MEDICAL ADVISORY COMMITTEE (MAC) BYLAWS

**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.

**Attendance Standards**
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. The Local EMS Agency (LEMSA) may notify the regular member and his/her organization in writing if attendance falls below 50% or the member or designee misses 3 or more consecutive meetings.

**Membership**
Membership of MAC is categorized by representation of San Mateo County EMS System participants as follows:

- Emergency department physician leadership
- Emergency department nursing leadership
- San Mateo County 911 Emergency Ambulance Service Contractor
- San Mateo County Prehospital Emergency Medical Services Group (JPA)
- South San Francisco Fire Department
- San Francisco Fire Department - Airport Bureau
- San Mateo County Public Safety Communications

Emergency Department Physician and Nurse Representatives, or Designees, from the following hospitals (14):

- Kaiser Redwood City (2)
- Kaiser South San Francisco (2)
- Mills-Peninsula (2)
- San Mateo Medical Center(2)
- Sequoia Hospital (2)
- Seton Medical Center/Seton Coastside(2)
- Stanford Health Care(2)

**APPROVED:**

Nancy A. Lapolla, MPH, EMS Director  
Gregory H. Gilbert, MD, EMS Medical Director
Note: Zuckerberg San Francisco General Hospital representatives may be present for discussions relating to trauma

9-1-1 Emergency Ambulance Service Contractor (3), General Manager, Medical Director, and Clinical Services Manager or designee (paramedic).

San Mateo County Pre-hospital Emergency Medical Services Group (JPA) (5), Chief Executive Officer, EMS Supervisor (4) (one representative from each of the following: North County, Central County, South County and CAL FIRE

South San Francisco Fire Department (1) EMS Chief or designee

San Francisco Fire Department Airport Bureau (1) EMS Captain or designee

Air Ambulance Provider Representative(s) from organizations regularly responding into the County: CALSTAR (1) Life Flight (1)

San Mateo County Public Safety Communications Representative (1)

Staff
- EMS Medical Director
- EMS Staff as assigned by EMS Director
- EMS Clinical Services Manager

Officers
There will be a Chair and Vice-Chair who will serve a two-year term. These officers shall be elected by the MAC bi-annually at the first meeting of each calendar year and may serve two (2) consecutive terms.

Selection of Membership
Membership selection will occur by position or recommendation by the leadership of the affiliated agency, department or hospital.

DECISION PROCESS:
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.

A quorum shall consist of present membership as described below:
- Hospital Physician and Nurse Leadership (7 of 14)
- Ambulance Contractor (2 of 3)
- Fire First Response (4 of 7)
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.

An email message may constitute a meeting, when sent to all voting members and designees (with the exception of returned ballots). Other messages may be sent to facilitate off-line discussion, but may not constitute a meeting.

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.

In the circumstance of a tie in the voting process, the EMS Medical Director will make the final decision.

**Meeting Frequency**
The Committee will meet monthly or as determined by the Chair and EMS Medical Director. Meetings will be on the third Wednesday of the month.

**Workgroup and Subcommittee:**
Work group or ad-hoc subcommittee will be formed as necessary to study issues and make recommendations.