

MANATEE COUNTY EMERGENCY MEDICAL SERVICES
AUXILIARY, INCORPORATED

BY-LAWS

Article I

Name

The name of this corporation is Manatee County Emergency Medical Services Auxiliary, Incorporated

Article II

Location

The location of this corporation shall be 2101 47th Terrace E., Bradenton, County of Manatee, Florida,
34203

Article III

Membership

Section 1

Four types of membership will exist in this corporation: Active, Inactive, Probationary, and Honorary

Active members will have voting rights in all things, be allowed to ride on Manatee County Emergency Medical Services (MCEMS) vehicles and attend working functions.

Inactive members are those on a leave of absence or those suspended by the officers of the organization.

Probationary members are those not voted in as active members. They may not vote, but they will attend meetings and working functions.

Honorary members may or may not have any medical training. Honorary members are not required to ride county ambulances, but are permitted- if they so choose- with permission of Manatee County EMS Chief or his appointed liaisons. They are able to vote on general issues, and can vote in elections. Honorary members are permitted to hold office. Honorary members must be invited by the board and approved by a majority of the membership.

Section 2

A candidate for membership must meet the following subsections before becoming an active member.

Subsection A - Applicant Process to become a Member of MCEMS Auxiliary

Each Quarter an Orientation will be held for probationary members.

Initial Process

1. *Application Review*
2. *Written Test* – (score 75% or higher)
3. *Scenario* – Medical and Trauma
(Must be done by Manatee County EMS liaison and passed to their satisfaction.)
4. *Interview* – Score (1 to 10 – 10 being highest) on set list of questions.
If there are more applicants than available openings each applicant's score will be tallied. Acceptance as a probationary member will be based on highest individual score. Board of Directors will have authority to eliminate an applicant if overall consensus is not in favor of acceptance of applicant.
5. *Driver's License background check* - Once the initial process is complete the applicant must provide a Drivers License check at their own expense. This must be done before they begin orientation.
6. *Criminal background check* - Applicant must submit to a Background check at their own expense. A background check can be done any time during current membership (probationary or active). Auxiliary must pay for subsequent background checks after the initial one.
7. Applicant will be offered a position as a probationary member when they have completed and passed the initial process and submitted a clean DL check and criminal background check Clean is defined as minimal infractions with no current DUI or DUI in the past 3 years and no felony charges. Any perspective members who submit a background check that with misdemeanor(s) incurred are subject to denial of participation.

Subsection B

Orientation for Probationary Members

Orientation will consist of 16 hours; One (1) eight hour training shift and two (2) four hour training shifts. Training will held at the PSC. If an orientation shift is completed before the required hours of training is met, the applicant will receive credit for the full orientation shift.

- a. Four hour shift
 1. HIPPA – Lt. Jones, Laraway or, other county employee will host this training.
(Pt. confidentiality, personal liability and fines, lawsuits, etc.)
 2. Website tour-Current roster, happenings, and how to find ride time and driving evaluation forms for medic to complete while on shift. Inform members they must print these forms and returned to Auxiliary when completed for members file.
 3. Proper radio etiquette, procedures, and protocol.
 4. Appropriate patient refusal of transport. When to call Supervisor. Emergency Contact list for Lts., Captains, President, and Vice President
- b. Eight hour shift will consist of learning stations. (Lunch will be provided by Auxiliary)
 1. Auxiliary vehicle orientation
 2. MRX, AED, stretcher skills, 12 lead placement, VS assessment skills, proper C-collar fitting
 3. Competency Manual-what needs to be filled out and how to fill out required forms properly
 4. Assign Auxiliary shirt.

- c. Four hour shift
 - 1. HWS and properly documented hand written PCR's.

Upon completion perspective members will be given a certificate of completion for orientation. Training modules stated above may be changed or re arranged to provide optimum orientation.

Subsection C

Probationary Membership

Each member will begin a 90 day probationary period after orientation is complete. A competency manual approved by MCEMS will be given to each member to be completed under the supervision of a county employee while doing required ride time (10 shifts in 90 days).

All skill efficiency must be proven during this period. Members are permitted to request additional time if skills are not adequate to standard of care expected by MCEMS Auxiliary /MCEMS. Any requests granted require permission from current President of the organization.

Probationary members must attend monthly meetings and participate in stand by's and other events hosted by MCEMS Auxiliary and/or MCEMS.

At any time during probation, without cause or reason, a member can be released from MCEMS Auxiliary.

Once competency manual is complete, prospective active members will be assessed in scenario based competencies.

Four scenarios will be performed: Chest pain, cardiac arrest, allergic reaction, football player injury.

All scenarios will be administered by Manatee County EMS employees. Members must complete all above scenarios to the satisfaction of county designee and MCEMS Auxiliary President.

Subsection D

Active Membership

At which point a probationary member fulfills all above requirements and is approved by an Auxiliary liaison and the President of Auxiliary, he/she can be voted in as an active member of MCEMS Auxiliary. The general membership will vote to determine active status per by laws.

Subsection E

An Active member must be a Florida certified First Responder, EMT, or Paramedic with a current certification. Graduates of an approved EMT school may join as probationary members until such time as they have passed the Florida State Examination. Probationary members must also attend monthly meetings and be available to participate in any other activities approved by the general membership. A passing score on a MCEMS protocol test must be achieved.

Section 3

The number of individuals on the active list will be set by the Board of Directors and may be changed by members of the Board at any time.

Article IV

Officers and Board of Directors

Section 1

Elected officers shall consist of a President, Vice-president, Treasurer, and Secretary

Section 2

The board of Directors shall consist of the elected officers, MCEMS liaison(s), and an active member-at-large.

Article V

Appointment, Election, and Duties of Officers

Section 1

The officers shall be elected at the annual meeting held in November. Reference section 7 for vacant positions. The election shall be by secret ballot and new officers will assume their duties on January 1st of the succeeding year. The period of time from election to January will be orientation for new officers. Nominations and voting will be done on the same day. Active and / or Honorary members may hold office.

Section 2

The President shall preside at all regular and special meetings. The President shall preserve order and conduct all meetings in conformity with the by-laws of the corporation. The President shall appoint all committees and perform all other duties commonly belonging to this office. An Internal Audit will conduct a yearly audit and make a report in writing to the Board of Directors.

Section 3

The President shall have full authority of all apparatus and equipment belonging to this corporation and shall conduct inspections of the equipment at any time.

Section 4

The President shall, in the event of emergency or disaster, give full authority of the Auxiliary to Manatee County Department of Public Safety, if requested.

Section 5

The President may schedule special meetings at their own discretion. A good faith attempt must be made to contact all voting members and liaisons.

Section 6

The President shall keep the MCEMS administration informed on all phases of this corporation and serve as a liaison between this corporation and the MCEMS. It is the duty of all officers to maintain communication between the offices.

Section 7

If any elected office is at any time declared vacant by the Board of Directors, elections will be held at the next regularly scheduled meeting. If necessary, the President may appoint an interim replacement for any office vacated until such election can be held.

Section 8

The Vice-president shall assist the President and in the absence of that officer shall perform all the duties of that office. It is the responsibility of all officers to maintain communication between the offices.

Section 9

The Secretary shall keep a true and accurate account of the proceedings of every meeting in a book provided for that purpose which shall be open for inspection by every member; The secretary shall record names of those in attendance at meetings, keep a roster of members up to date, keep the calendar of standbys and the members working them. The secretary shall attend to the organization's correspondence. The secretary will maintain the records of the Auxiliary. It is the responsibility of all officers to maintain communication between the offices.

Section 10

The Treasurer shall maintain the financial records containing a correct account of all money received and expended, subject to inspection at any time, including all receipts as per current auditing agency and give a written Treasurer's report at each monthly membership meeting; the report is to include income, expenses, and a current balance. The board will establish an expenditure policy that can be referenced in the policy manual kept current by the Vice President.

Section 11

The Member at Large will be responsible for maintaining the Robert Rules of Order during all meetings.

Article VI

Board of Directors

Section 1

The Board of Directors shall meet as required to conduct, manage, and control the affairs and business of the corporation. They shall make rules and regulations consistent with the laws of Florida, the rules and regulations of MCEMS, or the bylaws of the corporation for guidance and management of the affairs of the corporation. The Board will assure that all the rules and regulations promulgated meet with the MCEMS administration's approval. The Board of Directors shall keep a complete record of all their minutes' meetings and acts of the proceedings of its members and present a full statement at the next regular monthly meeting. They shall provide a full statement at the regular annual meeting of this corporation showing in detail the assets and liabilities of the corporation and generally the condition of its affairs. All complaints directed at the corporation, not resolved by the officers of the corporation, will be resolved by the Board.

Section 2

The Board of Directors shall prepare the annual budget and shall see to the fitness of the personnel, the morale and general efficiency of the corporation.

Section 3

The member-at-large position on the Board is randomly selected to a one (1) year term at the annual meeting.

Article VII *Liaison Officer*

Section 1

The liaison officer of the MCEMS Auxiliary will be the Chief of the MCEMS or his/her designee.

Article VIII *The Members*

Section 1

All members shall keep all the information in their personnel file accurate at all times. Should there be a change in information; an Officer should be notified as soon as possible via electronic mail or by phone.

Section 2

All members shall complete their time journal and turn in a copy to the Secretary at each monthly meeting. If unable to attend the meeting, it is the duty of each member to submit a copy to the Secretary when possible in order to keep the member's records accurate.

Section 3

An active member is described as any member who participates in a majority of monthly meetings, completes required training, and makes a concerted effort to participate in standby events and ride a monthly minimum of twelve (12) hours in the field. The designated minimum hours can be divided into a minimum of two (2) shifts, with a minimum of six (6) hours per shift. Or, you can ride a total of twelve hours. At no time will less than six (6) hours be considered a shift. Furthermore, no member, probationary or otherwise, is permitted to accrue hours in ride time and count those hours as multiple shifts.

Section 4

Probationary are required to meet specified obligations as stated in the Probationary Member Policy. Probationary Members must complete a 90 day probationary period. Within this period, they must ride a minimum total of 10 shifts. Each shift shall be at least twelve (12) hours.

Section 5

Any member in compliance with Section 3 of this article may request a leave of absence by submitting a letter of intent to the President. A vote by the Board of Directors will approve or deny the leave of absence by a majority vote of those present. A leave of absence shall be for a designated time period. An extension of that time period may be requested in writing before the previously approved leave of absence has expired. Policy is as follows:

(Any active member whom will not be able to participate in activities hosted by MCEMS Auxiliary due to accident, illness, or for any other reason (other than related to military duty) for a period of forty five (45) days or more will be considered to be on Leave of Absence. Any member leaving for any reason related to military duty will be excused from Auxiliary responsibilities until his/her return home.

A letter must be submitted in writing to the President of the Auxiliary for approval before leave of

absence begins. Leave of Absence will be considered as any member whom cannot participate for more than forty five (45) days but no longer than six (6) months. If any member needs to be absent for longer than six (6) months he/she must re-apply to gain active membership status.)

Article IX *General*

Section 1

All members shall receive a copy of the by-laws, our Auxiliary agreement with county EMS, and Auxiliary policies and procedures. The members shall sign an affidavit acknowledging receipt of the by-laws and be responsible for knowledge of the contents therein.

Section 2

All members shall comply with these by-laws and regulations.

Section 3

The uniform to be worn when on duty or attending official functions will be the same as that described in MCEMS general orders. The only difference will be that the Auxiliary designation will be prominently displayed in the appropriate location to be determined by the Board of Directors. The uniform is to only be worn when acting in an official capacity for the organization. In general, Members should wear polo shirt provided with navy pants (BDU style pants) unless otherwise specified in advance to the event. Class A uniforms should be worn at all formal events.

Section 4

Scheduling for stand by's will be done by the officers. It is the responsibility of each member to find their own replacement if unable to meet scheduled obligation. If unable to find a replacement an officer must be notified promptly.

Section 5

When scheduling ride time with MCEMS, the shift supervisor must approve any and all requests. Twenty Four (24) hour advance notice is preferred. Ride time requests shall not conflict with uncovered Auxiliary events.

Section 6

MCEMS station, employees, and Auxiliary member's phone numbers shall be considered confidential and are not to be shared.

Section 7

While riding on MCEMS ambulances the member is to be under the direction of and assistance to, within their scope of practice, the EMT and/or Paramedic on duty. Manatee County EMS Auxiliary members are not permitted to ride on any ambulance with a family member, spouse, co-worker at another organization, or someone you are currently dating.

Furthermore, no member will ride out of the same station that houses a fire department where a family member, spouse, co-worker, or current dating partner is working.

Manatee County EMS Auxiliary members will be evaluated by an unbiased county employee who will give an assessment of overall skills that will be recorded in the Auxiliary members personnel file.

All skill evaluations are to be given from a previously unknown county employee who has no specific interest in forwarding or promoting the Auxiliary member they are training. At which point a member completes his/her probationary period and is voted in as an active member, riding with a co-worker at another organization, or previously known employee will be permitted.

Section 8

Auxiliary members shall follow all MCEMS policies, procedures, general orders, and the protocols of the county. An orientation book will be provided to probationary members.

Section 9

Auxiliary members must realize that personal, family and medical information coming into their knowledge is both legally and ethically confidential, and will release such information to other medical or law enforcement personnel only as appropriate.

Section 10

Auxiliary members must have prior permission from the President or Chief of MCEMS, or designee, to lecture or give speeches on behalf of the corporation.

Section 11

Members shall conduct themselves in a professional manner at all times.

Section 12

Whenever a county vehicle is used the following subsections apply.

Guidelines for Auxiliary Ambulance and Vehicles

Subsection A

The member driving an ALS/BLS vehicle must have a Florida class D license with E endorsement and Manatee County EVOC certification. There must be at least one EMT or Paramedic on board at all times. This subsection does not apply to unlicensed or general county vehicles.

Subsection B

The members picking up the vehicle must check with an MCEMS supervisor or officer of the corporation to verify which unit is to be used.

Subsection C

The driver shall be responsible for checking with ECC for assignment of a Unit number, if unknown.

Subsection D

The crew shall be responsible for checking out the unit thoroughly according to the vehicle checklist prior to being put in service.

Subsection E

All vehicles used during an event must be returned with at least $\frac{1}{2}$ tank of fuel, restocking of supplies

used, and cleaning of all vehicles used.

Subsection F

A list of supplies used must be emailed or hand written and given to an Officer for restocking.

Section 13

Each member shall be responsible for any equipment, uniforms, and other items issued. A physical inspection of issued items may be requested at any time. All members must comply with request for inspection. When his/her membership in the corporation is terminated, all property will be returned.

Section 14

Upon completion of all events a PCR must be completed for all events and each patient contact. All PCR's must be completed electronically and uploaded.

Article X

Driving Manatee County Ambulances

All members must comply with following policy before driving any county ambulance:

Non Emergency

1. Current Fl. State Drivers License
2. Approved Drivers License background check is on file with MCEMS Auxiliary.
3. Completed and passed Manatee County EMS EVOC training and have an issued certificate.
4. County EVOC certification must be on file with MCEMS Auxiliary.
5. Must be an active member of MCEMS Auxiliary for at least 3 months prior to driving an ambulance.
6. Current certification as a State of Florida approved EMT (or, higher level certification). If you are a first responder, you are not permitted to drive a county vehicle.
7. Permission to drive ambulance from the charge medic member is riding with.

Emergency (you must meet following criteria before being permitted to drive emergency)

1. Current Fl. State Drivers License
2. Approved Drivers License background check is on file with MCEMS Auxiliary.
3. Must submit to random Drug Testing, with at least one results test on file before being permitted to drive emergency.
4. Drivers License background check to be pulled at least every six months.
3. Completed and passed Manatee County EMS EVOC training and have an issued certificate.
4. County EVOC certification must be on file with MCEMS Auxiliary.
5. Must be a member of MCEMS Auxiliary for at least 3 months prior to driving emergency status.
6. Current certification as a State of Florida approved EMT (or, higher level certification). If you are a first responder, you are not permitted to drive a county vehicle.
7. Permission to drive ambulance from the charge medic member is riding with.
8. At no time will any MCEMS Auxiliary member be permitted to drive "Emergency" with a patient in the back of an ambulance.
9. The only "Emergency" driving will be responding to a dispatched call.
10. MCEMS Auxiliary approved driving time is permitted from 07:00 to 22:00. All minutes must be logged on driving evaluation form.

11. Any member can decline driving privileges and aid in patient care and assessment.

12. Any member can decline EVOC certification if member's main goal is patient care and assessment, without threat of reprimand or termination.
13. Active membership is not determined upon EVOC status.
14. You will be given an ID card that states your level of certification, as well as your permitted driving status. It will be issued before you are granted driving privileges. No member should be permitted to drive any county vehicle until this is obtained.

Article XI

Compensation Fund

Active members who participate in an event that produce a donation will receive a portion of the donation earned by MCEMS Auxiliary, Incorporated.

MCEMS will receive a specified amount of all donations brought in by Auxiliary members to help offset the cost of training, equipment, uniforms, maintenance, office supply, and overhead costs.

Donations are to be divided in the following way: **seventy (70) percent** will be allotted specifically to the General Fund, and thirty (30) percent will be allotted specifically for the Compensation Fund. Any general donations received by the public not related to a standby event and not with specific instructions will be divided as follows: **100% General Funds**

Compensation Fund guidelines

1. Money that is donated for a particular event will be divided only among the volunteers whom attended the event.
2. Active members may spend their compensation funds on any related items to EMS and/or continuing education.
3. Active members, if they so choose, may donate a portion of their funds to another member for EMS related items and/or continuing education.
4. A maximum of \$500.00 can be held in any single members account at any given time. At such time the maximum is reached, member must spend his/her compensation funds
5. Written request can be submitted at any regular monthly membership meeting and be voted on during meeting if quorum is present.
6. Members may be reimbursed after the purchase of any item(s) / continuing education course if item or education course is approved by the majority of the membership and considered by them to be a related EMS item/education course. There will be no guarantee that requested reimbursement will be approved after purchase.
7. Any request for compensation fund use/reimbursement must be considered by membership.
8. The Treasurer will be responsible for tracking and reporting each member's current earned status and provide documentation at each monthly membership meeting.

All funds donated will be considered Manatee County EMS Auxiliary funds

Any division that wishes to utilize funds accrued must abide by the following guidelines:
Fill out Expenditure Request form.

Return to the president of the Auxiliary for approval.

The president will present it to the Board of Directors for approval. A majority of the Board must approve before funds are released.

At such time funds are approved, a check will be made to the business items are being purchased from, or arrangements will be made to provide credit card information so items can be attained.

Article XII

Discipline

Auxiliary members will follow policies set by Auxiliary Board of Directors and protocols of Manatee County EMS. Any violation of set policy and/or protocol will result in a verbal warning with written documentation to be signed by the President or Vice President of the Auxiliary and the member of Auxiliary that is reprimanded. The second offense of the same violation will result in removal from the Auxiliary. Repeated violations of policy and/or protocol, whether it be a first offense of multiple policies or second offense of the same policy or protocol, can be removed without prior verbal warning. Any new policy must be approved by Board of Directors with a majority vote and reviewed with Auxiliary members prior to being enacted.

Article XIII

Quorum and Amendments

Section 1

A majority of the Board of Directors and at least ONE active member of the corporation assembled at the time and place of meeting shall constitute a quorum. Unless otherwise stated, a majority of votes cast shall govern. Any member whom serves on the Board of Directors shall have voting privileges. However, liaisons will have a collective vote if more than one liaison is appointed.

Section 2

Action to amend or change the by-laws may be proposed by any active member at a regular meeting. The final vote to amend the by-laws will be deferred until the next regular meeting if a quorum has not been met. A written or electronic absentee ballot will be accepted as a vote from a member who is unable to attend provided that member is in good standing with Auxiliary. A written draft of the proposed change will be provided to each member of the Auxiliary preceding the meeting. In order for the change to pass it must have a majority vote of the active members present at the meeting.

Article XIV

Meetings

Section 1

The meetings of the corporation shall be of four types: annual, regular, special, or training.

Section 2

The annual meeting of the corporation shall be held on the second Tuesday of November at 1900 hours. Officers for the ensuing year will be elected and the annual report of the Board of Directors will be presented. Regular meetings will be those where monthly business as necessary by the officers or the Board. Special meetings will be held only when deemed required by the officers or the Board of Directors. Training meetings will be held as needed. Regular meetings are to be held the second Tuesday of every month, unless the board of directors by a majority vote chooses to cancel one.

Article XV

Capitalization

The Manatee County EMS Auxiliary is a not for profit organization that from time to time will purchase items for use in its chartered mission that will exceed \$1000.00 in value and have an expected life exceeding one year. It is the policy of the Manatee County EMS Auxiliary to define these assets as capital assets and to amortize the cost of such a capital asset over the estimated useful life of the purchase. Examples of such items would include office furniture, medical equipment, or training equipment that is obtained by the auxiliary for use by its members. This would not apply to the purchase of any item that was subsequently contributed and ownership transferred to Manatee County or any other outside organization.

Article XVI

Seal

Section 1

The corporate seal shall have then name of the corporation, the word "SEAL" and the date of incorporation inscribed thereon. The seal may be facsimile, engraved, printed, or an impression seal.

Date revised: 09/2011

These amended by laws supersede any and all previously approved by laws