CHARTER

National Emergency Medical Services Advisory Council (NEMSAC)

1. PURPOSE: This charter establishes the National Emergency Medical Services Advisory Council (NEMSAC) and provides for its operation in accordance with the provisions of the Federal Advisory Committee Act (FACA)(5 U.S.C. App.) and U.S. Department of Transportation (DOT) Order 1120.3B. The purpose of NEMSAC is to serve as a nationally recognized council of emergency medical services (EMS) representatives and consumers to provide advice and recommendations regarding EMS to the DOT's National Highway Traffic Safety Administration (NHTSA). The EMS issues considered by NEMSAC may include, but not be limited to, national EMS needs assessment and strategic planning; development of standards, guidelines, benchmarks, and data collection relating to EMS; development of methods for improving community-based EMS; strengthening EMS systems through enhanced workforce development, education, training, exercises, equipment, and medical oversight; improved coordination and support of EMS activities among Federal programs; and other issues or topics as determined by NHTSA and NEMSAC.

2. SCOPE: The NEMSAC provides information, advice, and recommendations to the Secretary via the Administrator of NHTSA, and through NHTSA to the Federal Interagency Committee on Emergency Medical Services (FICEMS), on matters relating to all aspects of development and implementation of EMS. The NEMSAC does not hold regulatory development responsibilities, manage programs, or make decisions affecting such programs. The NEMSAC provides a forum for the development, consideration, and communication of information from a knowledgeable, independent perspective. Input of this nature is not already available through another advisory committee or source within the Federal Government.

3. OBJECTIVES AND DUTIES: Consistent with the scope of activities described above, NEMSAC is authorized to do the following:

a. Consider information to define EMS issues, develop positions on those issues, and communicate NEMSAC's position thereon to NHTSA.

b. Provide advice to the Department regarding improved coordination and support of EMS systems among Federal programs, including FICEMS.

c. Provide input and advice to the Department on the development of a national EMS strategic plan.

d. Provide advice and recommendations to the Department on EMS standards, guidelines, benchmarks and data collection.

e. Provide input and advice on guidelines for conducting needs assessments for improving community-based EMS systems at State and local levels.

f. Serve as a forum for discussing other methods for improving community-based EMS.

g. Provide advice and recommendations to the Department on strengthening EMS systems through enhanced workforce development, education, training, exercises, equipment, medical oversight and other areas.

h. Provide advice and recommendations to the Department on other EMS programs and activities relating to national EMS system development.

4. SPONSOR: The NHTSA, Office of EMS, is the Federal sponsor of the NEMSAC and will furnish support services for its operation. The Director, Office of EMS, will serve as the Designated Federal Officer (DFO) and appoint the chairperson of NEMSAC.

5. MEMBERSHIP AND DESIGNATION: The NEMSAC shall be composed of not more than 26 members, each of whom shall be appointed by the Secretary. Members serve as representatives on NEMSAC and not as Special Government Employees (SGE). Twenty-four of these members will represent the perspectives of particular sectors of the EMS community. The Council's broad-based membership will assure that it has sufficient EMS system expertise and geographic and demographic diversity to accurately reflect the EMS community, as a whole. Nominations for members within the EMS community will be solicited from a wide array of national organizations and the public. These members will be selected for their individual expertise and to assure balanced representation from across the EMS community, but no member will represent a specific organization. To the extent practical, the final Council membership shall assure representation from the following sectors:

- Volunteer EMS
- Fire-based (career) EMS
- Private (career non-fire) EMS
- Hospital-based EMS
- Tribal EMS
- Air Medical EMS
- Local EMS service director/administrators
- EMS Medical Directors
- Emergency Physicians

- Trauma Surgeons
- Pediatric Emergency Physicians
- State EMS Directors
- State Highway Safety Directors
- EMS Educators
- Public Safety Call-taker/Dispatcher (911)
- EMS Data Managers
- EMS Researchers
- Emergency Nurses
- Hospital Administration
- Public Health
- Emergency Management
- State Homeland Security Director
- Consumers (not directly affiliated with an EMS or healthcare organization)
- State or local legislative bodies (e.g. city/county councils; state legislatures)

6. APPOINTMENTS: Each member shall be appointed by the Secretary for a 2-year term and be eligible for reappointment. Any person appointed to fill a vacancy occurring prior to the expiration of the term for which his or her predecessor was appointed shall continue to serve until a replacement is appointed. Members serve at the sole discretion of NHTSA, which has the right to terminate any member's tenure.

7. SUBCOMMITTEES: Either NHTSA or NEMSAC, with NHTSA's approval, may create any subcommittees necessary to fulfill the Council's mission. Subcommittees shall report to NEMSAC and not directly to NHTSA. The NHTSA and the Council shall establish such operating procedures as are required to support the group, consistent with the requirements of FACA.

8. MEETINGS: The DFO shall call NEMSAC meetings at least two times each calendar year. The following procedures, as well as those set forth in 41 CFR Parts 101-6 and 102-3 and otherwise applicable to FACA meetings, shall govern the conduct of all NEMSAC meetings:

- Notice of each meeting shall be published in the Federal Register at least 15 calendar days prior to the date of the meeting. Notice shall include the agenda.

- The chairperson shall preside at each meeting.

- Meetings shall be open to the general public, except as provided under FACA. No meeting will be closed to the public, except such requests which are consistent with the provisions of the Government in Sunshine Act, FACA, and the Departmental Committee Management Order.

Detailed minutes of each meeting shall be kept and certified by the chairperson and shall contain the following:

1. The time, date, and place of the meeting,

2. A record of all attendees at the meeting.

3. A complete and accurate description of all matters discussed and conclusions reached.

4. Copies of all reports received, issued, or approved by the Committee.

5. A description of public participation, including oral or written statements.

Records of all the proceedings will be kept as required by applicable laws and regulations. All records of the committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the freedom of Information Act U.S.C. 552.

9. TRAVEL AND EXPENSES: Council members will not receive pay or other compensation from NHTSA for their NEMSAC service, but are entitled to reimbursement of their travel expenses, including per diem in lieu of subsistence, while engaged in the performance of their NEMSAC duties away from their homes or regular places of business, in accordance with Federal Travel Regulations (41 CFR Chapter 31). All travel by individual members when engaged in official Council business must be approved in advance by the chairperson and NHTSA's DFO.

10. ESTIMATED ANNUAL OPERATING COSTS: The estimated annual direct operating cost of NEMSAC is $131,494.00, which includes travel and subsistence costs of members, printing, and miscellaneous costs.

11. REPORT TO THE SECRETARY: Within 90 days following the last meeting of each calendar year, the chairperson shall submit to the Administrator of NHTSA and to the Secretary of Transportation an annual report describing the Council's membership, activities, and accomplishments for the past calendar year.

12. EFFECTIVE DATE: This charter is effective **April 24, 2009**, and will terminate on **April 24, 2011** (2 years hence), unless the charter is renewed in accordance with FACA and other applicable requirements.