



**SAN MATEO COUNTY HEALTH
EMERGENCY
MEDICAL SERVICES**

EMS POLICY	906
Effective:	April 2025
Approval: EMS Director Travis Kusman, MPH	Signed:
Approval: EMS Medical Director Greg Gilbert, MD	Signed:

MEDICAL ADVISORY COMMITTEE BYLAWS

I. PURPOSE

The Medical Advisory Committee (“MAC”) is an advisory committee to the EMS Medical Director and the EMS Agency that provides expert medical input into the development of prehospital medical care, policies, procedures, and protocols. MAC provides a forum for communication between all emergency medical care providers and agencies including hospital and pre-hospital representatives.

II. AUTHORITY

California Health and Safety Code Division 2.5, §1797.220, 1798; California Code of Regulations, Title 22, Division 9, §100096.03

III. DEFINITIONS

Emergency Medical Services Agency (“LEMSA”) [or “Agency”]: The San Mateo County EMS Agency is designated as the Local Emergency Medical Services Agency (LEMSA) and is statutorily charged with primary responsibility for administration and medical control of emergency medical services in San Mateo County.

IV. BYLAWS

- A. Members of the committee are expected to regularly attend meetings or appoint a designee who regularly attends meetings when the member is unable to attend. LEMSA may notify the regular member and their organization in writing if attendance falls below 50% or the member or designee misses 3 or more consecutive meetings.
- B. Membership is categorized by representation of San Mateo County EMS System participants as follows:
 - 1. Emergency department physician and nursing leadership (2 members from each hospital):
 - a. Kaiser Hospital Redwood City;
 - b. Kaiser Hospital South San Francisco;
 - c. Mills-Peninsula Medical Center;
 - d. San Mateo Medical Center;

- e. Sequoia Hospital;
- f. Seton Medical Center/ Seton Coastside; and
- g. Stanford Health Care.

Note: Zuckerberg San Francisco General Hospital representatives may be present for discussions relating to trauma.

2. San Mateo County 9-1-1 Emergency Ambulance Service Contractor (3 members):
 - a. Regional Director;
 - b. Medical Director; and
 - c. Clinical Services Manager or designee (paramedic).
 3. San Mateo County Prehospital Emergency Medical Services Group (“JPA”) (5 members):
 - a. Chief Executive Officer; and
 - b. EMS Supervisor for the North, Central, South, and Coastside Zones.
 4. South San Francisco Fire Department (1 member):
 - a. EMS Chief or designee.
 5. San Francisco Fire Department - Airport Bureau (1 member):
 - a. EMS Captain or designee.
 6. San Mateo County Public Safety Communications (1 member).
 7. Air ambulance provider representative (2 members):
 - a. Stanford Life Flight; and
 - b. CALSTAR/ REACH.
 8. LEMSA Representatives
 - a. LEMSA Medical Director;
 - b. LEMSA Clinical Services Manager;
 - c. LEMSA EMS System Operations Manager; and
 - d. Other LEMSA staff assigned by LEMSA Director.
- C. There will be a Chair and Vice-Chair who will serve a two-year term. These officers shall be elected by MAC bi-annually at the first meeting of each calendar year and may serve two (2) consecutive terms.
- Membership selection will occur by position or recommendation by the leadership of the affiliated agency, department, or hospital.
- D. Whenever possible, decisions will be made by consensus. When this is not possible, decisions will be made by a simple majority of those present, given a quorum. A quorum will not need to be present for discussions or opinion.
1. A quorum shall consist of present membership as described below:
 - a. Hospital Physician and Nurse Leadership (7 of 14 members);

- b. Ambulance Contractor (2 of 3 members); and
 - c. Fire First Responders (4 of 7 members).
2. A quorum shall consist of at least 13 members present, as described above, and require a vote of 7 or more members to pass a motion.
 3. An email message may constitute a meeting, when sent to all voting members and designees (except for returned ballots). Other messages may be sent to facilitate off-line discussion but may not constitute a meeting.
 4. For a vote to be valid in the context of an email meeting, a quorum of ballots must be returned. Unless otherwise provided for, this quorum is one half.
 5. In the circumstance of a tie in the voting process, the LEMSA Medical Director will make the final decision.
- E. The Committee will convene quarterly on the third Wednesday of the month in the months of February, May, August, and November or as determined by the Chair and EMS Medical Director should there be a need for a special meeting.
- F. Work group or ad-hoc subcommittee will be formed as necessary to study issues and make recommendations.