



**CITRUS COUNTY**  
**ESF-8 WORKING GROUP**  
**By-Laws**

**Version 7 / November 20, 2019**



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## Introduction

### Purpose

In the months following the terrorist attacks of September 11<sup>th</sup>, 2001, Florida formed seven Regional Domestic Security Task Forces (RDSTFs) based around existing Florida Department of Law Enforcement (FDLE) regions. The West Central Florida or “Tampa Bay” region was designated the fourth of seven regions and was named the Tampa Bay Regional Domestic Security Task Force or RDSTF-4. Counties included in the RDSTF-4 Health & Medical sub-category include: Citrus, Sumter, Hernando, Pasco, Pinellas, Hillsborough, Polk, Hardee, and Manatee County at their request.

With the formation of the RDSTFs, came the establishment of regional Health Care Coalitions as a means to maintain current hospital preparedness levels while enhancing resiliency in communities and other portions of the health care system. The Health Care Coalition’s approach works to include all health & medical system partners in the preparedness process while also promoting a new process developed by FEMA called the “Whole Community Concept.”

In Citrus County, the Emergency Operations Division under the Citrus County Sheriff’s Office is supported by 18 Emergency Support Functions or “ESFs” – including ESF-8 , Health & Medical. Just as the regional Health Care Coalitions were formed to address the health & medical preparedness issues of the counties they represent, the Citrus County ESF-8 Working Group (Citrus ESF-8 WG) was established to address local issues as a subordinate committee to the Tampa Bay Health & Medical Preparedness Coalition (Tampa Bay HMPC).

Focusing on engaging all aspects of the community in disaster planning, the Citrus ESF-8 WG addresses issues related to medical surge, training, exercises, supplies, equipment, and disaster response in Citrus County. The group partners with various governmental and non-governmental organizations to share strategies, resources, and funding that enhance the county’s response capacity and capability. Keeping FEMA’s “Whole Community Concept” in mind, the group works towards creating an environment where the entire community becomes more resistant to the impacts of future disasters and can even recover quicker after a catastrophic event occurs.

### Scope

These By-Laws outline the basic rules on how the Citrus ESF-8 WG will operate. It is a living document, and as such can be modified or amended at any time. Details on the amendment process can be found in Article VII.



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## Article I – Vision & Mission

A. Vision - To develop and promote the health & medical system disaster preparedness and recovery capability of Citrus County, Florida. This vision includes (but is not limited to) **active involvement** from the following system partners based within RDSTF-4 (Region 4) designated boundaries: (Not an all inclusive list)

- Public Health agencies
- Emergency Management / Public Safety agencies
- Hospitals (acute and rehabilitation facilities)
- Emergency Medical System (EMS) agencies (public and private including Fire Department based)
- Federally Qualified Health Centers (FQHCs) and Community Health Centers
- Nursing Homes, Assisted Living Facilities, and Group Homes
- Home healthcare industry (includes home healthcare agencies, nurse registries, hospice agencies, and durable medical equipment providers)
- Dialysis centers and ambulatory surgical agencies
- Blood banks, stand-alone medical laboratories, and poison control agencies
- Medical Examiners and funeral homes
- Mental health / behavioral health providers
- Healthcare associations and professional medical associations
- Pharmacies and pharmacy associations
- Primary care providers and walk-in clinics
- Higher education agencies directly involved in healthcare profession education
- Medical Reserve Corps (MRC) units
- Volunteer organizations with a health & medical mission (Red Cross or similar)
- Community organizations with a health & medical mission
- Faith-based or non-profit organizations
- Private organizations with a health & medical system role
- Community organizations serving health & medical needs of vulnerable populations

B. Mission - To coordinate and improve the delivery of healthcare services during and after large scale emergent events or disasters by:

- Engaging all sectors of the health & medical system,
- Promoting effective communication between local, regional, and state entities,



- Ensuring disaster readiness through the coordination of training and exercises, and
- Promoting disaster preparedness through standardized practices and integration with all partners.

## **Article II – Area of Operations:**

The Citrus County ESF-8 Working Group (Citrus ESF-8 WG) includes all health & medical system partners (as described in Article I, paragraph A) in Citrus County. The group, at the direction of the sitting members, can and may choose to partner with other counties statewide for planning, exercises, training, and resources.

## **Article III – Meetings:**

A. The Citrus ESF-8 WG shall be guided by Roberts Rules of Order except as otherwise provided for in these by-laws. All Citrus ESF-8 WG meetings will operate in the sunshine according to Florida law. Meetings will be open to the public, unless otherwise voted by the group on a case-by-case basis, such as for security or tactical in nature.

### **B. Meeting Frequency:**

- i. Meetings of the membership as a whole will be held at least quarterly on a schedule set by the group, by majority vote.
- ii. All meetings can be accomplished via conference calls, if necessary.
- iii. Face-to-Face meetings will be held in conjunction with any action on fiscal matters unless;
  - a. Circumstances prevent a meeting due to participation in on-going emergency operations or Emergency Operations Center (EOC) activation
  - b. If two-thirds of the membership determines a postponement is necessary.
  - c. A quorum of five (5) members is unavailable for the session requiring a vote.
- iv. E-mail shall be the primary notification and communication method. Email notices shall be sent to all members prior to any meeting.



C. Voting:

- i. Each Working Group agency is entitled to one vote.
- ii. The Florida Department of Health – Citrus County, will abstain from all votes unless there is a tie and will then have 1 vote to break the tie.
- iii. A quorum of five (5) sitting members must be present for a vote to be taken
- iv. All voting shall pass by simple majority vote.
- v. All votes (formal or consensus reached) will be recorded in the meeting minutes to include a list of those who did not vote or abstained from voting.
- vi. The use of electronic means such as email or epolling can be used for voting if there is no meeting scheduled and the reason for the vote is time sensitive.

**Article IV – Membership:**

A. Members will include representatives from all organizations as defined in Article I, paragraph A. Conditions of membership include:

- Agreement with the Citrus ESF-8 WG Vision & Mission
- Demonstrate willingness to assist and support other Citrus ESF-8 WG members during response and/or recovery activities
- Appoint a representative to attend meetings
- Attend at least 50% of the scheduled meetings
- Health & medical system sectors are encouraged to appoint one member to represent their interests
- Willingness to treat information discussed amongst partners as confidential

D. Membership Application Procedure – Organizations meeting the criteria defined in Article I, paragraph A may request membership by email, formal letter, or by attending meetings. Approved by majority vote.

E. Responsibilities of Membership:

- The leadership of each member organization must be committed to sending knowledgeable representatives that are able to make decisions for the representing agency to Citrus ESF-8 WG meetings.
- All agency members must have access to the resources of their organization to serve the needs of disaster victims.



- Agency members can appoint a proxy to attend in their absence if necessary.
- A use of a proxy should be noticed prior to any meeting date. The notification can be made by email to the Health Department representative.

F. Termination of Membership - An organization's membership may be terminated by:

- Voluntary – Submission of an email or letter of separation to The Florida Department of Health – Citrus County Representative.
- Non-Voluntary – Consistent failure of the Citrus ESF8 WG member to meet the conditions and responsibilities of membership. Membership may be terminated at any time for any reason by a majority vote of the Citrus ESF8 WG.

#### **Article V – Leadership:**

A. Florida Department of Health Representative – Will be responsible for executing initiatives approved by the Citrus ESF-8 WG to include financial expenditures and documenting the results of voting.

B. The Citrus County ESF-8 WG will utilize a board made up of representation from those agencies that sit in the EOC during activation under ESF-8. These members are: Florida DOH, Nature Coast EMS, Citrus Memorial Hospital, Bayfront-Seven Rivers Hospital and Citrus County School District (Mass Care). Other representatives can be added to the board by a majority vote of the current board members.

- Terms: the terms of each board member will be limited to four (4) two-year consecutive terms.
- Removal of any board member can be made by a vote of the general membership with a simple majority of the attending members.
- Members of the board will:
  - Prepare and distribute meeting agendas
  - Support or assist with meeting venue arrangements
  - Record, prepare, and distribute meeting minutes to all members
  - Monitor and track all expenditures and funding allocations
  - Provide short and long-term goals for the ESF-8 WG.





C. Membership to the Tampa Bay HMPC Executive Board will be appointed by the Citrus County ESF-8 board. This appointee will be voted on every two years. The term limit to the executive board will be no more than 2 terms. The board will vote every two years just prior to the July general meeting.

**Article VI – Annual Project Submissions (Finances):**

A. The Citrus ESF-8 WG will be responsible for submitting annual project requests to the Tampa Bay HMPC in accordance with the submission guidelines each calendar year. Project requests must first be submitted for approval to Citrus ESF-8 WG

Approved project submissions will be forwarded to the Tampa Bay HMPC. Projects will be prioritized by the general membership prior to submission to the Coalition.

**Article VII – Amendments to By-Laws:**

- A. Proposed amendment changes must be approved by majority vote.
- B. Votes to approve amendments will be approved by members at the following meeting at least 14 days after the original proposal. This ensures all members have an opportunity to read and comment on proposed changes.
- C. Amendments may be approved and implemented by a simple majority vote.
- D. These by-laws will be reviewed at least annually by the Citrus ESF8 WG to incorporate any changes or guidance covering Health Care Coalition activities.

**END OF TEXT**



## Record of Changes: