Commissioners are the chief executives of Cassia County, Idaho, and as such are directly responsible for the supervision, direction and regulation of the REMSB. The members of the Board shall serve under the guidance and direction of the commissioners.
- B. Operations: The Commissioners shall have the right and obligation to oversee the general operations of the REMSB, and all fiscal matters regarding its operation.

- C. Attendance At Meeting: The members of the REMSB board shall be required to be in attendance at the regular meeting of the Board of County Commissioners of Cassia County, Idaho, in April of each year in order to report to the Commissioners on the current status of REMSB operations, the election of new officers, appointments, expiring terms of appointment of REMSB members and officers, and all other matters relating to the general operation, fiscal stability, and integrity of the REMSB operations.
- D. Financial Recommendations And Requests: The REMSB board shall make recommendations to the Commissioners as to appropriate expenditures of the retained and reserved funds as needs arise in the EMS units. The Board of County Commissioners shall thereafter approve, or make such amendments or modifications, of the REMSB Board recommendations as it deems proper. (Res. 99-6-2, 6-21-1999; Amended by Res. 2006-12-3, 12-11-2006)