



STANDARD OPERATING PROCEDURES

GOVERNOR'S EMS AND TRAUMA ADVISORY COUNCIL (GETAC)

March 2025



TEXAS
Health and Human
Services

Texas Department of State
Health Services

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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.

During public comment, there can be no dialogue between the council and the public about topics that are not on the 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. GETAC LIAISONS

The GETAC chair appoints Council Liaisons to the committees. There must be at least one GETAC liaison to each committee, and each member of the Council shall serve as a liaison to at least one committee. GETAC liaisons are encouraged to attend the various committee meetings and are expected to be knowledgeable about the issues being discussed.

8. COMMITTEES

The Council may appoint committees it considers necessary to perform its duties. Each committee should have a statement of purpose.

a. 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

b. Task Forces

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.

All Task Force meetings must comply with the Open Meetings Act. Agendas and public postings must follow the timeline indicated in the GETAC Committee Guidelines, and meetings must be scheduled through the EMS/Trauma Systems Section.

c. Committee Workgroups

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, the Open Meetings Act requirements apply. Agendas and public postings must follow the timeline indicated in the Timeline section of the *Committee Guidelines*. For committee workgroups that involve less than a quorum of committee members, the Open Meetings Act requirements do not apply. However, if an unexpected quorum is reached during a workgroup meeting, the meeting must be stopped and rescheduled following open meeting timelines.

All workgroups and task force meetings must be offered a state-approved platform, and EMS/Trauma Systems staff must be provided an opportunity to attend.

9. COMMITTEE STRUCTURE

a. Appointments

The Council Chair will appoint Committee Chairs, Vice-Chairs, and Members.

b. Vice-Chair

The Committee Chair will propose a Vice-Chair to the Executive Committee for approval during the annual committee member selection meeting. The process for choosing the committee vice-chair is at the discretion of the committee chair.

c. Committee Members

The 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.

d. Application Process

The committee application process will be initiated annually with the announcement of the dates the application period will be open. DSHS must receive applications before the closing date; incomplete applications will not be considered. Official notification of new member selections will be announced at the fourth quarter committee meetings, with terms starting January 1 of the following year.

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 will have terms with expiration dates, with one-third of the Committee members' terms expiring each year. All appointments are for three-year terms. When a committee member's term expires, that individual may be re-appointed if a new application is submitted. However, new members should be strongly considered, especially after a second term.

e. Meeting Responsibilities

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 members must attend at least 50% of the meetings for the calendar year.

All documents associated with Committee agenda items will be submitted to EMS/Trauma Systems. Committee Chairs will submit their respective committee agendas to DSHS by a specified deadline, ensure that minutes 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.

During public comment, there can be no dialogue between the committee and the public about topics that are not on the agenda.

10. 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.

11. MEETING DAYS

Council meetings should be on 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

12. GETAC STRATEGIC PLANNING RETREAT

The purpose of the GETAC Strategic Planning Retreat is to establish the priorities for the upcoming calendar year. Committee Chairs will present the committee priorities for the upcoming year to the Council for approval. Committee Chairs will also present the priority outcomes for the previous year.

GETAC will officially approve the committee and task force priorities for the council at the conclusion of the retreat.

The Council will review the GETAC Strategic Plan in even years and make revisions as needed. The GETAC Standard Operating Procedures and GETAC Committee Guidelines will be reviewed by the Council in odd years and revised as needed.

13. 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.

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