



**NEVADA
COUNTY**
CALIFORNIA

**Public
Health**

Nevada County

Emergency Preparedness Health Care Coalition (EP HCC)

Governance Document and Bylaws

Revised: December 2025

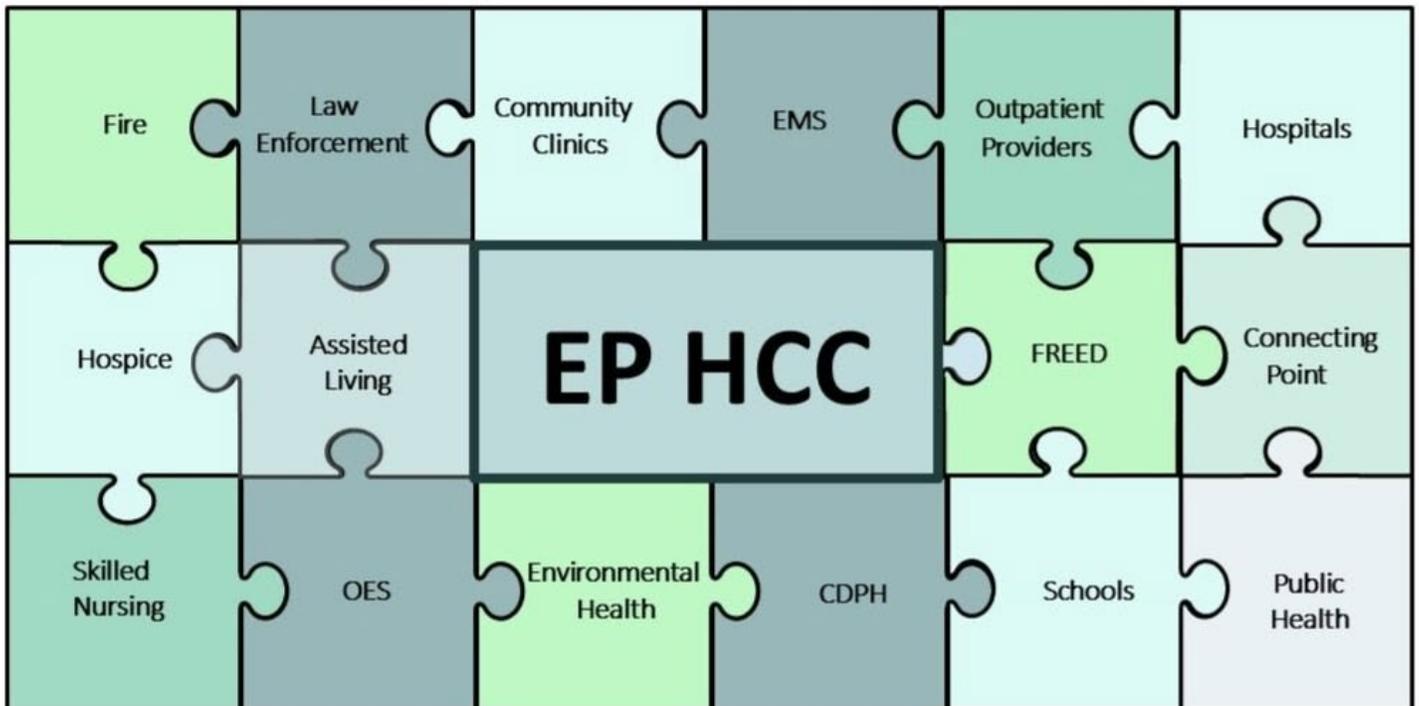


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Introduction

This governance document defines the structure and membership of the Nevada County Emergency Preparedness Healthcare Coalition (EP HCC). It is updated and distributed at least once per calendar year.

We are a cross-sector group of individual health care and response organizations with a common mission. We build disaster resilience amongst Nevada County's healthcare network through collaborative planning, joint exercises, resource sharing, and communication.

Together we are committed to working cooperatively to prepare for and respond to emergencies in a way that safeguards and sustains our core health care operations.

Our primary objective is to protect and maintain the public health in Nevada County, despite any hazards and emergencies we may encounter. This coalition is grant funded, County managed, and relationship driven.

Goals

- Promote interaction and collaboration across all sectors of the healthcare community to ensure a coordinated and effective response to disasters
- Support the needs of healthcare organizations while ensuring the needs of the community are met
- Provide training and exercise opportunities for emergency preparedness
- Ensure communication redundancy and resiliency through drills
- Follow respective Operational Area procedures regarding medical/health emergency preparedness
- Ensure health equity for vulnerable and disproportionately impacted populated within operational areas
- Collaboratively identify top hazards in the Hazard Vulnerability Analysis (HVA).

Community Approach

Nevada County is a rural county covering 958 square miles and is the 15th smallest county in California with 102,000 residents.

EP HCC takes a whole community approach in serving the community. Some special considerations of our community include:

- 29.3% of residents are seniors (65+)
 - Nearly twice the amount as state of California (15.8%)
- 92% of residents live in high to very high fire severity zones
- 10.4% of population living below poverty line
- 67% of residents live in unincorporate areas of California¹
- Nevada County does not have any federally recognized American Indian tribes

EP HCC connects coalition members and residents with community resources such as 211, FREED Center for Independent Living, and other organizations to ensure equitable care and resiliency for disproportionately affect populations. EP HCC has fostered relationships with these community-based organizations, as well as hospitals, long-term care facilities, and EMS to close service gaps on disproportionately affected populations.

¹ "2024 Community Health Assessment Executive Summary" Nevada County Public Health <https://www.nevadacountyca.gov/3757/Community-Health-Improvement-Project>

All EP HCC trainings and exercises are also tailored to Nevada County's unique community demographics and challenges to ensure partner's provide equitable care during emergencies. EP HCC will utilize the following data to improve community coordination and engagement:

- **HHS empower Program**
 - Federal dataset and resources to support state and local efforts to protect at-risk Medicare beneficiaries ([HHS emPOWER Program](#)[HHS emPOWER Program](#))
- **Hazard Vulnerability Analysis (HVA)**
 - Community-based assessment used to identify hazards or risks that are most likely to impact healthcare facilities and surrounding communities (EP HCC uses the [Kaiser Permanente HVA tool](#)[Kaiser Permanente HVA tool](#) to design our HVA)
- **Community Health Assessment (CHA)**
 - State or local health assessment that identifies key health needs and issues through comprehensive data collection and analysis ([Nevada County 2024 Community Health Assessment](#)[Nevada County 2024 Community Health Assessment](#))
- **GIS Mapping Sources**
 - Local GIS (Geographic Information Systems) applications used to map out critical infrastructure, population densities, evacuation routes and other relevant county-level geographic data ([Nevada County GIS Division](#)[Nevada County GIS Division](#))

Coalition Meetings

The full EP HCC membership meets quarterly, two of which are planned as virtual meetings; two of which are planned as in-person meetings. Discussion topics and trainings are identified by the EP HCC Advisory Committee (see below). In general, each meeting is designed to build collaborative disaster response capacity by a) building strong relationships b) sharing emergency planning tactics and c) training on collaborative response and resource sharing.

Quarterly meetings are generally timed as follows:

- 1st meeting (February/March)
- 2nd meeting (May/June)
- 3rd meeting (August/September)
- 4th meeting (November/December)

Additional trainings, exercises, drills, and discussions could be offered throughout the year. Attendance at any and all EP HCC hosted event is encouraged but not required. Some training events will be large scale and will occur in lieu of a quarterly meeting.

Advisory Committee

An Advisory Committee was established in July of 2023 to help guide the priorities of EP HCC and influence the implementation and utilization of Hospital Preparedness (HPP) Grant deliverables and funds. This Committee includes representatives from 12 different sectors: hospitals, FQHCs, Law Enforcement, Emergency Medical Services, Fire Department, Skilled Nursing, Long Term Care, Environmental Health, Office of Emergency Services, schools, Independent Living Center, and Public Health.

The Advisory Committee meets biannually to review HPP deliverables and decide on priority capabilities for the months ahead. They are also responsible for: a) approving emergency plans b) hosting or training on specialty topics and c) influencing funding priorities.

EP HCC Operational Roles

Chair

- Schedule and chair coalition meetings
- Facilitate meeting participation and coalition member collaboration
- Collaborate with coalition partners and support agencies to prepare meaningful, preparedness-oriented meeting agendas
- Support coalition partners and assist as needed with emergency plan development, updating and integration of their emergency plans

Readiness and Response Coordinator:

- Oversee planning, training, exercising, operational readiness, financial sustainability, and evaluation

Secretary:

- Distribute agenda and record minutes of meetings
- Maintain governance documents, bylaws, and membership list
- Notify members of meetings and any other information that may need to be disseminated

Clinical Advisor:

- Ensuring clinical relevance and accuracy in all EP HCC meetings, plans, and trainings.
- Be clinically active and associated with the lead or co-lead hospital or health care organization
- Paid-in-kind through annual training and conference opportunities

Coalition Partners:

- Actively engage in meetings, trainings, and exercises
- Identify gaps in medical/health preparedness and recommend solutions to the coalition
- Participate in emergency preparedness exercises and trainings
- Participate in redundant communications (if applicable partner)
- Submit Hazard Vulnerability Analysis (HVA) for review to the respective county HPP Coordinator annually

Funding

The primary funding for EP HCC activities and staff time comes through the US Department of Health and Human Services, Administration for Strategic Preparedness & Response's (ASPR) Hospital Preparedness (HPP) grant. The HPP grant is awarded to local health jurisdictions to bolster collaborative planning amongst health care provider and emergency response entities. In Nevada County, the Public Health Emergency Preparedness (PHEP) & Response Program manages this grant and is responsible for addressing all workplan capabilities tied to the funding. As the fiscal agent for HPP funds, the EP HCC Chair makes ultimate funding and workplan decisions but is heavily guided by the EP HCC Advisory Committee and EP HCC membership.

The EP HCC Chair/EP HCC RCC will make the membership aware of supplemental funding opportunities that could arise from the Department of Homeland Security, Center for Disease Control, California Department of Public Health, California Hospital Association.

Active Coalition Partner members (see below for bylaws) may advocate for the need for specialty trainings, supplies, or support to help bolster their organization's emergency readiness, which can be supported by HPP funds. Requests for fiscal sponsorship will be discussed with the Advisory Committee.

Coalition Bylaws

All organizations that provide health, medical, or response services, as well as organizations whose mission is related to providing or assuring health services during disasters, are welcome and encouraged to join EP HCC and attend quarterly meetings.

- No monetary membership requirement.
- Partnership is continuous with no expiration date
- Representatives from each Coalition Partner should have knowledge of their entity's emergency planning efforts and response

Partnership Expectations:

- **Attendance:** attendance in at least 3 of 4 quarterly meetings.
- **Communication:** agreement to share contact information with members, timely response to information requests, consistent notifications regarding significant facility operational impacts during emergencies or otherwise.
- **Training & Exercises:** regular participation in EP HCC trainings and exercises.
- **Planning:** an agreement to read and approve relevant plans as presented by EP HCC Chair and Advisory Committee and a willingness to draft, test, and update emergency plans relevant to your organization.
- **Resource Sharing:** a willingness to disclose and share (when appropriate) critical resources with other provider and response partners in Nevada County during an emergency event.
- **Participation:** where applicable, participation in redundant communication drills, business continuity site visits, and annual HVA.

Members of the EP HCC play a crucial role in enhancing community health outcomes and ensuring timely and effective response to emergency events. As such, participation in outlined activities is crucial for the success of our coalition.

In addition to coalition member collaboration, EP HCC works alongside and aims to add additional strategic members, such as utility companies (such as PG&E, Caltrans), critical supply vendors (Uline, McKesson), federal agencies (FEMA, CISA), behavioral health departments and other community partners (Red Cross, local food banks, Banner Communications).

Code of Conduct

The purpose of this Code of Conduct is to establish standards of behavior for all members, participants, and affiliates of the healthcare coalition. Our coalition is dedicated to collaboration, professionalism, and ethical conduct in all activities related to healthcare.

- 1. Professionalism and Respect:** All members are expected to always conduct themselves in a professional and respectful manner. This includes treating colleagues, partners, and the public with dignity and courtesy, regardless of differences in opinion, background, or experience.
- 2. Ethical Conduct:** Members shall act with honesty and integrity in all coalition activities. Any form of dishonesty, fraud, or misrepresentation is strictly prohibited. Confidentiality of sensitive information must be always maintained.
- 3. No Political Commentary:** To maintain a focus on healthcare collaboration and ensure inclusivity, members shall refrain from engaging in political discussions, commentary, or advocacy while participating in coalition activities, meetings, events, and communications. EP HCC is a neutral entity focused solely on healthcare-related initiatives and objectives.
- 4. Non-Discrimination and Inclusion:** The coalition is committed to fostering an inclusive and welcoming environment. Discrimination or harassment based on race, gender, age, disability, sexual orientation, religion, or any other protected characteristic will not be tolerated.
- 5. Conflict of Interest:** Members must disclose any potential conflicts of interest and abstain from decision-making processes where personal or financial interests may interfere with coalition objectives.
- 6. Compliance with Laws and Regulations:** All members must adhere to applicable local, state, and federal laws and regulations, as well as relevant industry standards and best practices.
- 7. Reporting Violations:** Members are encouraged to report any violations of this Code of Conduct to coalition leadership. Reports will be handled confidentially and appropriately.
- 8. Enforcement:** Violations of this Code of Conduct may result in disciplinary action, including warnings, suspension, or removal from the coalition, at the discretion of the leadership team.
- 9. Acknowledgment** All members must acknowledge and agree to abide by this Code of Conduct as a condition of participation in the healthcare coalition. Receipt of this document and participation in EP HCC acts as your acknowledgement.

MHOAC Program

The Medical Health Operational Area Coordinator (MHOAC) Program is authorized by the California Health and Safety Code Section 1797.153. The MHOAC position represents the single point of contact (POC) for the MHOAC Program and is responsible for the monitoring and ensuring of adequate medical and health resources during an emergency. The MHOAC POC is authorized to make and respond to requests for mutual aid on behalf of or outside of Nevada County.

Response Operations

EP HCC follows the Nevada County *Operational Area All Hazards Response Plan* and is aligned with both the Department's and County's Emergency Operations Plan. Specific and detailed roles and responsibilities for response operations are outlined further in the Operational Area All Hazards Response Plan (see "Concept of Operations" on page 5).

Recognition Program

In effort to foster a culture of community resilience, EP HCC has established a recognition program to encourage participation and recognize/reward partner efforts in preparedness activities.

Emergency Preparedness Champion

EP HCC realizes participation in coalition events requires staff and time. Partners meeting the following criteria will be awarded a certificate signed by senior level program staff and the Public Health Officer:

- Attend all quarterly EP HCC meetings
- Completion of Preparedness Survey Project*
- Participation in annual [Hazardous Vulnerability Analysis \(HVA\)](#) Participation in annual [Hazardous Vulnerability Analysis \(HVA\)](#)
- Participate in all quarterly EP HCC redundant communication/radio drills (if applicable)

Preparedness Survey Project

EP HCC is required to assess our coalition partners' preparedness capabilities and use that understanding to craft coalition-wide emergency plans. We have streamlined these multiple assessments into one survey project. As of this writing, we are expecting eight surveys to be completed via Microsoft Forms. Details, quantity, and other details are subject to change depending on federal requirements and jurisdictional needs.

Amendments to Governance and Bylaws

This Governance document will be provided at least annually to all members of EP HCC. It will be reviewed, discussed, and updated at least annually by the EP HCC Advisory Committee and EP HCC Chair.

Any questions about membership, participating in EP HCC meetings, contributing to or being supported by HPP funding should be directed to EP HCC Chair, Kim Stine at kim.stine@nevadacountyca.gov.

Appendix A – EP HCC Partners

The following partner organizations join Nevada County Public Health in supporting the mission of the EP HCC – and participate regularly in all coalition meetings, activities and exercises:

EMS

- Sierra Nevada EMS
- Sierra-Sacramento Valley EMS

Hospitals

- Sierra Nevada Memorial Hospital
- Tahoe Forest Hospital

Skilled Nursing Facilities

- Crystal Ridge Care Center
- Golden Empire Nursing and Rehab Center
- Spring Hill Manor
- Wolf Creek Care Center

Assisted Living Facilities

- Atria Senior Living
- Brunswick Village
- Cascades of Grass Valley
- Eskaton Village
- Sierra View Senior Living

Federally Qualified Health Centers

- Chapa De Indian Health Services
- Sierra Family Medical Health Center
- Western Sierra Medical Clinic

Surgery/Procedure Centers

- Grass Valley Surgery Center
- Sierra Ambulatory Surgery Center
- Sierra Endoscopy Center

Additional Partner Organizations

- Connecting Point (211)
- Davita – Grass Valley
- Dokimos Pharmacy
- Foothills Compassionate Care
- FREED Center for Independent Living
- Hooper and Weaver Mortuary
- Nevada City Office of Emergency Services

- Nevada County Behavioral Health Department
- Nevada County Environmental Health Department
- Nevada County Superintendent of Schools
- Mountain Valley Child and Family Services

Fire

- CAL FIRE
- Grass Valley Fire Department
- Nevada City Fire Department
- Nevada County Consolidated Fire Department
- Ophir Hill Fire Protection District
- North San Juan Fire Department
- Peardale Fire Department
- Penn Valley Fire Protection District
- Truckee Fire Protection District

Law Enforcement

- Grass Valley Police Department
- Nevada City Police Department
- Nevada County Sheriff's Department
- Truckee Police Department