

**CONSOLIDATED FIRE AGENCIES
MANUAL OF ADMINISTRATIVE COMMITTEE POLICIES**

POLICY: **6.002**

TITLE: **EMS Division Subsidiary Committee**

ADOPTED: [_____]

REVISED: [_____]

EMS Division Subsidiary Committee

There is hereby established an EMS Division Subsidiary Committee which shall be organized and be responsible for the collaborative development and implementation of a regionally shared EMS delivery system.

A. Authority & Purpose

The EMS Division Subsidiary Committee shall meet regularly with the CONFIRE Director and Administrative Committee to provide advice and direction on matters related to the EMS Division, both operationally and administratively.

EMS Division Subsidiary Committee is responsible for all matters relating to the origination and operation of the EMS Division as delegated by the Administrative Committee. Such delegated responsibilities include but are not limited to:

- Establish the initial governance, operational model, EMS Division staffing model, financing and cost sharing methods of CONFIRE's EMS Division. Present recommendation to the Administrative Committee and Board of Directors for approval.
- Establish an annual EMS Division Budget for presentation to and approval by the Administrative Committee and Board of Directors.
- Monitor fiscal and operational performance.
- Participate in annual CONFIRE audit.
- Develop policies for the operations and administration of the EMS Division.
- Evaluate need for ongoing governance model changes.
- Evaluate performance of Private Ambulance Partner.

B. Membership

Each Member and Contract Agency shall be entitled to one (1) seat on the EMS Division Subsidiary Committee ("Participant").

Participation on the EMS Division Subsidiary Committee is not mandatory. However, it is required for those Member and Contract agencies that intend to invest in the regionally shared EMS delivery System and realize any potential benefits derived from that investment.

C. Meetings

Meetings of the EMS Division Subsidiary Committee will be called on an as needed basis.

1. Quorum

While participation is not mandatory, two thirds of the Participants must be present for a recommendation to be brought forward to the Administrative Committee and/or Board of Directors.

2. Voting

Each Participant shall cast one (1) vote. In order for the EMS Division Subsidiary Committee to bring forward a recommendation, a majority of the quorum must approve the action.