WAPELLO COUNTY (IOWA) EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL (EMSAC)

BY-LAWS

ARTICLE I
WAPELLO COUNTY EMS ADVISORY COUNCIL ESTABLISHED

Section 1. The Wapello County Board of Supervisors established the Wapello County, Iowa, Emergency Medical Services Advisory Council and is hereafter referred to as Wapello County EMSAC, by Resolution on July 1, 2025.

Section 2. This Council shall serve the interests of the consumers of Emergency Medical Services within the County of Wapello, in the state of Iowa, and report to the Wapello County Board of Supervisors at least annually on the condition of Emergency Medical Services and offer recommendations to improve those services in Wapello County.

Section 3. Any financial support determined to be necessary and justified for the Wapello County EMSAC to operate shall be provided by the Wapello County Board of Supervisors.

ARTICLE II
PURPOSE AND OBJECTIVES

WAPELLO COUNTY EMSAC exists to help local EMS services develop a system to reduce suffering, disability, and death caused by injury and illness, while ensuring access, quality, and affordable out-of-hospital EMS for all residents. Emergency medical services providers include, but are not limited to, Ottumwa Regional Mobile Intensive Care Services, Agency Rescue, Blakesburg Fire & Rescue, Eldon Fire & Rescue, Ottumwa Fire & Rescue, Wapello County Rural Fire & Rescue, law enforcement, firefighters, and Emergency Management Coordinators, all working together to save lives. In collaboration with the Wapello County EMS Association, the council shall survey, analyze, and report on the performance of the following segments of EMS in Wapello County:

1. Access to quality EMS by evaluating the structure, process, and outcome of EMS events.
2. Adequacy of system funding.
3. Appropriate resource utilization.
4. Reduction of the burden on the volunteer EMS providers.
5. Integration of EMS into the existing healthcare system.
6. Recruitment of individuals into EMS to ensure adequate staffing.
7. Continuing Education and training are offered to meet certification and recertification requirements.

ARTICLE III
AUTHORITY AND FUNCTIONS

Wapello County EMSAC shall act on behalf of, and as the official advisor to, the County Board of Supervisors regarding the evaluation of all EMS activities that serve the consumers of emergency medical services within Wapello County, Iowa and to comment on the planning, implementation, ways to enhance and improve EMS in Wapello County.

Section 1. General functions of the council:

1. Monitoring the EMS system strategic planning and implementation and collaborating where appropriate with the Wapello County EMS Association.
2. Council members shall ensure the organizations they represent are consistently informed regarding the business of Wapello County EMSAC.

Section 2. Members of the Wapello County EMSAC

1. The standing voting membership of the Advisory Council shall be:
   Board of Supervisors appointee
   Ottumwa City Council appointee
   Physician EMS medical director for primary transport service
   Service Director from each of the county's EMS service agencies or their designee
   Wapello County EMS Association appointee
   Emergency Management appointee
   Local physician (can be retired)
   Representative from one of the 911 dispatch centers
   Representative from IHCC EMS training program
   Two at-large citizens selected by the Board of Supervisors.

Section 3. Terms of Council Members

1. Membership will be documented in the following manner: A written form shall be submitted at the beginning of a representative/designee's term, documenting that the person represents the submitting group as indicated by signatures of the appointing authorities.
2. The Council shall report the current membership annually to the Board of Supervisors.

ARTICLE IV
WAPELLO COUNTY EMSAC OFFICERS AND CONDUCT OF MEETINGS

Section 1. Officers

1. The officers of the Wapello County EMSAC shall be Chair, Vice Chair, and Secretary.

Section 2. Qualifications

1. The officers of the council shall be elected from the officially seated membership of the council.

Section 3. Election of Officers

1. The election of all officers shall take place at the first council meeting and then annually at the first scheduled meeting of the calendar year.
2. Election shall be held by secret ballot unless there is only one candidate for an office and that person agrees to assume the duties of that office.

Section 4. Terms of Officers

1. All officers shall serve two-year terms.

2. Officers may serve a maximum of two consecutive terms.

Section 5. Vacancies

1. A vacancy in the office of the Chair shall be filled by the Vice Chair and confirmed or replaced by the vote of the Council at the next regular Council meeting.
2. A vacancy in the office of the Vice Chair shall be appointed by the Chair and confirmed or replaced by the vote of the Council at the next regular Council meeting.
3. A vote of the council shall fill any other vacant offices at the next regular scheduled council meeting.

Section 6. Duties of the Officers

1. The Chair of the council shall:
    a. Presiding over council meetings
    b. Orient new members to the purpose and function of the council
    c. Appoint ad-hoc committees as deemed necessary to accomplish the mission and goals of Wapello County EMSAC.

2. The Vice Chair of the council shall:
    a. Preside over council meetings in the absence of the Chair
    b. Take minutes of the council proceedings in the absence of the secretary.

3. The secretary of the council shall:
    a. Prepare, distribute, and post proposed meeting agendas in consultation with the Chair and Vice Chair.
    b. Take minutes of the council's proceedings.
    c. File official minutes after approval by the Chair.

Section 7. Voting

1. Each council member shall be entitled to one vote.
2. The Chair, or the member presiding over the council meeting, shall retain voting privileges.
3. If a voting process is required during the General Membership meetings, each Wapello County EMSAC member present shall be entitled to one vote. No absentee ballots or proxy votes are allowed.
4. In the event of a tie, the matter will be considered a no vote.

Section 8. Council Meetings

1. The Council shall determine the frequency, date, and time of meetings.
2. The Chair may call special meetings of the council.
3. The secretary will notify all council members by email, phone, text, or other means at least three business days before the special meeting.

Section 9. Quorum

1. A quorum at the council meeting shall consist of the members of the council who are in attendance. A minimum of 8 Council members is required to conduct Council business.
2. In the absence of a quorum at a regular meeting, those present may conduct discussions as a work session; however, no decisions on council business can be made.

Section 10. Parliamentary Procedure

1. Unless otherwise stated in these bylaws, all regular, special, and committee meetings shall be conducted by the generally accepted guidelines of Roberts's Rules of Order.

ARTICLE V
CONFLICT OF INTEREST

Should a member of the council or appointed committee have cause to believe that voting on a given issue could prove to be a conflict of interest, that member shall make public that possibility. The majority vote (of the members of the council or committee present) shall determine if the member shall be allowed to participate and vote on the issue.

ARTICLE VI
AMENDMENTS

These bylaws may be amended by a two-thirds vote of the members of the council at any two consecutive meetings where more than one-half of the Council members are present.

ARTICLE VII
LIQUIDATION AND DISSOLUTION

This council will not own any property. If it becomes necessary to dissolve this Council, there will be no property to liquidate.

Adopted on the 4th day of August, 2025, by majority vote of the Advisory Council:

Bryan Ziegler

Board of Supervisors- Bryan Ziegler

Ottumwa City Council- Bill Hoffman Jr.

Physician EMS medical director- Dr. Daniel Lyssy

EMS Association (Practicing provider)- Amanda Hull

Emergency Management Agency- Tim Richmond

Agency Fire & Rescue- Cindy Hewitt

Blakesburg Fire & Rescue- Mike DeWild

Eldon Fire & Rescue- Athena Sears

Ottumwa Fire & Rescue- David Cronin

Ottumwa Regional Mobile Intensive Care Service (ORMICS)- Mark Frymoyer

Wapello County Rural Fire & Rescue- Loren McIntosh

Local physician (retired)- Dr. Peter Reiter

911 dispatch- Thomas Millikin

EMS training program- Lori Reeves

Community Member- Thomas Maher

Community Member- Jean Dell