

**GOVERNOR'S EMS AND TRAUMA
ADVISORY COUNCIL
STANDARD OPERATING
PROCEDURES**

October 18, 2019

1. COUNCIL NAME

Governor's EMS and Trauma Advisory Council (GETAC)

2. CONDUCT OF MEETINGS

All meetings will be conducted in accordance with the state "Open Meetings Act;" Texas Government Code CHAPTER 551. Agendas will include the opportunity for general public comment as well as specific comment before any action taken by the Council.

All documents associated with Council agenda items, will be submitted to DSHS no later than nine business days in advance of the GETAC meeting, thus allowing electronic distribution of materials to Council members, no later than five days in advance of the meeting.

A quorum is a simple majority of the appointed council members that are physically present.

The Vision and Mission will be read at the beginning of each Council and committee meeting and will be included on each Council and committee agenda.

3. VISION

A unified, comprehensive and effective Emergency Healthcare System.

4. MISSION

To promote, develop, and advance an accountable, patient-centered Trauma and Emergency Healthcare System

5. VICE CHAIR

The Council appointees will elect the Vice-Chair to a 3-year term. The Vice-Chair shall perform the duties of the presiding officer (Chair) in the absence or disability of the presiding officer. In case the position of Chair becomes vacant, the Vice-Chair shall serve until a successor is appointed.

6. EXECUTIVE COMMITTEE

The Executive Committee consists of the Council Chair, Vice-Chair, and a third Council appointee elected by the Council.

7. COMMITTEES

The Council may appoint committees it considers necessary to perform its duties.

Current Committees:

Air Medical and Specialty Care Transport
Cardiac Care
Disaster Preparedness and Response
Emergency Medical Services
EMS Education
EMS Medical Directors
Injury Prevention and Public Education
Pediatric
Stroke
Trauma Systems

Each committee should have a statement of purpose.

Task Forces to address specific issues may be appointed at any time by the Council Chair. The Task Force will report to GETAC. At the time of establishment of a Task Force, the Chair will appoint a leader and give the group its charge.

8. COMMITTEE STRUCTURE

The Council Chair will appoint Committee Chairs and Committee Members. There must be at least one GETAC liaison to each Committee. Each member of the Council shall serve as a liaison to at least one Committee. GETAC appointee liaisons are encouraged to attend the various committee meetings and are expected to understand the issues that are being discussed.

Executive Committee, Council Liaison(s), and the Committee Chair will jointly recommend committee members from a pool of applicants to serve on a specific committee. Committees shall consist of seven to seventeen members. It is the responsibility of the Council and Committee Chair to assure that appointments reflect appropriate representation on Committees and Task Forces (i.e. type of provider, geography, etc.).

The committee application process will be initiated annually with the announcement of the:

- A. Date applications can be submitted;
- B. Deadline date for applications to be received by DSHS;
- C. Date by which applicants will be notified in order to have committee members duly appointed by the fourth quarter Council meeting.

Official notification of new member selections will be announced at the fourth quarter committee meetings with terms starting January 1 of the next year.

The committee chair shall provide written minutes of each committee meeting and submit those electronically to the Office of EMS/Trauma Systems.

DSHS, GETAC and possibly other individuals/entities will provide an orientation and educational session for new committee members. All new committee members are strongly

encouraged to attend the session.

Committee members should have terms with expiration dates, with one third of the Committee members' terms expiring each year. When a committee member's term expires, that individual may be re-appointed, but new members should be strongly considered especially after a second term.

Committees generally meet in conjunction with the quarterly GETAC meetings and as deemed necessary between the quarterly meetings to conduct the business of the committee.

Committee Chairs will submit their respective committee agendas to DSHS by a specified deadline; ensure that minutes of the committee are kept; and present reports from their meetings at each Council meeting.

The GETAC Chair, in consultation with a Committee Chair, may assign one or more non-voting individuals as a subject matter expert(s) as needed. These are not counted towards the committee membership.

9. COMBINED COMMITTEE MEETINGS

Committees may meet in combination. The voting composition of such meetings will include at a minimum the Chair or designee and three other members, appointed by the Chair, of each Committee. Decisions made in Combined Committee meetings will be reported to GETAC.

10. MEETING DAYS

Council meetings should be Fridays whenever possible. Committees meet prior to the Council meeting. Current Committee meeting times are as follows:

Day 1

9:00am – 10:30am Disaster Preparedness and Response Committee

10:30am – 12:00pm Pediatric Committee

1:00pm – 2:30pm Injury Prevention and Public Education Committee

2:30pm – 4:00pm Stroke Committee

4:00pm – 5:30pm Air Medical and Specialty Care Transport Committee

Day 2

9:00am – 10:30am EMS Education Committee

10:30am – 12:00pm Emergency Medical Services Committee

1:00pm – 2:30pm EMS Medical Directors Committee

2:30pm – 4:00pm Trauma Systems Committee

4:00pm – 5:30pm Cardiac Care Committee

11. CHAIR AUTHORITY TO REPRESENT GETAC'S POSITION

When critical requests for GETAC input (e.g. legislative, media) are received between meetings, the Chair shall seek input from the Executive Committee and DSHS prior to responding to the request.

When requests regarding issues upon which GETAC has already taken action are received between meetings, the Chair will respond with GETAC's position.

In all cases, the final response will be shared with all GETAC members.

Established 4/1/2000
Revised 11/1/2001
Revised 9/1/2002
Revised 2/1/2003
Revised 2/1/2004
Revised 11/1/2004
Revised 2/1/2006
Revised 8/1/2008
Revised 11/1/2008
Revised 8/1/2009
Revised 10/21/2015
Revised 10/18/2019