

**Florida
Feasible, Actionable, Impactful,
and Relevant
(F.A.I.R.) EMS Measurement Project**



**Bylaws
August 11, 2020**

Article 1 Name

The name shall be The Steering Committee of The Florida Feasible, Actionable, Impactful and Relevant EMS Measurement Project (F.A.I.R.). It shall also be known as the Steering Committee.

Article 2 Purpose

The purpose of the Steering Committee is to provide advice and guidance to the Florida Department of Health, Bureau of Emergency Medical Oversight, in meeting the grant objectives of the F.A.I.R. Project. The F.A.I.R. Project goals under this grant are to increase EMS providers participation in NEMSIS data submission and increase engagement of EMS providers in quality improvement processes.

Article 3 Objectives

- A. Objectives of The F.A.I.R. Project shall be:
1. Engage EMS providers in the state of Florida in a sustainable quality improvement culture. While the grant focus is on rural providers, participation and input by all provider types is highly encouraged as the goals of this project will have positive impacts on the entire EMS community.
 2. Develop, validate, endorse and publish 30 evidenced-based EMS measurement process/quality measures that are feasible, actionable, impactful and relevant through a collaborative, transparent and consensus process.
 3. Engage state of Florida and national stakeholders with an interest in providing prehospital emergency medical care or emergency transportation

in the development of EMS quality/process measures. These stakeholders may include, all types of EMS providers, EMS educators, hospitals, payors and consumers.

4. Enhance the value of EMS systems and develop awareness among stakeholders statewide and nationwide about the measures, how best to use them for improvement.

Article 4 Steering Committee

A. Steering Committee Responsibilities

1. Leadership and guidance on the development of 30 process/performance measures in accordance with the F.A.I.R. project.
2. Providing recommendations to the F.A.I.R. Project staff on data submission and quality improvement engagement.
3. Establishing operating policies to implement the provisions of these bylaws.

B. Steering Committee Members

1. The Steering Committee shall consist of no more than 17 members.
2. Members shall be appointed by the Steering Committee Chairperson and ratified by the Steering Committee.
3. Qualifications
 - a. Active stakeholder in EMS systems.
 - i. Physician actively involved in EMS care.
 - ii. EMS professional actively engaged in an EMS leadership role.
 - iii. Payor of health care services.
 - iv. Consumer of EMS health services.
 - v. Commitment to time required to complete project.
4. Responsibilities
 - a. Regularly attend Steering Committee meetings.

C. Term and Appointment

1. The term of service for Steering Committee Members is 2 years.

D. Resignation and Removal

1. Steering Committee Members serve on the committee at the pleasure of the Chair.
2. Any member of the Steering Committee may resign by submitting notice in writing or email to the Chair of the Steering Committee.

E. Vacancies

1. The Chairperson shall appoint a qualified member should any vacancy occur. This should occur within 30 days of the occurrence of the vacancy and is subject by the ratification of the Steering Committee.

Article 5 Officers

- A. Chairperson of the Committee
 - 1. The Florida State EMS Medical Director shall serve as Chairperson of the Steering Committee.
 - a. Responsibilities
 - i. Preside at all Steering Committee meetings.
 - ii. Appoint members of the Steering Committee.
- B. Other Officers
 - 1. The Chairperson may appoint officers as needed.
 - a. Responsibilities
 - i. Duties as assigned by the Chairperson.
 - 2. Officers serve at the pleasure of the Chairperson.

Article 6 Subcommittees

- A. The Steering Committee may establish standing sub committees or ad hoc committees in order to provide technical or specialized advice and guidance in order to achieve the objectives as outlined in the bylaws.
 - 1. The Chairperson of the Steering Committee shall appoint members of each standing sub or ad hoc committee to be ratified by the Steering Committee.

Article 7 Meetings

- A. The Steering Committee shall hold at least eight meetings per year.
 - 1. The Steering Committee Chairperson shall preside at all Steering Committee meetings.
 - a. In the Chairperson's absence, the Vice Chairperson if appointed, preside at the meeting. Otherwise the Chairperson shall designate a member of the Steering Committee.
 - 2. Meetings may be held in person, or as a teleconference, video conference, or a combination.
 - 3. Special meetings of the Steering Committee may be held at any time upon call of the Chairperson.
 - 4. All committee members will be notified of all meetings in a timely manner.
 - 5. Voting
 - a. Only members of the Steering Committee will cast votes on items for consideration.
 - b. Steering Committee members must be present in order to cast a vote on any item for consideration.

- B. Rules.
 - 1. The Steering Committee shall conduct its business using the most current version of *Robert's Rules of Order*.

- C. Quorum
 - 1. A simple majority at the start of the Steering Committee meeting shall constitute a quorum for the transaction of business.

- D. Standing sub or ad hoc committee meetings
 - 1. Shall meet as needed to achieve the goals of the sub or ad hoc committee.
 - 2. All sub or ad hoc committee members and Steering Committee members will be notified of all sub or ad hoc committee meetings in a timely manner.
 - 3. All recommendations from sub or ad hoc committees will be reported to the Steering Committee in the next regularly scheduled meeting.

- E. Reporting
 - 1. Actions recommended or taken at all meetings will be recorded and distributed to the members of the Steering Committee.

Article 8 Amendments to Bylaws

- A. The Steering Committee shall receive notice of any amendments to the bylaws that are under consideration in advance of the meeting.
 - 1. Noted as an agenda item shall suffice for this notice.

- B. The bylaws may be amended by a 2/3 majority of those present at the Steering Committee meeting.