



Fire Department

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EMERGENCY MEDICAL SERVICES BOARD

Date: April 21, 2023

Time: 10:30 AM – 12:00 PM

Location: City-County Building, Room 326, 316 N Park Ave.

Agenda

Roll Call

Public Comment on matters within the EMSB jurisdiction not on the agenda

Consent Items:

1. 04/26/22 meeting minutes

Scheduled Matters:

1. Presentation of Ambulance Company Report
2. Presentation of Bylaw Update

Date of next meeting: April 24, 2024 10:30a to 12:00p

Adjourn

City of Helena
Lewis and Clark County
Emergency Medical Services Board
BYLAWS

Article I – AMBULANCE BOARD AUTHORIZED

The City of Helena (City) Ordinance NO. 2818 and the Lewis and Clark County (County) Resolution No. 1997-163 established the Helena-Lewis and Clark Ambulance District by way of interlocal agreement and designated the Emergency Medical Services Board (EMSB) as the entity to review, evaluate compliance with, and negotiate changes to an Ambulance Service Agreement (Agreement) with the designated provider listed in the Agreement. The EMSB shall act as the official body to coordinate emergency medical and ambulance services for the public in the City and the County and to achieve the highest level of patient care possible in delivering these services. In addition, the EMSB shall review and enforce the provisions of the Agreement.

Article II – PURPOSES

The purpose of the EMSB is to evaluate and review delivery of emergency medical services in the City/County area defined by the Agreement:

- a. The EMSB shall evaluate the emergency medical services provided in the service area.
- b. The EMSB shall be vested with the authority to enforce the provisions of the Agreement.
- c. The EMSB may make amendments to the Agreement without formal action by the City or the County in accordance with the Interlocal Agreement.

Article III – MEETINGS

Section 1. Place

The EMSB may meet at the City/County Building, electronically such as Zoom, or by telephone. Locations for meetings must be announced in advance in accordance with these By Laws. If the meeting is to occur electronically or telephonically, a link and/or phone number shall be included in the notice.

Section 2. Annual Meeting

The EMSB annual meeting shall occur in April of each year at which time the EMSB shall elect a Vice-Chair.

Section 3. Other Meetings

Other meetings may be called by the Chairperson, the City Manager, or the County Chief Administrative Officer.

Section 4. Quorum

A majority (4) of the EMSB at any meeting shall constitute a quorum for the transaction of official business. If a quorum is unable to convene, the board members will note the lack of a quorum and cancel the meeting.

Section 5. Rules of Order

The meetings shall be conducted in accordance with Roberts Rules of Order.

Section 6. Committees

The EMSB may create committees as deemed expedient to the transaction of business. The Chair shall appoint members to such committees who may be existing board members or individuals from the community.

Section 7. Open Meetings

All meetings of the EMSB shall be open to the public. However, the Chairperson may close any meeting during the time the discussion relates to a matter of individual privacy if the demands to privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual.

Section 8. Notice

Every effort shall be taken to provide notice of the EMSB meetings in accordance with both the City and County's notice policies. At a minimum, notice of EMSB meetings shall be published on both City and County websites and posting boards no later than 48 hours in advance of the meeting.

Section 10. Minutes

An audio recording shall be designated as the official record of the meeting. Minutes of all meetings must be kept and made available for public inspection. A written record of the meeting must also be made and must include the following information:

- A. the date, time and place of the meeting;
- B. a list of the individual members of the public body, agency, or organization who were in attendance and absent, staff members and, if possible, name of public attendees;
- C. the substance of all matters proposed, discussed, or decided and all addendums, information presented, reports, shall be attached to the minutes of the meeting; and
- D. at the request of any member, a record of votes by individual members for any votes taken.

2. A log or time stamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.
3. Any time a presiding officer closes a public meeting pursuant to MCA 2-3-203, the presiding officer shall ensure that minutes taken in compliance with subsection (1) are kept of the closed portion of the meeting. The minutes from the closed portion of the meeting may not be made available for inspection except pursuant to a court order.

The Helena City Clerk shall keep the minutes of the meeting, create a written record of the meeting in accordance with these By Laws, and maintain the meeting minutes for public inspection.

Article IV – PROCEDURES

Section 1. Agenda Preparation

All matters requiring consideration by the EMSB shall be submitted to the Chairperson or their designee at least seven (7) days immediately preceding the next scheduled meeting. The Chairperson or their designee shall arrange the matters requiring action or discussion into an agenda in accordance herein. Copies of the Agenda shall be provided to each member of the EMSB and published and posted in accordance with these By-Laws. The Chairperson or their designee may consult with the EMS provider when preparing the agenda.

Section 2. Order of Business

The agenda and meeting structure shall adhere to the following form:

1. Roll call
2. Public Comment on matters within the EMSB jurisdiction not on the agenda
3. Consent items
4. Scheduled matters
5. Setting date for next meeting
6. Adjournment

Public comment shall be taken prior to any action by the EMSB

Article IV – BOARD

Section 1. Number of Board Members

The EMSB shall consist of seven (7) voting members. Membership Shall include:

- (1) City of Helena Fire Chief
 - a. The City of Helena Fire Chief shall serve as EMSB’s designated representative for the purposes of administering the Agreement and shall be considered a standing officer for the purposes of coordinating the EMSB and communicating to EMSB members and signatories to the Agreement. The City of Helena Fire Chief shall also serve as the EMSB Chairperson.
- (2) Helena City Manager

- a. The Helena City Manager shall act as the City Designee
- (3) Lewis and Clark County Sheriff (or designee)
- (4) The President of the Rural Fire Council
- (5) Lewis and Clark County Chief Administrative Officer
 - a. The Chief Administrative Officer shall act as the County Designee
- (6) A licensed physician appointed by the Lewis and Clark County Commissioners and the Mayor of Helena with the consent of the City Commission. The term shall be for two (2) years commencing on January 1st following the appointment. Any person appointed to this position may be reappointed without limitation as to the number of terms.
- (7) City Attorney/County Attorney
 - a. The City and County Attorney shall serve a term of one (1) year on an alternating basis. The City Attorney shall serve during odd-numbered years and the County Attorney during even-numbered years. Each term shall commence on January 1st of the appropriate year.

Article V – OFFICERS

Section 1. Election and Appointment of Officers

The officers of the EMSB shall consist of two (2) members, the Chairperson and a Vice-Chairperson. The Vice-Chairperson shall be nominated and elected by the board at the annual meeting. Nothing prohibits the EMSB from designating additional officers as necessary to conduct the business. Officers will serve a one-year term.

Section 2. Officer Vacancies

In the case of vacancies among the officers of the EMSB, any other board member may serve as Chair and/or Vice Chair for the purposes of conducting a meeting.

Section 3. Member Attendance.

It is expected that members of the EMSB shall attend meetings regularly. In the event a member is unable to attend, a member may send a designated representative to participate in the meeting.

Section 4. Chairperson/City of Helena Fire Chief

The Chairperson shall preside at the meetings of the Board. The Chairperson shall also coordinate the meeting agenda and proper notices.

Section 5. Vice-Chair.

The Vice-Chair shall perform the duties of the Chairperson in the absence of the Chairperson and will perform other duties as directed by the Chairperson.

Article VI – AMBULANCE SERVICES AGREEMENT

In accordance with the Helena-Lewis and Clark Ambulance Service District Interlocal Agreement Section 3 D., the EMSB may procure, establish, maintain, and administer an emergency ambulance service for the District.

Article VII – BUDGET

The EMSB shall establish a budget, if applicable, which must be approved by the City and County.

Article VII- DIRECTORS AND MEMBERS LIABILITY

There shall be no personal liability of a member of this Board to the City or County for monetary damages for breach of duty as a member except: (a) for acts or omissions that constitute willful misconduct, recklessness or a knowing violation of law: (b) used Mont. Code Ann. § 35-1-409, (c) for a transaction from which a member derives an improper personal benefit. In addition, in accordance with Mont. Code Ann. § 27-1-732, no officer, director, or volunteer of the EMSB shall be individually liable to any person for any action or omission made in the course and scope of his or her official capacity on behalf of the EMSB, other than willful or wanton misconduct.

Article VIII- AMENDMENTS

These by-laws may be amended with a majority vote of the EMSB present at any meeting. Any pre-existing By-Laws of the EMSB are hereby rescinded.

Date _____, 2022.

Chairperson
Emergency Medical Services Board

Vice Chair
Emergency Medical Services Board