ARTICLE I
Preface
At the June 2011 convention of the Professional Firefighters of Massachusetts (PFFM) in Hyannis, Massachusetts delegates voted in Resolution #20 to “Reorganize the EMS Committee”. The Committee began as one EMS Coordinator and two (2) members from each PFFM district for a total of 17 members. The reorganization created a Director of EMS, Five (5) Regional EMS Coordinators and one representative from each district. The name of this Committee shall remain the Professional Firefighters of Massachusetts EMS Committee, a division of the Professional Firefighters of Massachusetts. This policy book is not intended to address policies that are contained in the PFFM’s Constitution and Bylaws and/or the PFFM’s Policy Book; or conflict with the authority granted to the officers of the organization by such Constitution. Redistricting by the Professional Firefighters of Massachusetts (PFFM) will not affect the Committee until an opening exists.

ARTICLE II
Objective
The role of Emergency Medical Services in the Fire Service of Massachusetts is a critical component to the current and future delivery of fire based EMS. The main objective is that patient care is the ultimate and primary goal of the committee. We also need to be vigilant in all areas of the EMS community for the protection of our members and our profession. Our participation at all levels of decision making is essential to the vitality of fire based EMS services. Policies and rules are being developed at multiple public and private agencies throughout out state that affect our response, organization and most of all patient care so this is why it is important that the committee stays up to date on all issues and decisions that may be made. We need to voice our concerns and gather our information to protect and educate the members of the Professional Firefighters of Massachusetts.

ARTICLE III
Members
Section 1. Members

1.1 The president of the Professional Firefighters of Massachusetts is the ex-officio member of this committee and will appoint all members.

1.2 Any interested PFFM members, EMT-Basic, EMT-Intermediate and EMT-Paramedic, shall be eligible for appointment to the EMS Committee as recommended by the PFFM District Vice-Presidents.
1.3 Any member of this organization who wishes to serve on the committee during the interim two-year period between conventions shall make his intention known to their district Vice-President, who will then inform the President of the Professional Fire Fighters of Massachusetts.

1.4 The President will appoint an EMS Director, who shall serve as the PFFM designee to the Commonwealth’s Emergency Medical Care Advisory Board (EMCAB), and also serve as the chairman of the PFFM EMS Committee. The EMS Director shall report to the Executive Board and the membership on all EMS issues impacting the PFFM.

1.5 The President, after consulting with the EMS Director, shall appoint five (5) EMS Regional coordinators, one from each EMS Regions as identified by OEMS. These coordinators shall be from the geographic communities within that Region, and preferably serve on that EMS Region’s Board of Directors.

- Region 1- Western Massachusetts
- Region 2- Central Massachusetts
- Region 3- North Shore Massachusetts
- Region 4- Greater Boston Area/Metrowest
- Region 5- South Shore Massachusetts/Cape Cod

Redistricting by the Professional Firefighters of Massachusetts (PFFM) will not affect the Committee until an opening exists.

1.6 The President, after consulting with the EMS Director, shall appoint eight (8) District members. This will be from each one of the PFFM district in which the respective District Vice President has recommended the individual.

1.7 The total members on the committee will be fourteen (14).

Section 2. Eligibility

2.1 Any member of the EMS Committee shall be an active member of the PFFM in good standing.

ARTICLE IV Finances

Section 1. Salaries Effective July 1, 2011

1.1 EMS Director- The stipend for the EMS Director shall be $4,000.00 per year. The EMS Director is eligible for mileage reimbursement for private automobile expense plus tolls and parking fees while acting on business relating to EMS Committee. Mileage will be paid consistent with the PFFM policy. The EMS Director is also eligible for paid coverage by the PFFM for activities relating to EMS Committee business that may conflict with his/her firehouse schedule at the discretion of the President of the PFFM.

1.2 Five (5) Regional Coordinator’s - The stipend for the five (5) Regional Coordinators shall be $2,000.00 per year. Each of the five (5) Regional Coordinators is eligible for mileage reimbursement for private automobile expense plus tolls and parking fees while acting on business relating to EMS Committee. Mileage will be paid consistent with the PFFM policy. Each of the five (5) Regional Coordinators is eligible for paid coverage by the PFFM for activities relating to EMS Committee business that may conflict with his/her firehouse schedule at the discretion of the President of the PFFM and the Director of the EMS Committee. The PFFM Mileage form must be submitted to the EMS Director for submittal to the Secretary/Professional Firefighters of Massachusetts

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1.3 Eight (8) PFFM District Members. Each of the Eight (8) PFFM District Members is eligible for mileage reimbursement for private automobile expense plus tolls and parking fees while acting on business relating to EMS Committee. Mileage will be paid at the current IRS designated mileage rate. The PFFM Mileage form must be submitted to the EMS Director for submittal to the Secretary/Treasurer of the PFFM.

Section 2: Stipend Payments

2.1 The Per-Diem Payments will be submitted by the Director of the EMS Committee to the Secretary/Treasurer of the PFFM or his/her assigned designee on a quarterly schedule. A “PFFM Committee Expense Voucher” will be filled out by each member for expenses and Per-Diem payments. See the Payment schedule below:
   1st quarter payment- October 1st
   2nd quarter payment- January 1st
   3rd quarter payment- April 1st
   4th quarter payment- June 30th

Section 3: Expenses

3.1 All Expenses will be submitted to the EMS Director and the EMS Director will submit the expense to the Secretary/Treasurer.

3.2 All Expenses will be submitted on “PFFM Committee Expense Voucher”. It is recommended that the expenses are submitted quarterly with the Per-Diem expense. Expenses, other than Per-Diem, more than 180 days/6 months old that has not been previously submitted to the Director or to the PFFM will not be considered for payment.

3.3 All extraordinary expenses greater than or equal to $1,000 shall have the prior approval of the PFFM Executive Board.

Section 4. Budget

4.1 If a budget is requested by the PFFM Secretary/Treasurer for EMS Committee activities is shall be voted by a majority of the EMS Committee prior to submittal to the PFFM Secretary/Treasurer.

ARTICLE V

Meetings

Section 1. Monthly Meetings

1.1 The PFFM EMS committee monthly meetings shall be held in September, October, November, January, February, March, April and May. If necessary the Committee can meet at the Bi-annual Convention and/or the Educational Seminar in June. Meeting dates will be selected at the September meeting for the following year. Meetings will be on average two (2) hours in duration unless more time is needed for additional issues. The monthly meetings shall be for the purpose of receiving reports of officers and sub-committees, and for any other business that may arise. Meetings may be cancelled or postponed by the Director due to weather, states of emergency, other obligation in the PFFM or if a required quorum specified in Article V § 3.1 cannot be met.
1.2 The Director and the 5 Regional Coordinators can have meetings to discuss operations of the committee, review rules or policies of the EMS committee or discuss topics for the full committee to look at in the future. This will be defined as the “PFFM EMS Committee executive board”. A report of these meetings will be discussed at the next regular monthly EMS meeting. Minutes will be kept and no formal votes may be made for the Committee. The agenda will follow Article V §5.6 of this policy.

Section 2. Special.

2.1 Special meetings may be called by the President, EMS Director or a simple majority of the entire EMS Committee. The purpose of the meeting shall be stated in the call to the meeting and at least three (3) days notice shall be given to all members via phone and/or email.

Section 3. Quorum.

3.1 A simple majority of the committee shall constitute a quorum.

3.2 If a quorum cannot be obtained then the members present can discuss issues, but no formal votes or decisions can be made.

Section 4. Attendance

4.1 All Committee members cannot have greater than two (2) unexcused absences of regular scheduled monthly meetings. If a member cannot attend a meeting the EMS Director needs to be notified as soon as possible via phone or email.

4.2 If a member has greater than two (2) unexcused absences, the President will be notified verbally about the problem. The individual in question will need to meet with the President of the PFFM and the EMS Director for a position review.

4.3 If a member has continuous pattern of excused or unexcused absences, the committee will need to make a recommendation to the President of the PFFM and the EMS Director of possible removal. This recommendation will require a two thirds (⅔) vote of the majority present at a regular scheduled monthly meeting. A formal letter will then be sent to the President of the PFFM on the decision of the Committee.

4.4 Special meeting(s) will not be considered if a member cannot attend due to possible last minute notification.

Section 5. Meeting Rules

5.1 The EMS Director will be in charge of all meeting actions when present. If the EMS Director cannot attend the Senior EMS Committee member that holds a Regional Coordinators position will run the meeting. A list of seniority will be established by the EMS Committee and voted each year at the September meeting.

5.2 All members can present information and concerns through the chairman. Each member will be given an opportunity to deliver a report from his/her region or district.

5.3 If a guest attends a meeting from outside of the PFFM they will be given the courtesy to speak first. When a guest is attending, notification needs to be given to the members of the committee to prepare for the information being discussed.
5.4 Any members of the PFFM that attends a committee meeting will be given the opportunity to be heard and all questions or concerns will go through the chairman in charge.

5.5 Any formal votes of the committee need to be kept in minutes form and held on file for further review on that specific topic. The minutes will include attendees, date, location, topic and vote outcome/recommendation.

5.6 An agenda will be sent to all members of the committee to review the topic for the upcoming meeting. Agenda’s should be sent out in a timely manner. The agenda will include topics of discussion and reports of members. An agenda format will be created by the committee. Any topics that will be a topic for the upcoming meeting shall be sent to the Director in a timely manner. The agenda will be held on file for future needs.

5.7 Votes of the EMS committee must have members present to vote. Voting can be done via phone or internet but the member(s) will not be considered part of the quorum.

ARTICLE VI

Duties

Section 1. Duties

1.1 The EMS Committee shall be the point of contact in the PFFM for issues and question relating to Fire based EMS systems or EMS topics in general. Decisions made by the EMS Committee or a Committee Member(s) shall not conflict with action taken by the Professional Firefighters of Massachusetts.

1.2 The EMS Committee Members will:

   1.21 Attend various OEMS committee meetings and subcommittee meetings to bring a strong presence and vigilance activities of this committee.
   1.22 Be a Liaison to the Massachusetts Fire Chiefs.
   1.23 Create new ideas to strengthen Fire based EMS Services and increase Fire based services throughout the state.
   1.24 Attend Regional council meeting.
   1.25 Assist Fire based EMS systems with question, concerns, issues, and problems.
   1.26 If needed lobby the local, state or federal legislature to keep them informed on how Fire based EMS plays a vital role in great pre-hospital patient care.

1.3 The EMS Committee Director shall:

   1.31 Have general supervision of the affairs relating to Fire based EMS of the association between meetings.
   1.32 Coordinate the date, hour, and place of meetings.
   1.33 Recommend rules as needed to carry on the business of the Committee, provided such rules are not in conflict with these bylaws or any special rules of order or standing rules adopted by the association.
   1.34 Perform such other duties as are specified in these bylaws or ordered by the PFFM.
   1.35 Will be contacted from the PFFM Executive Board, EMS Regional Coordinators and members of the EMS committee on issues or questions relating to EMS in the PFFM throughout the Commonwealth of Massachusetts.
1.36 Notify the respective regional coordinator(s) on contact with member(s) within that region(s) and also notify the respective District Vice President of the member(s) PFFM District.

1.37 Serve as a member of the Massachusetts Emergency Medical Care Advisory Board (EMCAB)

1.4 **The EMS Committee Regional Coordinators shall:**

1.41 Be the primary contact in the respective EMS Region on EMS related issues.

1.42 Required to notify the Director of the EMS Committee and the respective PFFM District Vice President on issues or question brought forward by a member or local.

1.43 Required to confirm with respective local president if a question or issue is brought forth to the EMS Committee by an individual or group.

1.44 Document any questions or issues within the respective Region and present the topic to the Committee at the next regularly scheduled meeting.

1.45 Attend EMS Region meetings.

1.46 Able to contact members in their respective regions.

1.47 Work to secure positions on the respective regional council or sub-committee(s).

1.48 Assist the EMS Director with topics and duties.

**ARTICLE VII**

**Sub-Committees**

Section 1. **Sub-Committees.**

1.1 Other sub-committees, standing or special, shall be created as the committee will from time to time deem necessary to carry on the work of the association. The chairman and members of such committees shall be appointed by the Director, except that in the absence of the Director, a simple majority of the members present may appoint the chairman and members of a special committee, who shall be treated as though appointed by the Director.

**ARTICLE VIII**

**Amendment**

Section 1. These bylaws may be amended at any regular scheduled monthly meeting of this committee by a two-thirds (⅔) vote, provided that the amendment has been submitted in writing at least thirty (30) days prior to the meeting and in the call to the meeting.

Section 2. Any amendment to the PFFM constitution and bylaws relating to the EMS Committee will need to be placed in writing thirty (30) days prior to a regular scheduled monthly meeting for discussion and recommendation of the EMS Committee. A simple majority recommendation will get the endorsement of the EMS Committee at the Bi-annual PFFM Convention.

**ARTICLE IX**

**Website**

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Section 1. The PFFM Website will be the only website used to distribute information to the PFFM membership. Any content placed on the website will be approved by the EMS Director and/or his/her designee and then sent to the PFFM Webmaster for final approval. Final approval will follow the guidelines set forth by the PFFM. The Committee will appoint liaisons to assist the PFFM Webmaster with content for the EMS Committee on the PFFM Website.

Section 2. The PFFM EMS Committee will have an email account. This email will be a tool to allow incoming email that is sent to the committee to be distributed out to the Director and 5 regional coordinators. Also included in the email is a calendar to keep track of upcoming meetings and events. The email account for the PFFM EMS committee is EMS@pffm.org.

ARTICLE X
Reports at State Meeting and Convention

Section 1. The PFFM EMS Committee Director and Regional Coordinators can speak on behalf of decisions made by the EMS Committee at PFFM monthly state meetings and PFFM Conventions. The report will include topics of EMS issues that the EMS Committee is dealing with. The committee will rotate the report to be given to the membership on a monthly basis. This rotation will allow for exposure of the EMS committee members to the General Membership of the PFFM. The topics to be discussed will be agreed upon at an EMS monthly meeting or a PFFM EMS executive board meeting. The Director will make the reports at convention if needed.

Draft Finalized: 8/8/2012
Authored by: Thomas J. Henderson
PFFM Region 5 EMS Coordinator

Adopted by EMS Committee: August 8, 2012
Adopted by Professional Firefighters of Massachusetts: