As amended in:
1980, 1985, 1988, 1990, 1992, 1994, 1996, 2001, 2003, 2007, 2010, 2012, 2016, 2025

HILLSBOROUGH COUNTY

EMERGENCY MEDICAL PLANNING COUNCIL (EMPC)

BYLAWS

2025

ARTICLE I
NAME

SECTION 1

The name of this organization shall be the Hillsborough County Emergency Medical Planning Council (commonly and herein referred to as the "EMPC"). This council was originally established in compliance with a resolution of the Board of County Commissioners, Hillsborough County (commonly and herein referred to as the "BOCC"), February 28, 1973, and was transferred to the responsibility of the Hospital and Welfare Board on July 1, 1975. Pursuant to House Bill 1163, the Hospital and Welfare Board was abolished, and on September 24, 1980, the BOCC adopted a resolution transferring the EMPC from the Hospital and Welfare Board to the BOCC, (effective October 1, 1980).

ARTICLE II
PURPOSE

SECTION 1

The purposes and scope of the activities of the EMPC shall include the following:

A. To promote area-wide coordination of Emergency Medical Services (commonly and herein referred to as "EMS") in Hillsborough County and act as an advisory body to the BOCC.

B. To recommend to the BOCC the adoption of such resolutions, or passages of such ordinances, as may be required to ensure the accomplishment of the purposes herein stated.

C. To encourage the training and education of both professional providers and members of the general public in the provision of emergency medical care.

D. To promote communication and information flow between EMS providers.

E. To study and analyze problems associated with providing EMS throughout Hillsborough County.

F. To develop and promote standards for the provision of EMS in Hillsborough County.

G. To coordinate services within Hillsborough County for the provision of EMS.

H. To foster and promote research and utilization of improved methods of EMS.

I. To assure the Hillsborough County EMS system is adequately prepared for major disasters.

J. To make recommendations to the BOCC on approval/disapproval of Certificates of Public Convenience and Necessity (COPCN) and associated matters required to operate EMS services in Hillsborough County.

ARTICLE III
MEMBERSHIP

SECTION 1

The EMPC shall be comprised of the following entity seats:

1. One (1) seat for each law enforcement agency in Hillsborough County.
2. One (1) seat for Plant City Fire Rescue.
3. One (1) seat for Temple Terrace Fire Department.
4. One (1) seat for Tampa Fire Rescue.
5. One (1) seat for Hillsborough County Fire Rescue.
6. One (1) seat for each hospital in Hillsborough County.
7. One (1) seat for the Florida Department of Health – Hillsborough County.
8. One (1) seat for the Hillsborough Trauma Agency Coalition.
9. One (1) seat for a blood bank service in Hillsborough County.
10. Three (3) seats for individual community leaders.
11. One (1) seat for each Florida licensed EMS Provider holding a Certificate of Public Convenience and Necessity (COPCN) for Hillsborough County.

With exception of the three community leaders, each entity may put forth a "Member" and an "Alternate" for appointment by the BOCC to represent the entity in a seat on the EMPC. An Alternate serves to act on behalf of their respective Member in the Member's absence.

SECTION 2

Members and Alternates serve at the pleasure of the BOCC and shall be appointed by the BOCC upon recommendation of the EMPC, or as otherwise determined by the BOCC. Each Member shall be appointed for a three-year term. Each Alternate shall be appointed for a term concurrent with the term of their respective Member such that the terms of the Member and Alternate expire at the same time. The expiring appointment of any Member/Alternate who has made timely application for reappointment shall remain current while the reappointment is in progress.

SECTION 3

Members and Alternates must have clear affiliation with, and the ability to represent, the entity being represented in the seat being held. Should a Member or Alternate no longer be affiliated with the respective entity, or the entity no longer match the seat being held, the Member/Alternate will automatically be removed from the EMPC.

SECTION 4

Members and Alternates must be professionally based in Hillsborough County. Professionally based shall mean working in a field or representing an entity that provides, contributes to, or supports the delivery of EMS within Hillsborough County.

SECTION 5

It is expected that each seat shall be represented at 100% of regular EMPC meetings either by the appointed Member or respective appointed Alternate. Excuses for absence, in writing, shall be accepted at the discretion of the EMPC Chair and shall not count against the attendance requirement. Non-compliance shall be cause for review of the circumstances and may initiate both verbal and written communication of concern with the Member, Alternate, and represented entity. Continued non-compliance may cause review of the need to continue the respective seat.

SECTION 6

It is the responsibility of each Member and Alternate to keep EMPC staff advised of current mailing addresses, telephone numbers, and e-mail addresses for communication and notification purposes.

ARTICLE IV
MEETINGS

SECTION 1

A regular meeting of the EMPC shall be held quarterly, approximately on the third Tuesday of the month in November, February, May and August, at a time and place determined by EMPC staff in consultation with the EMPC Chair. However, in the judgment of the Chair, and upon giving of due notice, a meeting on a different date may be scheduled. The Chair may call special meetings of the EMPC with notice to each EMPC Member and Alternate as provided in Section 2.

SECTION 2

A schedule of meetings for the upcoming calendar year will be distributed at the last meeting of the current year. Upcoming meetings will also be announced at the conclusion of each regular meeting and documented in the meeting minutes. Special meetings will be noticed via e-mail to each Member and Alternate at least ten (10) days prior to such meeting.

SECTION 3

The agenda for each regular EMPC meeting, items on the consent agenda (outlined in Article VIII Section 6), minutes of the previous meeting, letters of interest for EMPC officer (outlined in Article V), and any other materials deemed appropriate by the EMPC Chair or staff will be distributed via e-mail to each Member and Alternate at least ten (10) days prior to the scheduled meeting and will be available at the time of the meeting.

SECTION 4

Quorum for the transaction of any business at any regular or special EMPC meeting shall be one-half the total number of appointed seats plus one, rounded up to the nearest whole number, physically present. An "appointed seat" means an EMPC seat to which either a Member or Alternate, or both, has been duly appointed. An appointed seat shall be counted towards meeting quorum if either the respective Member or Alternate is physically present.

SECTION 5

Only the duly appointed Members, or the duly appointed Alternates should the respective Members not be present, are entitled to vote at any regular, special, committee, or other duly held EMPC meeting.

SECTION 6

All official records of the EMPC, including minutes and resolutions duly adopted, shall be maintained by the Hillsborough County Department of Health Care Services or other county department providing staff to the EMPC.

ARTICLE V
OFFICERS

SECTION 1

The officers of the EMPC shall be a Chair, Vice-Chair, and Secretary.

SECTION 2

The membership of the EMPC shall elect from the Members the EMPC officers at the last meeting of the year. Any Member wishing to be considered shall submit a letter of interest to EMPC staff in a timely manner such that staff may distribute the letter to the membership as provided in Article IV Section 3. The letter of interest shall be no more than one (1) page, indicate the office sought, and delineate the Member's qualifications for and interest in holding that office. Nominations will also be taken from the floor. Every duly appointed Member who submits a timely letter or is nominated from the floor shall be considered a candidate. Any current officer may be re-elected to the same office.

SECTION 3

The term of office for all officers shall be two (2) years beginning at the first meeting following their respective election; with the terms of the Chair and Secretary running concurrently and the term of the Vice-Chair being offset by one (1) year. A mid-term vacancy in any office may be filled by the EMPC through nominations from the floor at any regular meeting or special meeting called for that purpose. Any officer elected to fill a mid-term vacancy shall only serve to fill-out the remainder of the existing term. A current officer shall remain in-office until a successor is elected.

SECTION 4

DUTIES:

A. Chair: The Chair shall represent the EMPC and perform the normal duties of the Chief Policy Officer of the EMPC. The Chair shall preside at all regular and special meetings of the EMPC and be an ex-officio member of all committees. The Chair shall have further duties and responsibilities as may be assigned by the EMPC.

B. Vice-Chair: In the absence or inability of the Chair, the Vice-Chair shall exercise all powers and duties of the Chair. The Vice-Chair shall be an ex-officio member of all committees and shall have further duties and responsibilities as may be assigned by the Chair or EMPC.

C. Secretary: The Secretary shall assist EMPC staff in arranging, preparing for, recording, and producing minutes of all EMPC meetings, and maintaining the official records of the EMPC. In the absence or inability of both the Chair and Vice-Chair, the Secretary shall exercise all powers and duties of Chair. The Secretary shall be an ex-officio member of all committees and shall have further duties and responsibilities as may be assigned by the Chair or EMPC.

ARTICLE VI
COMMITTEES

SECTION 1

STANDING COMMITTEES:

A. System & Operations: The System & Operations Committee shall provide a forum for the discussion of matters related to everyday operations of the EMS system. It shall be a "committee of the whole" consisting of all EMPC Members/Alternates, and thereby, shall have the same quorum requirements as a regular EMPC meeting.

B. Membership: The Membership Committee shall address all matters related to the membership of the EMPC, including recruitment, orientation, attendance, and development of membership policies and procedures.
C. Cardiac: The Cardiac Committee shall provide a forum for the discussion of matters related to cardiac care.

PARTNER COMMITTEES, COUNCILS, AND COALITIONS

A. Stroke: The EMPC shall partner with the West Central Florida Stoke Council (WCFSC) on all matters related to stroke care.

B. Trauma: The EMPC shall partner with the Hillsborough Trauma Agency Coalition (TAC) on all matters related to trauma and injury care.

AD HOC COMMITTEES:

The EMPC Chair is empowered to appoint ad hoc committees as deemed necessary for the successful execution of EMPC programs.

SECTION 2

The EMPC Chair shall, at their discretion, appoint EMPC Members to serve as committee members and committee chairs. The Chair may ask subject matter experts not affiliated with the EMPC to participate in any committee; however, the actual membership of any committee is restricted to those EMPC Members (with their respective Alternates) appointed by the Chair, and any decision-making activity of the committee rests with those Members.

SECTION 3

All committee activities must be reported at regular EMPC meetings for adoption, unless the committee is appointed by majority EMPC vote "with power."

SECTION 4

Quorum for the transaction of any business at any EMPC committee meeting shall be one-half the total number of Members (or their respective Alternates) appointed to the committee plus one, rounded up to the nearest whole number; given that, so long as at least two Members/Alternates are physically present, all other Members/Alternates may participate virtually.

ARTICLE VII
AMENDMENTS

SECTION 1

These bylaws may be amended by two-thirds vote of the appointed seats present at any regular EMPC meeting or special EMPC meeting called therefore, after notice of such proposed amendments have been e-mailed to all EMPC Members and Alternates at least thirty (30) days prior to the meeting. All amendments shall be subject to approval by the BOCC.

ARTICLE VIII
RULES OF PROCEDURE

SECTION 1

All meetings of the EMPC and any committee shall be conducted and governed by Parliamentary Procedure and usage as contained and set forth in "Robert's Rules of Order-Revised Edition" unless otherwise provided for in these bylaws, or except where modification of such rules is required because of the nature of the work to be accomplished.

SECTION 2

Unless otherwise restricted by the Chair, Alternates and invited subject matter experts may participate in any discussion at any EMPC meeting. Alternates, however, may only participate in voting or decision-making activities in the absence of their respective Member. In the absence of both a Member and their respective Alternate, the entity represented by that Member/Alternate may send another to represent the entity at any EMPC meeting; however, this representative shall have no voting or decision-making rights, and the entity will be unable to participate in decision-making activities.

SECTION 3

Any EMPC meeting in which quorum is not achieved shall be held “for discussion and information only” with no voting or decision making performed.

SECTION 4

With any EMPC meeting (regular, special, or committee), so long as quorum requirements have been met, any Member/Alternate attending virtually shall have their vote counted the same as if the Member/Alternate was physically present.

SECTION 5

Unless otherwise required, decisions of the EMPC or its committees shall be by majority vote. In case of a tie vote, majority is not achieved, and the action shall be considered failed.

SECTION 6

A portion of the agenda of any regular EMPC meeting shall be designated as a consent agenda and all items contained therein, may be voted on with one (1) motion, except that any Member (or Alternate acting for their respective Member) may withdraw an item from the consent agenda, and it shall be discussed and voted on separately. Items appropriate for the consent agenda include decision-making matters such as minutes of previous meetings, membership recommendations, and other routine matters as determined by the EMPC Chair. The consent agenda shall be presented to the membership in accordance with Article IV Section 3. An item may be pull off consent by notifying EMPC staff via e-mail prior to the meeting, or verbally on the record during the meeting. Should the consent agenda fail to pass, the EMPC shall take up each individual item separately.

ARTICLE IX
RIGHTS AND PRIVILEGES

SECTION 1

No individual EMPC Member or Alternate, or represented entity, shall possess any right, interest, or privilege which may be transferable, or which shall continue in any manner if the membership of such individual or entity ceases.

SECTION 2

The EMPC will perform its services, participate in programs, activities, or projects which are developed and/or implemented as a result of actions by the EMPC, and shall comply with Hillsborough County, Florida – Code of Ordinances and Laws, Part A. Chapter 30. Article II (Hillsborough County Human Rights Ordinance) as amended, which prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, gender, or on any other protected classification set forth in that ordinance.

The EMPC shall also comply with the requirements of all applicable federal, state and local laws, rules, regulations, ordinances and executive orders prohibiting and/or relating to discrimination, as amended and supplemented. All of the aforementioned laws, rules, regulations, ordinances and executive orders are incorporated herein by reference.

SECTION 3

The EMPC will act in accordance with Florida Statute 286.011 (open meetings) and Chapter 119, Florida Statute (public record).

# # #

Agenda Item Cover Sheet

Agenda Item No. A-30

Meeting Date 6/18/2025

☒ Consent Section ☐ Regular Section ☐ Public Hearing

Subject: Emergency Medical Planning Council Bylaws Approval			
Department Name: Health Care Services			
Contact Person: Kevin Wagner		Contact Phone: 813-307-3640	
Sign-Off Approvals:			
Carl Harness	6/5/2025	Kevin Wagner	6/4/2025
Assistant County Administrator	Date	Department Director	Date
Kevin Brickey	6/5/2025	Jennifer Mott	6/4/2025
Management and Budget – Approved as to Financial Impact Accuracy	Date	County Attorney – Approved as to Legal Sufficiency	Date
N/A	N/A		
Deputy or Chief County Administrator	Date		

Staff's Recommended Board Motion:
Approve the Emergency Medical Planning Council (EMPC) Bylaws as proposed by the EMPC. The current bylaws were last revised in 2016. On May 21, 2025, the EMPC approved an extensive rewrite seeking to update the bylaws to represent the current organization, operations, and responsibilities of the EMPC. In accordance with Article VIII of the current EMPC Bylaws, all such amendments shall be subject to approval by the Board. This item has no financial impact.

Financial Impact Statement:
This item has no financial impact.

Background:
On May 21, 2025, the EMPC approved an extensive rewrite of its bylaws seeking to update the bylaws to represent the current organization, operations, and responsibilities of the EMPC. In accordance with Article VIII of the current EMPC Bylaws, all such amendments shall be subject to approval by the Board.

List Attachments: Emergency Medical Planning Council Bylaws 2025