

**EMERGENCY MEDICAL SERVICES ADVISORY BOARD
BY-LAWS**

Adopted February 3, 2025

INTENT

Finding that it is necessary to assure the provision of quality, cost effective emergency medical services to promote the public health, safety, welfare and convenience of its citizens, the Camden County Board of Commissioners hereby establishes an EMS Advisory Board.

Section 1. The Camden County Emergency Medical Services Advisory Board.

There is hereby created the Camden County Emergency Medical Services Advisory Board. (hereinafter referred to as the “EMS Advisory Board”). This Board will provide advice and guidance for the EMS Department.

A. Membership

1. Two (2) County Commissioners, who shall be appointed by the Chairman of the Camden County Board of Commissioners to serve a 3-year term;
2. The two (2) current Fire Chiefs, or their designees, of both Volunteer Fire Departments in Camden County. These are the South Mills Volunteer Fire Department and the South Camden Volunteer Fire Department;
3. One citizen who lives in Camden County. This citizen can apply by application and will serve a 3-year term. Applications will be reviewed by the Camden County Commissioners and will be selected as needed. Residents must live in Camden County for the full 3 years of their term and not have any affiliation with Camden County paid or volunteer public safety agencies;
4. Camden County Manager (ex-officio);
5. Camden County Director of Emergency Medical Services (ex-officio); and
6. Camden County Sheriff, or designee (ex-officio).

A total of five (5) voting seats will make up this EMS Advisory Board.

B. Term of Office

1. With the exception of citizen seats and commissioner seats, all EMS Advisory Board members may serve for as long as they hold their respective positions with the agency they represent.
2. Citizen members may not serve more than 2 consecutive three-year terms.
3. Commissioner members can make a request to the current Chair of the Camden County Board of Commissioners to be replaced if they do not want to fulfill their 3-year term.

C. Advisory Board Chair

1. One member shall be elected every 2 years to serve as Advisory Board Chair.
2. The chair may appoint another member to serve as the secretary of the board.

D. Powers of Advisory Board

1. The duties and powers of the EMS Advisory Board shall be as specified herein, and the EMS Advisory Board shall make rules and regulations necessary to carry out the provisions of these by-laws.
2. The EMS Advisory Board will meet quarterly each year or may be called as needed to address urgent business by the Camden County Director of Emergency Medical Services or the Chair of the EMS Advisory Board.

E. Voting Rights and Responsibilities of Members

All members of the EMS Advisory Board shall have full and equal voting rights and responsibilities on matters brought before the EMS Advisory Board.

F. Duties of EMS Advisory Board

1. Provide advice and input on EMS activities in Camden County to assure that Camden County's EMS equipment, personnel, and method of operation, are adequate to furnish emergency medical services to the area the provider covers. These activities shall include the following:
 - a. Reviewing and making recommendations to the County Manager for improvement of EMS services;
 - b. Reviewing the annual budget package for Camden County EMS;
 - c. Supporting the EMS Director in their role and duties and assisting them in making sure Camden's EMS service is a quality and professional service to the Citizens of Camden County.

The advisory board is not formed to handle the Daily Operations of the EMS service. This is the duty of the EMS Director. The EMS Director's supervisor is the County Manager.

2. Ensure that good working relationships exist with other first responder agencies such as, but not limited to, Fire and Rescue Departments, Emergency Management and Law Enforcement agencies such as the Camden County Sheriff's Office and NC Highway Patrol.
3. The advisory board may assist in the reviewing of citizen complaints and any other complaints regarding the EMS service.