

# **Bylaws Of the Teller County Emergency Medical Services Council**

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## **Article I. Name and Authorization**

Section 1.01 The organization shall be known as the Teller County Emergency Medical Services Council, hereinafter referred to as the Council, as established by Resolution No. 07-22-10 (37), **A Resolution to Establish and Regulate Emergency Medical Services in Teller County, Colorado**, adopted July 22, 2010, by the Teller County Board of County Commissioners, hereinafter referred to as the TC BoCC.

Section 1.02 The name of the Council may be changed only at the direction of the TC BoCC.

## **Article II. Offices and Records**

Section 2.01 The principal office of the Council shall be located at the office of the designated Secretary for the organization.

Section 2.02 The registered office of the Council is Teller County Office of Emergency Management; P.O. Box 959, Cripple Creek, CO 80813. The registered office and the address may be changed from time to time by Council.

Section 2.03 The records of the Teller County Emergency Medical Services Council shall be maintained through Teller County record keeping as designated by the County Administrator. Bylaws, minutes, and agendas will be posted on the Teller County Emergency Medical Services Council webpage <https://www.tellercounty.gov/Teller-County-Emergency-Medical-Services>.

## **Article III. Purpose**

Section 3.01 The purpose of the Council as defined by resolution shall be to maintain and oversee the standards for treatment, transportation, and training of emergency medical services personnel, communications, medical direction, and appropriation of monies received. The Council shall also advise the TC BoCC at least quarterly or at its request, in a matter pertaining to the provision of EMS for the County.

- (a) Identify the emergency medical needs of the county, prioritize those needs, and make recommendations to the TC BoCC as needed;
- (b) Assist the Medical Director(s) in establishing EMS standards of care, creating medical treatment guidelines, and recommending other related EMS changes as needed;
- (c) Share information in a timely manner to all member agencies; and,
- (d) Identify, develop, and implement goals and objectives, and ensure they are met.
- (e) Manage and coordinate County EMS, Plains to Peak RETAC, or other EMS funds to be spent on training, education, supplies, and other items deemed to support the EMS by vote.

Section 3.02 Cooperation with Other Jurisdictions

- (a) Promote, coordinate, and facilitate its Council activities with other neighboring county EMS-related entities (e.g. adjacent counties like Park, El Paso, Fremont, and Douglas);
- (b) Participate in the development and review of county and other related emergency operations plans;
- (c) Coordinate county and regional training opportunities and exercises to ensure and promote a properly trained and prepared workforce.

## **Article IV. Membership**

Section 4.01 Members of Council shall be as defined by TC BoCC Resolution and as further defined by the Council including Primary, Associate, and Ex-Officio Members.

Section 4.02 Primary Members consist of one representative and designated alternate(s) (alternates may vote on behalf of the Primary Member if designated in advance) appointed by written communication to the TCEMSC Chair by each of the following agencies that provide regular emergency medical services in Teller County's licensed ambulance districts and services area including:

- (a) Licensed ambulance districts and services;
  - Southwest Teller County Emergency Medical Service
  - Ute Pass Regional Health Services District
- (b) Fire protection districts and municipal fire departments that provide emergency medical services;
  - Cripple Creek Fire Department
  - Divide Fire Protection District
  - Florissant Fire Protection District
  - Four Mile Protection District
  - Green Mountain Falls Fire Protection District
  - Lake George Fire Protection District
  - Mountain Communities Fire Protection District
  - Northeast Teller County Fire Protection District
  - Southern Park County Fire Protection District
  - Victor Fire Protection District
- (c) The Teller County Medical Director(s);
- (d) Teller County Search and Rescue; and,
- (e) The Teller County Office of Emergency Management.

Section 4.03 Associate Members are members that are encouraged to participate in Council activities including:

- (a) Teller County Public Health Service;
- (b) Teller County Dispatch Centers; and,
  - Cripple Creek Police Department
  - Teller County Sheriff's Office
  - Woodland Park Police Department
- (c) Additional Ambulance Services Authorized to Operate in Teller County Ambulance Districts or Services Areas (does not include UPRHSD or SWTCEMS)

Section 4.04 Ex-Officio Members are Council-approved non-voting members appointed to the Council by their respective agency, facility, or department that may provide some level of EMS support that benefits Teller County and the Council. Ex-Officio Members may include but are not limited to:

- (a) Teller County law enforcement agencies;
- (b) Teller County Coroner's Office;
- (c) Area hospitals or other licensed and approved emergency medical treatment facilities that wish to participate in Council activities.
  - Pikes Peak Regional Hospital
- (d) Neighboring county ambulance districts and services
- (e) Neighboring fire protection districts and municipal fire departments;
- (f) Federal and State entities or agencies that provide EMS or public safety on federal or state lands;
- (g) Agencies providing rotor wing aeromedical support for the benefits Teller County and the Council;
- (h) Plains to Peak RETAC representative; and,

(i) Any other agencies that contribute or have an impact on EMS in Teller County.

Section 4.05 One time each year or any major change, a list of current members of the Council shall be transmitted to the TC BoCC.

Section 4.06 Agencies must provide their representative and alternate(s) members to the Council Chair every January or when changes occur.

## **Article V. Council Officers**

Section 5.01 The Council Officers of the Council shall consist of a Chair, Vice Chair/Chair-Elect, Secretary, Treasurer, and Medical Director(s). Council Officer positions are non-voting unto themselves. Council Officers who are voting agency representatives may vote on behalf of their agency membership.

Section 5.02 The Council Officers of the Council shall be elected at the last regular meeting held each year. If the elections of Council Officers are not held at such meetings, such elections shall be held as soon thereafter as practicable. Each Council Officer shall assume office at the first meeting of the year and hold office until a successor has been elected or until they resign or have been removed. If no candidates are willing to serve, the current Council Officers will remain in position until a successor is found or a special election is held.

Section 5.03 A vacancy in any office shall be filled by the voting membership for the unexpired portion of the term at the next Council meeting.

Section 5.04 Council Officers shall be elected from the membership of the Council by majority vote of the voting members present. The candidates do not have to be present but need to be willing to serve the office.

Section 5.05 Any Council Officer (excluding Medical Director(s)) may be removed by at least fifty percent of the Primary Members.

Section 5.06 Chair. The duties of the Chair include:

- (a) Is a Primary Member;
- (b) Serves as the Chief Executive Council Officer;
- (c) Oversees the business affairs;
- (d) Prepares meeting agendas for, and presides over all Council meetings and maintains order;
- (e) Serves as the primary signatory on all agreements, forms, and other documents
- (f) Encourages active participation by all members; and,
- (g) Delegates responsibilities and other duties to other Council Officers and members as needed to complete projects or fulfill Council obligations.

Section 5.07 Vice-Chair/Chair-Elect. Duties of the Vice-Chair/Chair-Elect, hereinafter referred to Vice-Chair, include:

- (a) Is a Primary Member;
- (b) Assumes the duties of the Chair in their absence;
- (c) Performs other duties as directed by the Chair; and,
- (d) Serves as the Chair-Elect.

Section 5.08 Secretary. Duties of the Secretary include:

- (a) Is a Primary, Associate, or Ex-Officio Member;
- (b) Records, prepares, amends, maintains, and files all documents and official records of

actions taken by the Council and is responsible for sending records to Teller County for archiving;

- (c) Serves as the official custodian of all Council historical documents including minutes, financial information, agreements, and other documents pertaining to Council business;
- (d) Sends copies of draft minutes of meetings for Council review prior to the next regular meeting. Presents minutes of the meeting to the Council for official approval;
- (e) Keeps an active list of all active members, agencies, attendees, minutes, and financials; and
- (f) Ensures the orderly transfer of Council documents and records upon resignation, termination, and expiration of Council Officer term.

Section 5.09      Treasurer: Duties of the Treasurer include:

- (a) Is a Primary Member;
- (b) Serves as the custodian of Council funds;
- (c) Maintains an accounting system, prepares and presents financial documents at each meeting;
- (d) The Treasurer may perform other duties as assigned by the chair;
- (e) Facilitates and ensures the orderly transition of financial duties and records upon resignation, termination, or expiration of Council Officer term; and,
- (f) Assumes the duties of the Chair in the absence of the Chair, Vice Chair and Secretary; and

Section 5.10      Medical Director(s): Duties of the Medical Director(s) include:

- (a) Serves as Medical Director(s) for Teller County EMS agencies;
- (b) With input from the Council, the Medical Director(s) is/are appointed by the TC BoCC;
- (c) Medical oversight responsibilities of the Medical Director(s) shall be as defined by TC BoCC Resolution and by reference in State Statute: Title 25 3.5 C.R.S. et sec. and by State Rule, the Code of Colorado Regulation, 6 CCR 1015-3;
- (d) Provides operational guidance as needed or requested for the efficient and collaborative provision of EMS within the areas of medical oversight responsibilities;
- (e) Facilitates and ensures the orderly transition of medical direction oversight duties and records upon resignation or termination; and,
- (f) Assumes the duties of the Chair in the absence of the Chair, Vice Chair, Secretary, and Treasurer.

## **Article VI.      Meetings**

Section 6.01      Regular Council meetings are scheduled and conducted on dates, at times, and at locations as decided by the Council at the last meeting of each year. There will be at least 6 meetings a year at the discretion of the Council Officers. Meetings may be canceled due to extenuating circumstances and not need to be rescheduled. The Secretary may, as needed, provide notice to all members of the dates, times, and locations of each regular meeting;

Section 6.02      Special Council meetings may be called by the Chair or by fifty percent of the Primary Members with a 48-hour notice. 48-hour notices of all special meetings will communicate the purpose and agenda of the meeting and be posted on the webpage. The notice will also provide the dates, times, and locations of the meeting.

Section 6.03      Members do not need to be physically present to participate and vote on Council matters in meetings; however, the communication system used by members to participate in such meetings must allow, at a minimum, the ability for them to hear and be heard at the meeting as approved by the Chair.

Section 6.04      Written minutes of all meetings shall be prepared by the Secretary or their designee. In the case of special meetings, task forces or other forums where Council business is performed assigned members responsible for taking minutes of the meetings will provide copies of such

minutes to the Secretary for proper filing. After approval by voting members at the next official meeting all minutes of all meetings shall be made a part of official Council records.

Section 6.05 Notices of meetings, agendas, and minutes from previous meetings will be sent to Council members by the Secretary at least 24 hours in advance.

## **Article VII. Meeting Quorums, Voting, and Procedures**

Section 7.01 Seventy percent of the current voting Council members participating in a meeting shall constitute a quorum to approve the transaction of business. Voting members are defined as Primary and Associate Members with the following stipulations:

- (a) Only Primary Members are eligible to approve the appropriation of Teller County budgeted and Plains to Peak RETAC County designated funds;
- (b) Primary Members are eligible to vote on all other Council matters;
- (c) Only one vote per represented Primary Member is allowed; and,
- (d) Proxy voting by members representing two or more other Primary and Associate agencies or facilities for any given vote is not allowed. (E.g. No member may represent or cast a vote for another member, ensuring that only present or electronically participating members can vote on Council matters.)

Section 7.02 All Council meetings shall be governed by the procedural actions of the Chair. Contestation of procedural actions will be resolved as determined by a majority quorum consensus of the Primary and Associate Members of the Council present at the meeting. Failure of the Chair to strictly comply with such procedures shall not invalidate any action of the COUNCIL.

Section 7.03 Actions and approvals on issues that arise in between regular meetings may be electronically approved by a majority of voting members. The medium of the vote is determined by the Council Officers and the voting materials must include a brief statement regarding the issue being voted upon, why the vote must be taken between meetings, a clear time frame announcing when votes must be cast, and followed up by a result of the vote. (E.g. Electronic voting, such as email or secure online voting platforms.)

Section 7.04 Any members may participate in a meeting electronically. Such participation shall constitute a presence at the meeting.

Section 7.05 The Chair may form committees and task forces and appoint members to such as determined by the Chair or by the Council.

## **Article VIII. Allocation of Council Funds**

Section 8.01 The reimbursement policy is intended to guide Council decisions for the appropriation of Council funds. Council funds are used to primarily pay costs associated with the Council activities and programs.

Section 8.02 Council funds are also used to provide supplemental funding to Council agencies and facilities for EMS-specific training and education, professional development, conference, class, and equipment needs that are determined by the Council to benefit the provision of EMS in Teller County.

Section 8.03 Funding is always based on the availability of funds. Agency multi-year project requests are strongly discouraged.

Section 8.04 Funding priority is given to Teller County based, in whole or in part, agencies and facilities first and then to other EMS-related agencies and facilities providing services that enhance EMS activities in Teller County.

Section 8.05 Only Primary Members are eligible to vote and approve requests for Teller County

budgeted and Plains to Peaks RETAC Teller County designated funds;

Section 8.06 To be eligible for any reimbursement the requesting agency must have attended at least three (3) Council meetings out of the previous twelve (12) months, unless absences are beyond the agency's control (natural disasters, staffing changes/shortages, or other emergencies) and the voting members determine they are eligible.

Section 8.07 Unless specifically approved by the Council in advance funding requests are generally made as reimbursements for funds already spent by individual agencies. All funding requests must be accompanied by copies of receipts and proof of payments for funding to be approved. Requests for funding must be made by completing and submitting the request on the "Application for Reimbursement from the Teller County EMS Council Funds" form as it may, from time to time, be revised, currently found at [www.tellercounty.gov/Teller-County-Emergency -Medical-Services](http://www.tellercounty.gov/Teller-County-Emergency-Medical-Services) webpage.

Section 8.08 The following guidance is provided to guide specific decisions for funding requests:

- (a) Initial individual training reimbursements:
  - 1) Emergency Medical Responder (EMR), ½ actual course cost;
  - 2) EMT Basic, ½ actual course costs;
  - 3) Advanced EMT, the lesser of ½ actual course costs or \$650; and,
  - 4) Paramedic, \$650.
- (b) Professional Development Training: half of the actual course cost. The sponsoring agency is responsible for the other half.
- (c) CPR Instructor Training: the full amount of the course including instructor material costs.
- (d) Other specialized EMS-related training and events: The Council may, at its discretion, fund up to half the costs of the EMS-related specialized training or event.
- (e) Agencies are **strongly recommended to obtain CREATE grant funding, sponsored by CDPHE**, for any in-state EMS-related individual training.
- (f) The Council may choose to fund more than half on a case-by-case basis.

Section 8.09 The following guidance is provided for the funding of conference costs. All conference cost requests must be EMS-related and are considered and funded on a case-by-case basis.

- (a) Colorado State EMS Conference costs: up to \$600 per agency or any other amount as approved by the Council;
- (b) Plains to Peaks RETAC (HUTF) funds cannot be used as a match for any CDPHE-EMTS funding request;
- (c) Agencies are **strongly recommended to obtain CREATE grant funding, sponsored by CDPHE**, for any in-state EMS-related conference.
- (d) Other conference-related costs excluding food and alcohol are considered and approved on a case-by-case basis.

## Article IX Conflict Resolution

Section 9.01 Informal Resolution: Members of the Council are encouraged to resolve disputes informally and collaboratively whenever possible. Members may request mediation facilitated by the Chair or a designated Council Officer to reach a mutually acceptable solution.

Section 9.02 Formal Resolution: If informal efforts fail, the conflict shall be addressed through a formal process:

1. The aggrieved member(s) must submit a written statement outlining the issue and desired resolution to the Chair, if the issue is with the Chair the aggrieved member(s) may submit the written statement to a Council Officer. If the issue is with all

members holding Council Officer roles then the aggrieved member(s) may submit the written statement to the TC BoCC.

2. The Chair or other Office if the conflict is with the Chair; will convene a special committee, consisting of at least three neutral Primary Members, to review the dispute. If the written statement was submitted to the TC BoCC they will determine what course of action they will take to handle the conflict.
3. The committee will investigate the matter, meet with involved parties, and issue a recommendation within 30 days.
4. A final resolution will be voted on by the Council, with approval requiring a simple majority of voting Primary Members.

Section 9.03            Appeals: If either party disagrees with the Council's decision, an appeal may be submitted to the TC BoCC for further review.

## **Article X    Conflict of Interest**

Section 10.01            Duty to Disclose: Any Council member or Council Officer with a potential conflict of interest in a transaction, decision, or other Council matter must disclose the nature of the conflict before discussion or voting occurs.

Section 10.02            Recusal: The member with the conflict shall abstain from participating in discussions or voting on the matter unless the Council determines that the interest is not substantial enough to affect impartiality.

Section 10.03            Documentation: All disclosures of conflicts of interest and subsequent actions (e.g. recusals or determinations of impartiality) taken by the Council will be recorded by the Secretary in the meeting minutes for transparency.

## **Article XI    Open Meetings**

Section 11.01            Transparency: All Council meetings shall be open to the public, with agendas, meeting times, and locations posted on the Teller County Emergency Medical Services Council webpage at least 24 hours in advance.

Section 11.02            Public Participation: Members of the public may attend Council meetings and provide input during designated public comment periods. The Chair reserves the right to set time limits to ensure orderly and efficient proceedings.

Section 11.03            Executive Sessions: The Council may convene an executive session for discussions exempted from public disclosure by Colorado Revised Statue 24-6-402(2) (e.g., legal advice, personnel matters). The purpose of the executive session shall be stated before convening, and no final action shall be taken during the session.


## **Article XII    Amendments to the Bylaws**

Section 12.01            Amendments to the Bylaws shall be delivered to the Secretary in writing at a regular Council meeting and the amendments must consist of the following:

- (a) The specific language of the amendment as proposed;
- (b) A statement of purpose for the Amendment and a brief explanation of the issue(s) for which the proposed amendment is intended to address; and,
- (c) The names of the members proposing the amendment.

- Section 12.02      Once the proposed amendment is received the Secretary will read the amendment at the Council meeting at which it was submitted. After discussion of the proposed amendment has concluded the amendment shall be tabled until the next regular meeting at which time a vote shall be taken on the amendment. The Secretary shall give notice to all members of the proposed amendment prior to the meeting at which the vote is scheduled.
- Section 12.03      Votes to approve or disapprove amendments to the Bylaws are conducted by a roll call of Primary Members and require a two-thirds majority approval by said members present for adoption.
- Section 12.04      Upon adoption of amendments by the Primary Members the Secretary shall amend the Bylaws to reflect the amendments as approved and make copies of the revised Bylaw available to all Council members.

Approved and adopted by majority vote on this day the 16<sup>th</sup> of January 2025.

  
Dave Hansher (Jan 31, 2025 13:12 MST)

Dave Hansher  
Chair, Teller County Emergency Medical Services Council



# TCEMSC Bylaws 2025

Final Audit Report

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