

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

UPDATED OCTOBER 21, 2015

## 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" law. 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.

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 for a healthy and safe Texas.

## 4 MISSION

To promote, develop, and maintain a comprehensive data driven Emergency Healthcare System that will meet the needs of all patients and will raise the standards for high quality community health care by implementing innovative techniques and accountable systems for the delivery of emergency care for the entire population.

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

All Council members shall attend at least 50% of meetings in any rolling 12-month period. An attendance report will be submitted to the Governor's Appointment Office annually, after the fourth quarter meeting and prior to reappointment.

## 5 COMMITTEES

There will be ten standing advisory committees, as follows:

*Air Medical Committee*

*Cardiac Care Committee*  
*Disaster/Emergency Preparedness Committee*  
*Education Committee*  
*EMS Committee*  
*Injury Prevention*  
*Committee Medical*  
*Directors Committee*  
*Pediatric Committee*  
*Stroke Committee*  
*Trauma Systems Committee*

Each committee should have a statement of purpose, as assigned by the Council.

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

Each October of odd number years, the Council and the Committee Chairs will meet in Austin to review and revise the Council's Operational Plan and Standard Operating Procedures. Each October of even number years, the Council and the Committee Chairs will meet to review the Strategic Plan for the Texas Emergency Healthcare System.

## **6 STANDING COMMITTEE STRUCTURE**

The Council Chair will appoint each Standing Committee Chair- Standing Committee Chairs do not have to be GETAC members; however there must be a GETAC liaison on each Committee and GETAC members are encouraged to attend the various meetings to understand the issues that are being discussed. The Council Chair may replace a Standing Committee Chair for such issues as excessive absenteeism, misrepresentation, etc.

Executive Committee and the Standing Committee Chair will jointly appoint from a pool of applicants to serve on a specific committee. Committees shall consist of eleven members. The committee chair may ask the council chair for permission to increase the number of committee members. It is the responsibility of the Council and Committee Chairs to assure that membership appointments reflect appropriate representation on Committees/Task Forces (i.e. type of provider, geography, etc.)

The application process will be initiated at the third quarterly GETAC meeting annually, with the announcement of the;

- 1.) Date applications can be submitted;
- 2.) Deadline date for applications to be received by DSHS; 3.) And the date by which all applicants will be notified.

Official notification of new member selections will be announced at the fourth quarter committee meetings with terms starting at the first quarterly meeting of the year.

The committee chair shall appoint a secretary who will provide written minutes of each committee meeting and will submit electronically to the Office of EMS/Trauma Systems.

DSHS, GETAC and possibly other individuals/entities will present a 2 hour orientation and educational session in conjunction with the fourth quarter GETAC meeting and EMS conference. All new committee appointees are strongly encouraged to attend the session, as well as any other interested individuals.

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.

It is recommended that each member of the Council should serve as a committee member or liaison on at least one Standing Committee.

All committees will 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.

## **7 COMBINED COMMITTEE MEETINGS**

Standing 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 Standing Committee. Decisions made in Combined Committee meetings will be reported to GETAC.

## **8 EXECUTIVE COMMITTEE**

The Executive Committee consists of the Council Chair, Vice-Chair and a third GETAC Council member selected by the Council Chair.

## 9 MEETING DAYS

Council meetings should be Fridays whenever possible, with the Standing Committees to meet prior to the Council meeting.

Standing committee meeting times are as follows:

### Day 1

9:00am – 10:30am Disaster/Emergency Preparedness Committee

10:30am – 12:00pm Pediatric Committee

1:00pm – 2:30pm Injury Prevention Committee

2:30pm – 4:00pm Stroke Committee

4:00pm – 5:30pm Air Medical Committee

### Day 2

9:00am – 10:30am Education Committee

10:30am – 12:00pm EMS Committee

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

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

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

## 10 CHAIR AUTHORITY TO REPRESENT GETAC'S POSITION

When critical, time-sensitive requests for GETAC input (e.g. legislative, media) are received between meetings, the chair will seek input from the Executive Committee prior to responding to the request.

When critical, but non time-sensitive requests are received between meetings; the chair may seek input from all members.

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

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

Established 412000  
Revised 112001 Revised  
9/2002 Revised 212003  
Revised 212004  
Revised 11/2004 Revised  
02/06 Revised 08/08  
Revised 11/08  
Revised 812009  
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