

**EMSPAC Standard Operating Procedure 3  
Officer/ Leadership Expectations**



SOP 01.16.2021

**SOP-3A  
Expectation of the Leadership  
EMSPAC Steering Committee Governance**

**PURPOSE:**

**To set expectations of the EMSPAC Leadership.**

**To prevent conflict of interests between MOS, Organized Labor, Supervisors, Managers, Owners, and Chiefs within the EMSPAC organization.**

**Scope:**

**All EMSPAC Officers and Leadership**

**DEFINITIONS**

**MOS Member of Service:** any active duty, or retired EMT, or Paramedic.

**Supervisor:** A FDNY Lieutenant, Captain, or private sector/ hospital supervisor.

**Manager:** A civilian or EMS administrator of an EMS Agency

**Owner:** an owner of a private ambulance company

**Organized Labor:** a paid union organizer.

**Shop Steward:** union representative appointed or elected PT or FT employee

**Chief:** an FDNY Officer above the rank of Captain, i.e. Deputy Chief, Chief.

**Advocate:** EMSPAC Rep, employee at a location

**Coordinator:** EMSPAC project coordinator

**Director:** EMSPAC program coordinators

**CoChair:** Facilitates an EMSPAC Committee

**Deputy:** EMSPAC Rep of a jurisdictional zone of 3 to 5 bases

**Division Lead:** Represents that Area on the Steering Committee

## Procedures:

1. Steering Committee Members should in general be EMTs and Paramedics, active or retired although the Committee is open to civilian members bringing various technical skills and qualifications to the organization.
2. ELIGIBILITY TO BE ON STEERING COMMITTEE IS BASED ON MERIT, EXPERIENCE, INTEGRITY, 3 REFERENCES, ENTHUSIASM, MOTIVATION AND ENDORSEMENTS.
3. The Steering Committees utilizes Robert's Rules of Order in process.
4. Steering Committee Members are **Borough/Area Coordinators, Working Group/ Committee Chairs or sit on the Executive Leadership of a confederated entity (501c3, 501c4, or 527).**
5. They are actively involved in moderating, facilitating, Co-Chairing, creating conversation, generating content in the specific Working Group or Dispatch daily, and projects weekly or monthly.
6. They attend Zoom or in person meetings **once per quarter, but ideally once a month.**
7. They are endorsed and trained in process by **3 existing** Steering Committee members.
8. **They have one vote, no veto and are asked to participate in votes within 84 hours.**
9. They **may ask to extend a voting window by 84 additional hours.**
10. The Steering Committee must reflect the maximum diversity of EMS in agency, sector and demographics.
11. Everyone on Steering must have a **clearly outlined leadership role.**
12. Non voting members may be added to Steering as **Advisors** if they possess expertise or wisdom to further EMSPAC operations.
13. **There will be an 84 hour period of review where existing Steering Committee members may challenge the appointment, and / or request additional information such as references or a CV.** When a challenge to an endorsement is resulting in a deadlock of process or contention, a  $\frac{2}{3}$  **majority of seated Steering Committee Members may bring the endorsed appointee onboard.**
14. All future Executive Board Officers are installed on the Steering Committee, but only their Presidents and Treasurers can vote in that body.
15. All newly appointed Steering Committee Members are **provisional / acting until confirmed** by the Board of Directors. This probationary period is at least 3 months but should be greater than 6 months.
16. **One member, one vote - applies to Referendums, Garage Councils, and Working Groups, subject to their internal SOPs,** the 8 year general election of the BoD and the 4 year general election of specific fiscal units Executive Boards.
17. All votes are majority plurality within specified time period votes.

18. Confirmation to a Specific Officer role will proceed on an invitation, trial by project basis until superseded by the ratified bylaws.
19. **Until ratification of By-Laws all Officer posts are at will**, volunteer and compensated only by possible leadership positions in entities formed by the EMSPAC Confederation of fiscal and movement units.
20. The Steering Committee should be seen as the strategic leadership of all allied entities.

### **EMSPAC Standard Operating Procedure 3B Conflicts of Interest Mitigation**

#### **PURPOSE**

We must be committed to our leadership being active duty and rank and file EMS Workers. We cannot allow either unions or managers undue influence, or undue access in our organization.

#### **SCOPE**

**Applies to all members of EMSPAC.**

#### **POLICY**

All supervisors, managers, officers will be viewed with some degree of suspicion until they have been vouched for.

All paid union representatives, staff, and organizers will be subject to the same level of scrutiny.

**No owner of a private company, manager, or FDNY Officer above the level of Captain can be eligible for the Steering Committee or leadership of any other Committees.**

**No paid union representative can be eligible for the Steering Committee or leadership of any other Committees. \* Shop Stewards are excluded from this limitation \***

They cannot hold the position of Advocate if they also hold this role somewhere else.

All EMS regardless of employment status and rank are welcome to membership, as are owners and chiefs, but with respect to current arrangements of authority and responsibility, no one with any title above Lt/ Supervisors may be in a standing committee.

On a case-by-case basis based on trust and references, we may authorize exceptions to this policy.

### **PROCEDURE**

During Onboarding SOPs will be summarized and digital copies made available to new members. During the onboarding process in a non-hostile, non-antagonistic manner we will explain our conflict of interest policy.

Exceptions can be granted by the Steering Committee on a case-by-case basis.

Submitted to Steering Committee 06/07/2021

**REDRAFT 08/01/2022**

**Ratified 10.02.22**