South Pacific County EMS and Trauma Care Council

BY-LAWS
Amended 2026

ARTICLE 1 – NAME

The name of the council shall be the South Pacific County Emergency Medical Services and Trauma Care Council, hereafter referred to as the Council.

ARTICLE 2 – PURPOSE

The Council:

2.1 Shall be an advisory and coordination Council which shall review, evaluate and provide recommendations to support efficient and effective emergency medical and trauma services in South Pacific County in compliance with WAC 246-976-970.

2.2 Shall recommend individuals to represent the Council on the Southwest Region EMS and Trauma Care Council.

2.3 Shall define and recommend improvements in medical control communications, and emergency medical services (EMS) and trauma care dispatch.

2.4 Shall assist agencies in providing trauma registry and other data to the State.

2.5 Shall review and make recommendations for initial training classes and Ongoing Training and Evaluation Programs (OTEP), and make recommendations to the Washington State Department of Health as needed.

2.6 Shall identify needs and promote community education, including, but not limited to, CPR, first aid training and injury prevention.

2.7 Shall participate in the development, implementation, and update, as necessary, of the Southwest Regional EMS and Trauma Care System Plan in accordance with the applicable provisions of the Washington State EMS and Trauma Care System Act.

2.8 Shall apply for grants and other payments to expand and improve EMS and Trauma Care capabilities. The Council may accept real properties, services or cash from governmental and private agencies or persons.

ARTICLE 3 – MEMBERSHIP

3.1 Board of Directors: The Board of Directors is the voting membership of the Local Council. There shall be fifteen (15) members appointed or designated as follows:

TIER ONE:

One (1) hospital representative, to-wit:

One (1) from Ocean Beach Hospital

Six (6) prehospital representatives, to-wit:

one (1) from Pacific County Fire Dist. #1

one (1) from Ilwaco Fire Department

one (1) from Fire District #4 (Naselle)

one (1) from Long Beach Fire Department

one (1) from Medix Ambulance

one (1) from Life Flight Network

One (1) medical program director

One (1) emergency communications representative, to-wit:

one (1) from 911Communication Center

TIER TWO:

One (1) local government representative, to-wit:

one (1) from County, City

One (1) law enforcement representative, to-wit:

one (1) from WSP, Sheriff, Police, SAR

One (1) consumer representative

One (1) injury prevention representative

One (1) Emergency Management representative

One (1) Fire District #2 (Chinook) representative

3.2 The Board is composed of a diverse and objective membership that is open to residents of both the incorporated and unincorporated areas of South Pacific County.

3.2.1 Tier One board members shall serve with recommendation in writing by the sponsoring agency. There is no Council vote required to accept the sponsoring agency recommendation for Tier One board members. The term of office is four (4) years and may be renewed at the discretion of the sponsoring agency. If a Tier One agency drops their license they will become a Tier Two member.

3.2.2 Tier Two board members may submit an application for membership to the Council. Tier Two membership is subject to a Council vote. The term of office is four (4) years and may be renewed at the discretion of the Council.

3.2.3 The Council Secretary shall maintain an accurate record showing the expiration date for each board member's term of office.

3.3 All meetings shall be open to the public and abide by the Open Public Meetings Act of Washington. Any person may participate in Council discussions leading to a vote. Council members shall weigh and consider the concerns of non-voting participants prior to casting their vote.

3.4 Each Council member shall have one vote on matters brought to the Council. Each Tier One position may have one alternate representative, recommended in writing, by their sponsoring agency. The alternate will not have a vote in matters brought before the Council, unless the representative member for whom the alternate is functioning is not present. Tier Two members will not have an alternate representative.

3.5 Council members serve on the Council for the benefit of the whole EMS and trauma care system rather than personal, organizational, or agency agenda.

3.5.1 Members will notify the Council of any and all conflicts of interest.

3.5.2 Members who plan to abstain from voting must also refrain from any discussion or debate on the topic prior to the vote.

3.5.3 Members will abstain from voting when appropriate.

3.6 The Board of Directors shall possess all the powers granted by the laws of the State of Washington to directors of non-profit corporations.

ARTICLE 4 – OFFICERS

4.1 Officers of the Council are: Chair, Vice-Chair, and Secretary/Treasurer to be elected from the Board of Directors by a majority vote of the Council for a two (2) year term.

4.2 Elections of officers shall take place at the first meeting of the calendar year annual meeting in years ending in even numbers. Incumbent officers shall serve until said election and are eligible for re-election to any officer position. Nominees will be presented 30 days prior to election.

4.2.1 In the event an officer resigns their position prior to the end of their two (2) year term, an election will occur at the next regularly scheduled Council meeting for a person to serve out the remainder of the term. Nominees will be presented 30 days prior to election.

4.3 Duties of Officers:

4.3.1 The Chair shall preside at all regular and special meetings of the Council.

4.3.3 The Vice-Chair shall perform the duties of the Chair in the absence of the Chair.

4.3.3 The Secretary/Treasurer shall maintain accurate minutes of all Council meetings and be responsible for general correspondence of the Council. The Secretary/Treasurer shall keep charge of the funds of the Council and shall report at regular meetings on the status of the funds. The Council funds will be maintained on a fiscal year (July to June) basis.

4.4 The Executive Committee shall be comprised of the Council Officers. The Executive Committee is authorized to conduct the normal business of the Council with decisions to be ratified at the next Council meeting where a quorum is present.

4.5 The Chair may spend up to $100 per year without Council pre-approval on items necessary for the operation of the Council and/or activities sponsored by the Council.

ARTICLE 5 – MEETINGS

5.1 The annual meeting will be held the first meeting of the calendar year.

5.2 Regular meetings of the Council shall be held at 6 pm, on the first Thursday of odd months.

5.3 Special meetings of the Council may be called by the Chair or by a simple majority of the Board of Directors with 48-hours notice.

5.4 If a board member misses two consecutive regularly-scheduled meetings without being excused by the Chair, the Council may consider that position vacated. For Tier One board members, the represented agency chief/supervisor will be notified and requested to provide active representation.

5.5 A quorum shall consist of five (5) members present at any regularly scheduled meeting to conduct business.

ARTICLE 6 – COMMITTEES AND APPOINTMENTS

6.1 The Council Chair may appoint committees as needed.

6.2 All committees will have a Chair. Those who serve on committees need not be members of the Council. All Committees will report to the Council.

6.3 The Council Chair is an ex-officio member of all committees.

ARTICLE 7 – AMENDMENTS

These By-Laws may be repealed or amended at a regularly scheduled meeting by a majority vote of the Council, provided written notice of any proposed alteration or amendment is sent to all members thirty (30) calendar days prior to action.

The foregoing are the Amended By-Laws adopted by vote of the Council on the 5th day of November, 2026.

Brad Weatherby, Chair

Heidi Berry, Vice Chair

Jennifer Raichl, Secretary/Treasurer