

Operating Rules for the EMS Advisory Task Force and its Subcommittees

1. All meetings of the Task Force will be open to the public. The chair will announce the time of place of the regular meetings of the Task Force prior to the first regular meeting of the Task Force by posting it on the King County Emergency Medical Services website (<http://www.kingcounty.gov/healthservices/health/ems.aspx>).
2. In accordance with PHL-9-1-EO, the goal of the Task Force is to develop interjurisdictional agreement on an updated emergency medical services strategic plan and financing package for the next levy funding period.
3. In accordance with PHL-9-1-EO, Task Force membership will be composed of the King County executive or the executive's designee; two members of the County Council or either or both members' designees; one representative from each city with a population of fifty thousand or greater; three representatives from King County fire districts; and three representatives from cities with populations under fifty thousand, to be selected by the Suburban Cities Association in a manner reflecting geographic distribution within King County. Members are not required to be appointed by the King County Executive or the King County Council. If a member is unable to attend a meeting, an alternate chosen by the member may attend the meeting. Each member, or alternate serving in the place of a member, shall be entitled to one vote. There will be no voting by proxy.
4. In accordance with PHL-9-1-EO staff and officials from non represented cities, fire districts and other interested parties are encouraged to participate in discussions, but shall not be voting members of the Task Force.
5. If a Task Force member cannot attend a meeting and wishes to make a statement regarding an issue that is on the agenda for that meeting, he or she may provide the administrative officer of the Task Force with a written statement, which will be read to the full group when the issue is being considered by those present at the meeting.
6. The King County executive or his designee shall serve as chair of the Task Force.
7. The director of emergency medical services division of the Seattle-King County Department of Public Health shall designate a person to serve as administrative officer to the Task Force.
8. There will be the following subcommittees of the Task Force: Advanced Life Support (ALS), Basic Life Support (BLS), Regional Services (RS) and Finance. The chair may establish additional ad hoc committees. Members of the subcommittees will be appointed by the chair of the Task Force; additional members may be added at the Chairs' discretion. In accordance with PHL-9-1-E, staff and officials from non represented cities, fire districts, and other interested persons are encouraged to serve on subcommittees. The chair of the Task Force shall appoint the char of each subcommittee, and may appoint an alternate to serve as chair in the absence of the appointed chair.

9. At each meeting of the Task Force, the chair shall call for general comments and invite persons wishing to testify to come forward. Persons testifying before the Task Force and the subcommittees shall give their name. The chair may establish time and subject matter limits for individuals who wish to speak.

10. In addition to the general comments as provided in paragraph 9, interested persons may participate in the discussion of specific agenda items at meetings of the Task Force and the subcommittees. Persons wishing to discuss an agenda item shall give their name. The chair shall determine how best to preserve order and decorum of the meeting, including whether to limit discussion.

11. Meeting materials including an agenda will be sent via email to Task Force members and subcommittee members in advance whenever possible. Any handouts at meetings will be emailed to members who were not present.

12. Meeting summaries will be prepared and distributed via email to all Task Force members and subcommittee members in a timely manner. The summaries will also be posted on the King County Emergency Medical Services web site (<http://www.kingcounty.gov/healthservices/health/ems.aspx>).

13. The chair of the Task Force may request the emergency medical services division to provide information germane to the issues being considered by the Task Force. Requests for information shall be directed to the administrative officer or to the director of the emergency medical services division.