

# AGENDA

**Imperial County Emergency Medical Care Committee**  
**Office of Emergency Services**  
**1078 Dogwood Rd. Heber, CA 92249**  
***Wednesday, June 10, 2026***  
***10:00 A.M.***

## **Committee Members:**

- Joseph Bernal, El Centro Fire Department - Urban Fire Department
- David Lantzer, Imperial County Fire Department - Rural Fire Department
- Eric Espinoza, Calexico Fire Department - Fire-based transporting ambulance provider
- Brandon Walls, American Medical Response - Private transport ambulance provider
- Dannielle Walls, Pioneers Memorial Hospital -Hospital emergency departments
- Steven Holt, Imperial Valley College Emergency medical service training center or institution
- Hernan I. Mendez, AMR-Advance life support (ALS) field provider
- Kenneth Herbert, REACH Air-Air ambulance agency

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Public Comment – 3 Minute per speaker

V. Approval of the Order of the Agenda

## **VI. Informational Items**

- a. Discussion/action regarding bylaws of the committee.
- b. Brown Act Overview as presented by County Counsel.

VII. Member Reports/Announcements.

VIII. Next Meeting Date

POSTING LOCATIONS: This meeting was legally noticed and posted at the following locations: [website link](#)



## **EMERGENCY MEDICAL CARE COMMITTEE BYLAWS**

### **1. NAME**

The name of this committee shall be the Imperial County Emergency Medical Care Committee, hereinafter referred to as the "EMCC" or the "Committee."

### **2. PURPOSE**

The Emergency Medical Care Committee shall act in an advisory capacity to the County Board of Supervisors and to Imperial County Emergency Medical Services ("LEMSA") on all matters relating to emergency medical services in Imperial County.

### **3. AUTHORITY**

3.1. EMCC is established by the Imperial County Board of Supervisors pursuant to Health and Safety Code Section 1797.270, and shall have such duties as are described therein as of the date these Bylaws are adopted by the Board of Supervisors or hereafter amended by said Board.

3.2. The County Board of Supervisors has the authority under Section 1797.272 of the Health and Safety Code to prescribe the membership and appoint members of EMCC.

3.3. EMCC will review annually (minimum), the operations of each of the following<sup>1</sup>:

3.3.1. Ambulance services operating within the county.

3.3.2. Emergency medical care offered within the county, including programs for training large numbers of people in cardiopulmonary resuscitation and lifesaving first aid techniques.

3.3.3. First aid practices in the county.

3.4. EMCC will<sup>2</sup>:

3.4.1. Report to the State Emergency Medical Services Authority ("EMSA" or "Authority"), and LEMSA, at least annually, its observations and recommendations relative to its review of the ambulance services, emergency medical care, and first aid practices, and programs for training people in cardiopulmonary resuscitation and lifesaving first aid techniques, and public participation in such programs in the county.

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<sup>1</sup> Section 1797.274 of the Health and Safety Code

<sup>2</sup> Section 1797.276 of the Health and Safety Code



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- 3.4.2. Submit its observations and recommendations to the County Board of Supervisors, which it serves, at least annually:
- 3.4.3. Act in an advisory capacity to the County Board of Supervisors, which it serves, and to LEMSA, on all matters relating to emergency medical services as directed by the Board of Supervisors.

4. DUTIES

The principal duties of the Committee are:

- 4.1. Submit observations and recommendations to the County Board of Supervisors, for which it serves.
- 4.2. Act in an advisory capacity to the County Board of Supervisors, which it serves, and to the Emergency Medical Services (EMS) Office on all matters relating to emergency medical services.
- 4.3. The Committee will have the purview over the following: emergency medical care; air and ground ambulance services; communications; medical equipment; training; personnel; facilities; and any other matters relating to emergency medical services as directed by the Board of Supervisors.
- 4.4. In cooperation with LEMSA, EMCC will participate in the planning process for establishing goals, objectives, continuous quality improvement, policies and procedures that impact prehospital care in Imperial County.
- 4.5. Review and comment on proposed emergency medical services legislation. Submit findings to Board of Supervisors and to the Emergency Medical Services Office.
- 4.6. Inform participating agencies on all aspects of emergency medical services and assist them in developing policies relating to emergency medical services.

5. MEMBERSHIP

- 5.1. The membership of EMCC shall be appointed by the Imperial County Board of Supervisors and shall serve at the Board's discretion.
- 5.2. EMCC membership shall be made up of 15 members:
  - 5.2.1. 2 Permanent Members
  - 5.2.2. 12 Organizational Members
  - 5.2.3. 1 Community Member
- 5.3. The Board of Supervisors shall appoint one member to fill each of the membership positions in these three membership categories:



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5.3.1. Permanent Members

- 5.3.1.1. County Health Officer
- 5.3.1.2. One (1) representative of Board of Supervisors

5.3.2. Organizational Members

- 5.3.2.1. One (1) representative of Urban Fire Department
- 5.3.2.2. One (1) representative of Rural Fire Department
- 5.3.2.3. One (1) representative of Fire Based Transporting Ambulance Provider
- 5.3.2.4. One (1) representative of Private Transport Ambulance Provider
- 5.3.2.5. One (1) representative of Base Hospital Coordinator from Active Base Hospital
- 5.3.2.6. One (1) representative of El Centro Regional Medical Center ED
- 5.3.2.7. One (1) representative of Pioneers Memorial Healthcare District ED
- 5.3.2.8. One (1) representative of PSAP Association
- 5.3.2.9. One (1) representative of EMS Training Center
- 5.3.2.10. One (1) representative of Law Enforcement
- 5.3.2.11. One (1) representative of ALS Field Provider
- 5.3.2.12. One (1) representative of Air Ambulance Agency

5.3.3. Community Member

- 5.3.3.1. One (1) representative from the Community

6. APPOINTMENT

- 6.1. Permanent Members shall serve as members of EMCC by virtue of their position.
- 6.2. One Organizational Member from each of the 12 organizations listed in Section 5.3.2 shall be appointed by the Board of Supervisors to represent each respective organization on EMCC.
- 6.3. LEMSA may assist the Board of Supervisors in the appointment of Organizational Members by soliciting nominations from each organization and evaluating them for the Board's consideration and approval.
- 6.4. Organizations may submit the names of nominees and alternate nominees to the Board of Supervisors, in the event a nominee cannot serve or is not selected by the Board of Supervisors for appointment to EMCC.
- 6.5. One Community Member shall be appointed by the Board of Supervisors. Community Member must be a long term resident of Imperial County, who has resided in the county for a minimum of 10 years. Community Member may have no pecuniary or professional interest in emergency medical care.

7. TERM:

- 7.1. EMCC members shall serve two-year terms.
  - 7.2. Elected EMCC officers shall remain members of EMCC for the balance of their term in office.
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- 7.3. All terms will expire on November 30th on even-numbered years.
- 7.4. There shall be no limit on the number of consecutive terms that an EMCC member may serve.
- 7.5. Any Board-appointed member choosing to resign from EMCC must submit a written letter of resignation to LEMSA with a copy to EMCC Chairperson to be presented to the Board of Supervisors.
- 7.6. LEMSA may assist the Board of Supervisors in identifying and evaluating a replacement member to fill a position for the remainder of a term when there is a resignation or lack of participation on the part of an Organizational Member.
- 7.7. All Members shall serve until their replacement is appointed and approved by the Board of Supervisors.
- 7.8. Members may be renominated by their respective organizations for additional terms.

**8. OPTIONAL STAGGERED TERMS PROVISION:**

- 8.1. Terms shall be staggered so that members' terms will not all expire at the same time, in order to preserve an acceptable level of committee experience and assure an orderly transition of officers.
- 8.2. To affect a transition to staggered terms, beginning in 2023, the six members appointed to fill the Organizational Member positions listed in Sections 5.3.2.1 through 5.3.2.6 shall be for a period of one year, expiring in 2024. Organizational Member positions listed in Sections 5.3.2.7 through 5.3.2.12 shall be for a period of two years, expiring in 2025.

**9. ALTERNATE MEMBER:**

- 9.1. The nominating organization ("Nominating Organization") has the option to nominate an alternate from the organization ("Alternate Member") to attend meetings when the member is unable to attend.
- 9.2. The Alternate Member shall have the right to vote in the absence of the regular member and shall be subject to all Committee rules and requirements.

**10. TECHNICAL REPRESENTATIVE:**

- 10.1. Technical representatives shall be nominated by their organizations and approved by the membership of the Committee.
- 10.2. Technical representatives shall be appointed to provide relevant technical expertise and information to the Committee.



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- 10.3. Technical representatives may sit as members of assigned Subcommittees.
- 10.4. Technical representatives assigned to Subcommittee shall be counted for purpose of a quorum at Subcommittee meetings.
- 10.5. Technical representatives shall be subject to the same attendance requirements as Committee members.
- 10.6. In cases where an individual eligible for appointment as a technical representative has been appointed as a member of the Committee, said technical representative positions shall not be duplicated.

**11. ATTENDANCE**

- 11.1. A maximum of one absence per fiscal year from the full Committee or one absence from any Subcommittee (separately) is allowable to remain a member of the full Committee or respective Subcommittee.
- 11.2. To ensure that a quorum will exist for any scheduled meeting. Members and technical representatives who are unable to attend will notify EMCC staff well in advance of, but not later than 2:00 p.m. the day prior to the meeting.
- 11.3. Alternate Members shall be subject to the same requirements for all meetings that they are required to attend. An absence by both a regular and Alternate Member shall be counted against both parties.
- 11.4. A leave of absence of not more than 180 days may be requested by a member or technical representative. Not more than one leave of absence shall be granted in any 12-month period. No more than two leaves of absence shall be granted in a term of appointment.
- 11.5. Resignation from the full Committee or any Subcommittee shall be submitted, in writing, to the Chairperson of EMCC, via staff at EMS Office.
- 11.6. The absence of a Committee member from two (2) consecutive meetings shall be cause for the Chairperson of EMCC to contact the member and discuss participation.
- 11.7. Whenever three (3) total meetings in a calendar year are not attended, without good cause entered into the meeting minutes, the Chairperson shall report and recommend to the County Board of Supervisors removal from the Committee. Without good cause is defined as failure of prior notification of inability to attend.
- 11.8. EMCC shall include in its annual report an attendance record.

**12. OFFICERS:**

The officers of EMCC shall be the following:

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12.1. Chairperson

12.2. Vice Chairperson

12.3. Secretary

13. DUTIES OF OFFICERS:

13.1. Chairperson

13.2. The Chairperson shall be the principal executive officer and the official spokesperson of EMCC.

13.3. The Chairperson shall, when present, preside at all meetings of EMCC and the Executive Board.

13.4. The Chairperson shall appoint a Nominating Committee as provided in these Bylaws in November of each year to prepare and submit to EMCC for election the names of officers for each succeeding year. The Nominating Committee shall make their submittal to EMCC on or before December 15<sup>TH</sup> of each year.

13.5. The Chairperson shall have further powers and duties as may be assigned by EMCC and by the County Board of Supervisors.

13.6. Vice Chairperson

13.6.1. In the absence of the Chairperson, the Vice Chairperson shall preside at meetings and shall exercise the powers and duties of the Chairperson.

13.6.2. The Vice Chairperson shall have other duties and powers as may be assigned by EMCC and the County Board of Supervisors

13.7. Secretary

13.7.1. The Secretary shall cause to be kept all minutes of all meetings of EMCC.

14. ELECTION OF OFFICERS:

14.1. Officers shall be elected at the last meeting of EMCC each calendar year and take office at the next meeting.

14.2. Nominations will be solicited prior to the last regular EMCC meeting of the calendar year, and published in the minutes.

14.3. An individual must receive a simple majority vote of those members in attendance at the meeting in which the election is conducted.



- 14.4. The Chairperson and Vice Chairperson may serve a maximum of two consecutive terms.
- 14.5. The Chairperson and the Vice Chairperson shall not be representatives of the same organization.
- 14.6. A former Chairperson becomes eligible to hold the office of Chairperson one year after the end of his/her most recent second consecutive term as Chairperson.
- 14.7. A former Vice Chairperson becomes eligible to hold the office of Vice Chairperson one year after the end of his/her most recent second consecutive term as Vice Chairperson.
- 14.8. The Chairperson or Vice Chairperson may be removed from office and relieved of duties by a two-thirds vote of the total membership of EMCC.
- 14.9. EMCC Chairperson and Vice Chairperson may not be Chairpersons or Vice Chairpersons of any subcommittee.
- 14.10. The Vice Chairperson shall be a member of EMCC.

#### 15. QUORUM

- 15.1. A quorum for EMCC shall consist of half the current membership (not including vacant positions) plus one.
- 15.2. A quorum of the Executive Board shall be a majority of the Members of the Executive Board.
- 15.3. A quorum of a subcommittee shall consist of a majority of the members of the subcommittee.

#### 16. MEETINGS:

##### 16.1. The Brown Act / Robert's Rules of Order

- 16.1.1. All meetings shall be held in an open manner in accordance with Government Code Sections 54950-54961 ("Brown Act").
- 16.1.2. A simple majority of those present, given a quorum, is needed to pass a motion unless otherwise specified in EMCC Bylaws.
- 16.1.3. By a majority vote of the total current membership, EMCC may amend its Bylaws, except for the composition of membership, which shall only be modified by the Board of Supervisors.
- 16.1.4. The Chairperson, with the consent of the majority of EMCC, may establish rules of order for Committee meetings during their term.



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16.1.5. All meetings shall observe Robert's Rules of Order.

16.2. EMCC Meetings

16.2.1. EMCC shall conduct regularly scheduled noticed meetings at least quarterly, on the second Thursday of every Quarter.

16.2.2. Additional meetings of EMCC shall be called as necessary by the Chairperson or Vice Chairperson, in the absence of the Chairperson.

16.3. Subcommittees Meetings

16.3.1. Subcommittees shall meet as necessary to accomplish the task assigned.

16.3.2. Subcommittees shall meet at the call of the Subcommittee Chairpersons, or at the direction of EMCC Chairperson.

16.4. Executive Board Meetings

The Executive Board shall meet at the call of the Chairperson, or at the request of a majority of the Members of the Executive Board.

17. SUBCOMMITTEES:

17.1. Establishment of New Subcommittees

EMCC membership may establish subcommittees and taskforces by a simple majority vote to address specific EMS needs.

17.2. Appointment of Initial Chairs and Members of a Subcommittee

17.2.1. EMCC Chair shall appoint the initial chairs and members of any subcommittee.

17.2.2. At least one member of each subcommittee shall be a member of EMCC.

17.3. Establishment of Three Subcommittees

The following three subcommittees are hereby established:

17.3.1. Prehospital/Hospital

The Prehospital/Hospital Subcommittee reviews issues and/or policies that bridge between the prehospital and the hospital environment. The Prehospital/Hospital Subcommittee also serves as a liaison to other committees in healthcare and makes recommendations as needed on issues associated with membership on EMCC.



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17.3.2. Education and Research

The Education and Research Subcommittee reviews EMS training institutions, special training requirements, special study/research documents and pilot programs. The Education and Research Subcommittee also considers items of budget and/or if any pending or passed legislation impacts the EMS delivery system and makes recommendations on these items to EMCC.

17.3.3. Disaster Planning

The Disaster Planning Subcommittee reviews emergency planning, exercises, the coordination of emergency activities in healthcare institutions, and interaction with the Medical Health Operational Area Coordinator (MHOAC). The Disaster Planning Subcommittee serves as the Bylaws Committee for EMCC and making recommendations on any pending bylaw changes before EMCC.

17.4. Appointment of Subcommittee Membership

17.4.1. The membership of each subcommittee shall be appointed at the first meeting of the calendar year.

17.4.2. Each Member of EMCC shall serve on at least one subcommittee.

17.5. Election of Subcommittee Chairperson and Vice Chairperson

17.5.1. The subcommittee membership shall elect a Chairperson and Vice Chairperson of that subcommittee at its first meeting.

17.5.2. Only appointed members of EMCC are eligible to hold the positions of Subcommittee Chairperson and Subcommittee Vice Chairperson.

17.5.3. There shall be no limit on the number of consecutive terms that a Subcommittee Chairperson may serve.

17.5.4. The Subcommittee Chairperson shall be a Member of the Executive Board.

17.5.5. The Vice Chairperson of a subcommittee may substitute in the absence of the Chairperson of that subcommittee.

17.5.6. In the event of the removal or resignation of the Subcommittee Chairperson, the Subcommittee Vice Chairperson will become Chairperson, and the Subcommittee will elect a new Vice Chairperson.

18. EXECUTIVE BOARD

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18.1. The Executive Board is established to conduct the business of EMCC between the regular meetings of EMCC.

18.2. The Executive Board shall be composed of the Chairperson and Vice Chairperson of EMCC, and the Chairpersons (or Vice Chairperson) of each of the Subcommittees.

18.3. The Chairperson of EMCC shall serve as Chairperson of the Executive Board.

19. CONFLICTS OF INTEREST

19.1. Members of EMCC shall comply with the California Political Reform Act of 1979 (commencing with Section 87300 of Chapter 7, Title IX, of the California Government Code) and Consortium Conflict of Interest Code.

19.2. Members of EMCC shall comply with California Government Code Section. 1090 et. seq. and specifically as follows:

19.2.1. EMCC member shall immediately consult counsel regarding EMCC's potential consideration of any contract which directly relates to services provided by any member of EMCC or the entity the member represents or financially benefits the member or the entity he or she represents.

19.2.2. EMCC members who have questions regarding their interest, upon receipt of the agenda, but in any case no later than the vote on the issue in question, shall contact the County staff person assigned to this committee who will consult with the Office of County Counsel.

20. AMENDMENTS:

20.1. The Bylaws of the committee may be amended by a two-thirds majority of voting members present and approved by the Board of Supervisors.

20.2. Proposed bylaw amendments shall be circulated to the Committee in writing at least 15 days in advance of the meeting at which a vote may be called.

20.3. Review of bylaws shall be done every three (3) years.

21. EFFECTIVE DATE:

These Bylaws shall be effective upon approval by the Board of Supervisors.