



## **Emergency Medical Advisory Group Charter** **Revised February 13, 2020**

---

### **Purpose**

The Emergency Medical Advisory Group (EMAG) mission is to improve the delivery and quality of emergency medical services (EMS) to Sacramento County residents.

### **Scope of Work**

EMAG is a higher level planning body than the EMS Agency committees and work groups. This group has a system's view from a leadership level. Areas of focus include the following:

- Quality Improvement
- Program Planning
- Fiscal Sustainability

There will be a brief report each meeting on the standing EMS committees and work groups. These include:

- Medical Advisory Committee
- Operational Advisory Committee
- STEMI Committee
- Stroke Committee
- Trauma Review Committee
- Technical Advisory Group

### **Values**

- Collaboration
- Transparency
- Data driven recommendations

### **Meeting Guidance**

Meetings are scheduled and the meeting calendar is posted on the EMAG webpage. Context and continuity of discussions is essential. Success of this advisory group depends on:

- Active participation
- Consistent attendance – Seated members must attend at least 50% of the meetings per year.
- Notifying designated staff if unable to attend.
- Providing input from a systems perspective.
- Providing subject matter expertise.

Meetings will be scheduled every other month. All meetings will be open and will have designated time for public comment for non-seated individuals.

County staff will facilitate the meetings and maintain an EMAG webpage for meeting materials including agendas, handouts, minutes, and meeting calendars. Advisory Group members will review and approve meeting notes.

**Action Items**

The overall intent is to work toward consensus. However, the group will vote on items requiring action. Each voting member is entitled to one vote. Member alternates attending on behalf of a seated member are entitled to the member’s vote. Decisions will be decided by a majority vote given there is a quorum (presence of greater than 50% of the seated members).

Any item requiring action will be placed on the agenda in advance of the meeting. The agenda will be distributed to members no later than one week prior to the meeting.

**Representation**

The Emergency Medical Advisory Group (EMAG) shall include EMS stakeholder representatives as noted below:

<b>Representation</b>	<b>Seats</b>
Advanced Life Support (ALS) Ground Transport Providers	2
ALS Air Transport Providers	1
Basic Life Support (BLS) Providers	2
Training Providers	1
Hospital Systems	4
Law Enforcement	1
<b>Subtotal – Voting Members</b>	<b>11</b>
<b>Ex-Officio Members (Non-voting)</b>	
DHS Primary Health / Emergency Medical Services (EMS)	3
<b>Total Members</b>	<b>14</b>

**Alternates**

Members may designate an alternate to attend meetings and act on their behalf when the seated member is unable to attend. Guidelines for member alternates include:

- Member may designate a specific alternate and notify county staff in advance. It is not appropriate to send someone other than the designated alternate.
- Designated alternate must be executive level, similar to other Advisory Group members.
- Seated member will share information with the alternate to ensure meaningful participation.
- When possible, alternates should attend meetings with the seated member in order to remain informed on topics. The alternate will sit in the audience.