



# STANDARD OPERATING PROCEDURES

## GOVERNOR'S EMS AND TRAUMA ADVISORY COUNCIL (GETAC)

March 2024



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

# Table of Contents

- 1. COUNCIL NAME** ..... 2
- 2. CONDUCT OF MEETINGS**..... 2
- 3. VISION**..... 2
- 4. MISSION** ..... 2
- 5. VICE CHAIR**..... 2
- 6. EXECUTIVE COMMITTEE** ..... 2
- 7. COMMITTEES** ..... 2
  - Current Committees..... 3
  - Committee Task Force..... 3
  - Committee Workgroup ..... 3
- 8. COMMITTEE STRUCTURE**..... 3
- 9. COMBINED COMMITTEE MEETINGS**..... 5
- 10. MEETING DAYS**..... 5
  - Day 1..... 5
  - Day 2..... 5
- 11. CHAIR AUTHORITY TO REPRESENT GETAC'S POSITION**..... 5

## **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 comments before any action is 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.

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 during the Strategic Planning Retreat. 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. The third Council appointee will be elected to a one-year rotating term during the Strategic Planning Retreat.

## **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.

## Committee Task Force

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 the establishment of a Task Force, the Chair will appoint a leader and give the group its charge.

## Committee Workgroup

Workgroups may be formed within a committee to address specific tasks outlined by the Committee Chair. If a workgroup session is open to the entire committee or if the appointed members equal a simple majority of committee members, Open Meetings Act requirements apply; therefore, agendas and public posting must follow the timeline indicated in the GETAC Committee Guidelines.

## **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.

The Committee Chair and members will elect the Vice-Chair to a 3-year term during the last scheduled quarterly meeting prior to the GETAC Strategic Planning Retreat. The Chair will report the elected Vice-Chair to the Council at the Strategic Planning Retreat. The Vice-Chair shall perform the duties of the presiding officer (Chair) in the absence or disability of the presiding officer and record the minutes of each meeting. If the position of Chair becomes vacant, the Vice-Chair shall serve until a successor is appointed or three years. At the next quarterly meeting following appointment to a vacant Chair position, the Committee Chair will

select an interim Vice-Chair to serve until an election at the last quarterly meeting prior to the Strategic Planning Retreat.

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 ensure that appointments reflect appropriate representation on committees and task forces (i.e., type of provider, geography, etc.). Additionally, the Council's Executive Committee will review the committee chair's performance, willingness to continue to serve, and any conflict changes annually and provide feedback on any identified improvement opportunities.

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, and
- 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 following year.

All documents associated with Committee agenda items will be submitted to 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 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**

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

10:30 AM – 12:00 PM Pediatric Committee

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

2:30 PM – 4:00 PM Stroke Committee

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

### **Day 2**

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

10:30 AM – 12:00 PM Emergency Medical Services Committee

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

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

4:00 PM – 5:30 PM Cardiac Care Committee GETAC Standard Operating Procedures 5

## **11. CHAIR AUTHORITY TO REPRESENT GETAC'S POSITION**

When critical requests for GETAC input (i.e., 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 2/2/2024