



UTAH CRITICAL INCIDENT STRESS MANAGEMENT TEAM

By-Laws

ARTICLE 1

Section 1: Name

The name of the organization shall be the
Utah Critical Incident Stress Management Team (UCISMT)

Section 2: Mission Statement

“The UCISMT has been established to assist emergency service workers throughout the state by providing professional intervention after significant incidents to minimize stress related injury to emergency workers and provide an educational program to prepare emergency workers and their families for dealing with stress related injuries.”

Section 3: Eligibility

The UCISMT will provide education and debriefings to any emergency response agency in the state after a formal request has been made and at no cost to that agency.

Section 4: Designation

The UCISMT is organized as a non-profit organization pursuant to the laws of the State of Utah and is administered through the Utah Bureau of Emergency Medical Services and Preparedness.



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ARTICLE 2

ORGANIZATION AND MEMBERSHIP

Section 1: Membership Eligibility

Membership is open to any person or their spouse associated with an emergency response agency, paid or volunteer, public or private, with a desire to be of service to fellow emergency workers. Members of the mental health profession with professional licensure (M.D. in Psychiatry, M.S.W., Psych. Nurse, Ph.D in Psychology or any other mental health professional approved by the Executive Board) and an interest in critical incident stress are also eligible.

Section 2: Application Procedure

Applications will be distributed to individuals desiring to join the team who meet the appropriate qualifications.

When deemed necessary to place new members on the team the procedures outlined in Appendix B.3 will be followed.

Members will be required to sign a team member agreement.

Section 3: Member in Good Standing

To be a member in good standing, a person must have completed or maintained the following:

1. A career, volunteer, or retired emergency service worker, spouse of an emergency worker, or a mental health professional.
2. Basic CISM team training with the Utah CISM Team.
3. A current team member agreement and a Utah Health Department Volunteer packet on file.
4. Attendance at the annual training session, or equivalent, and other required training.
5. If requested, agreement to volunteer twice annually for teaching, interventions, or committee assignment.
6. Maintain professional standing, along with ethical and moral standards appropriate for emergency services.

Bi-annually it shall be the responsibility of the Chairperson to determine if any team member is not a "member in good standing". This will be done in the month of June in even years. The names of team members not meeting minimum standards will be submitted to the executive board at the July

meeting. At that time, members who have not met the minimum standards will be contacted by the Chair person or designee, either by a written notice or e-mail with a read receipt. They need to respond within 10 days and then are required to comply with the minimum standards within 6 months, i.e., until December 31st, or be removed from the team. This section does not apply to members who take a leave of absence.

Section 4: Organization

The UCISMT shall be comprised of an executive board, team members and a representative from the Utah EMS Bureau and Preparedness.

Section 5: Dues and Renumeration

There shall be no dues required for membership on the team. No member shall be paid for services provided by the team except for the Clinical Director and Team Secretary. They will receive a stipend for their services.

Renumeration will be for travel expenses, training expenses, and other costs as approved by the executive board and as funds allow.



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ARTICLE 3

EXECUTIVE BOARD

Section 1: The governing body of the UCISMT shall be the Executive Board. This board will be comprised of members elected by the voting members of the organization, a representative of the Bureau of EMS and Preparedness appointed by that organization, and several other members appointed by either the Chairperson or a respective subcommittee.

Section 2: Authority

The executive board shall have the authority to:

- A. Establish procedures and dates for all elections.
- B. Establish procedures and dates for all meetings and required training.
- C. Establish rules for nominations, control and conduct of the board.
- D. Establish functions, responsibilities and authority of the organization's officers.
- E. Establish policies and procedures relative to the conduct of the team.
- F. Establish sub-committees as necessary
- G. Review new membership applications and appointments.
- H. Recommend and approve By-Laws.

Section 3: Officers

The executive board shall be comprised of the following officers:

- A. Chairperson
- B. 1st Vice Chair
- C. 2nd Vice Chair
- D. Immediate Past Chair
- E. Clinical Director
- F. Team Secretary
- G. Sr. Debriefing Coordinator
- H. Mental Health Representative
- I. Bureau of EMS and Preparedness Representative
- J. Law Enforcement Representative
- K. Fire Fighter Representative
- L. Emergency 9-1-1 Dispatcher Representative
- M. EMS Representative
- N. Public relations Officer

- O. Newsletter Editor
- P. Regional Coordinator Representative
- Q. Outreach /Training Coordinator
- R. On-Site Coordinator
- S. Spouse Representative

Section 4: Term of Office

Elected executive board members shall serve a term of two years, with the exception of Chairperson, 1st Vice Chair and 2nd Vice Chair. (See Sections 6 & 7) Elections to specific board positions will be on an even/odd year rotation as established by the executive board. (copy of rotation schedule is found in Appendix A.25) To remain active as an executive board member once must attend at least 50% of the executive meetings.

Appointed board members shall serve at the will of the chair person with the approval of the executive board.

Section 5: The Vice Chair shall resume the office of Chairperson at the end of the Chairperson's term. The Chairperson will then become Immediate Past Chair. The 2nd Vice Chair will assume the responsibilities of 1st Vice Chair and will begin office after the vice chair has moved to the chair person position. Any one individual shall not serve as both chairperson and vice chair at any given time.

Section 6: 2nd Vice Chair will be elected every year and will begin office immediately after elections.

Section 7: Nominations

When an opening occurs in any position, nominations will be called for from active team members. Those nominated must meet the qualifications associated with each particular office. The board shall have the authority to appoint team members to executive positions which have been vacated as a result of an election, or a resignation of a current board member before the next election.

Voting shall be either by mail or secret ballot at a scheduled meeting.

Section 8: Permanent/Appointed Board Members

The Clinical Director shall be appointed by the executive board. There is no term limitation.

The Team Secretary shall be chosen by the Chairperson, with executive board approval. There is no term limitation.

The Bureau of EMS and Preparedness Representative shall be assigned by the State bureau of Emergency Medical services and Preparedness.

Section 9: Duties and requirements for board positions will be designated as Appendix A and will be periodically updated by the Policy and Procedure Committee and approved by the executive board.



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ARTICLE 4

FUNDS AND DISBURSEMENTS

Section 1: Funding shall be obtained from the State of Utah general fund as allocated by the Department of Health, Bureau of Emergency Medical services and Preparedness.

Section 2: Reimbursements

Any and all financial transactions must be processed through the EMS Bureau. This includes requests for money from any member (for travel, lodging, meals, training, or purchases of any kind). Purchase requisitions for any transactions, along with the **original receipt**, must be submitted to the Bureau of EMS. The Bureau will in turn, mail reimbursement directly to the team member. Reimbursement can **only** be made if this procedure is followed.

Mileage, per diem, and lodging reimbursements will follow the guidelines as established by the State of Utah. Overnight lodging requests must be approved by the Bureau of EMS team liaison.

Section 4: The fiscal year shall be from July 1 to June 30.



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ARTICLE 5

MEETINGS

Section 1: Executive Board Meetings

Executive Board meetings will be held monthly at a time and place designated by the Chairperson, with notification at least 30 days in advance. Board meetings can be called or cancelled by the Chairperson when deemed necessary.

The Chairperson or a designee shall prepare an agenda and preside over the board meetings. The agenda should be established and delivered to the team secretary for distribution to executive board members seven days prior to committee meetings.

The Team Secretary shall record minutes and distribute copies to board members in a timely manner.

Decisions requiring voting shall be approved by a majority vote of board members present at a regularly scheduled board meeting. All Executive Board members, whether elected or appointed, shall have full voting rights.

Section 2: Training Meetings

An annual training meeting will be provided each fiscal year for all members of the team. Team members are required to attend this meeting, or equivalent, in order to remain active with the team.

Additional training meetings can be scheduled if deemed necessary by the Executive Board.

Training records (to include attendance and teaching outline) for each session shall be maintained by the team Secretary.

Section 3: Parliamentary Authority

Roberts Rules of Order, Newly Revised, shall govern the meetings.



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ARTICLE 6

COMMITTEES

Section 1: Committees

The executive board may create committees as deemed necessary.

Section 2: Standing Committees

Standing Committees shall be established and maintained as needed.

Section 3: Appointment of Chairperson

The Chairperson of the executive board shall appoint a chairperson for any committee created.

Section 4: Committee Membership

Committees shall consist of a minimum of three members. Any team member in good standing may serve on a committee.

Section 5: All committee chair person will submit a report of their committee activities at board meetings to keep the board informed of current activity.

Section 6: Committees shall determine their own rules of procedure and time and place of their meetings.

Section 7: Duties of standing committees shall be outlined in Appendix B.



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ARTICLE 7

CODE OF CONDUCT

Section 1: All team members will be expected to conduct themselves appropriately as representatives of the team. Examples of unacceptable behavior include actions at debriefing incidents not conforming to UCISMT standards, failure to obey state and local laws, offensive or profane language, divulging confidential information, misuse of alcohol or drugs, failure to attend minimum assigned meetings or maintain training status, and similar types of behavior as determined by the executive board.

Section 2:

Section 3: Confidentiality

Actions to avoid:

taking notes

getting names

talking specifics about debriefings

Section 4: Interventions

A team member's role is to listen and bring out the feelings of others with compassion and without judgment. Avoid making a deliberate crass remark so as to cause undue emotional trauma.

Keep all opinions of "wrongness" or "rightness" or "propriety" to yourself. The team is not an incident critique team. We facilitate best by listening and not judging.

Remember who you are, what you are supposed to do, and why you are there. The debriefing procedure is a system designed to assist emergency workers in the process of healing themselves.

Section 5: Probation

The executive board shall have the power to dismiss or place on probation, any team member who exhibits unacceptable behavior. Actions shall require a majority vote of the board. Terms of probation, will be based on the situation and determined by the board.

Section 6: Leave of Absence

Members may request a temporary leave of absence which can be granted by the executive board. The granting of leaves, as well as the length of leaves, will be determined by the executive board on an individual basis.

Section 7: Attire

Members will be expected to be dressed appropriately and maintain good personal hygiene when representing the team.

Section 8: Identification

Identification badges and other identifying items will be provided by the team. Team members will be authorized to display this ID when functioning on-site at a critical incident or at other times as authorized by the board.

Section 9: ICS Liaison

When functioning on-site at a critical incident, the team leader will function as the liaison with the incident command.



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ARTICLE 8

TEAM ACTIVATION PROCEDURES

Section 1: Call-out procedures will be determined by the executive board.

Section 2: Procedures to follow for calling out a team will be described in Appendix C.



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ARTICLE 9

INTERVENTION PROCEDURES

Section 1: The UCISMT shall teach, subscribe, and otherwise follow the method determined by the Clinical Director and Mental Health Representative.

Section 2: Make-up of teams will be on a case by case basis depending on debriefing request. Unless otherwise specified by the Clinical Director, the senior mental health team member will be in charge of the assigned team.

In exigent circumstances, when a team is without a mental health team member, the senior peer counselor will determine action to follow, preferably guided by the Clinical Director.

Section 3: The mental health team is responsible, within 72 hrs, for reporting on debriefings in the approved format to the person designated to correlate this information.



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ARTICLE 10

AMENDMENTS

Section 1: These by-Laws may be altered, amended or repealed or new By-Laws may be adopted by the executive board by majority vote of the board.