

# CHARTER

## National Emergency Medical Services Advisory Council

**1. Committee's Official Designation.** The National Emergency Medical Services Advisory Council.

**2. Authority.** The Committee is established pursuant to Section 31108 of the Moving Ahead for Progress in the 21st Century Act of 2012, in coordination with the Secretary of Health and Human Services and the Secretary of Homeland Security. NEMSAC shall operate in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended (5 U.S.C. App. 2), and the terms of this charter.

**3. Objectives and Scope of Activities.** The purpose of NEMSAC is to serve as a nationally recognized council of emergency medical services (EMS) representatives to provide advice and consult with:

- a. The Federal Interagency Committee on Emergency Medical Services (FICEMS) on matters relating to EMS issues; and
- b. The Secretary of Transportation on matters relating to EMS issues affecting DOT.

NEMSAC serves as a forum for the development, consideration, and communication of information from a knowledgeable, independent perspective. The NEMSAC may provide recommendations, advice and consultation only as detailed in Sections 3 and 5 of this charter.

**4. Description of Duties.** Consistent with Sections 3 and 5, NEMSAC is authorized to:

- a. Consider information on EMS issues in order to define, develop positions, and make recommendations on such issues for the Secretary of Transportation and/or FICEMS.
- b. Provide recommendations or advice relating to EMS on such topics as:
  - Improved coordination and support of EMS systems among Federal programs;
  - Strategic planning;
  - EMS standards, guidelines, performance benchmarks, and other guidelines;
  - Guidelines for conducting needs assessments for improving community-based EMS systems at State and local levels;
  - Enhancing the National EMS Information System (NEMSIS) through adoption, utilization and revision of the NEMSIS standard and supporting EMS systems with new uses of EMS data and information; and
  - Strengthening EMS systems through enhanced workforce development, education, training, exercises, sustainability, equipment, medical oversight, and other areas.
- c. Respond to requests for consultation and advice on EMS issues from the Secretary of Transportation (via the National Highway Traffic Safety Administration's (NHTSA) Designated Federal Officer (DFO)) and/or from FICEMS.

- d. NEMSAC shall prepare an annual report to the Secretary of Transportation, with copies sent to the Secretary of Health and Human Services and Secretary of Homeland Security, and to FICEMS, regarding the Council's actions and recommendations.

**5. Agency or Official to Whom the Committee Reports.** NEMSAC reports to the Secretary of Transportation and provides advice and consults with FICEMS on matters involving EMS issues.

**6. Support.** The NHTSA Office of EMS is the Federal sponsor of NEMSAC and will furnish support services for its operation.

**7. Estimated Annual Operating Costs and Staff Years.** The estimated annual direct operating cost of NEMSAC is \$357,078.00, which includes travel and subsistence costs of members, printing, meeting costs and miscellaneous costs, as well as estimated salary cost of staff support with benefits. The estimated annual staff time associated with the operation of NEMSAC is .75 full time equivalent (FTE).

**8. Designated Federal Officer.** The Director of NHTSA's Office of EMS, or designee, will serve as the DFO. The DFO will approve or call all NEMSAC meetings and subcommittee meetings, prepare and approve all meeting agendas, attend all NEMSAC meetings, adjourn any meeting when determined to be in the public interest, and chair meetings when directed to do so by the Secretary of Transportation.

**9. Estimated Number and Frequency of Meetings.** NEMSAC shall meet as frequently as is determined necessary by the chairperson.

**10. Duration.** Continuing.

**11. Termination.** This charter shall terminate 2 years from its filing date unless it is renewed in accordance with FACA.

**12. Membership and Designation.** NEMSAC shall be composed of 25 members, each of whom shall be appointed by the Secretary of Transportation, in coordination with the Departments of Homeland Security and Health and Human Services through their respective representatives on FICEMS. The NEMSAC members shall collectively be representative of all sectors of the EMS community.

These sectors may include:

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| ➤ Volunteer EMS                              | ➤ Trauma Surgeons                           |
| ➤ Fire-based (career) EMS                    | ➤ Pediatric Emergency Physicians            |
| ➤ Private (career non-fire) EMS              | ➤ State EMS Directors                       |
| ➤ Hospital-based EMS                         | ➤ State Highway Safety Directors            |
| ➤ Tribal EMS                                 | ➤ EMS Educators                             |
| ➤ Air Medical EMS                            | ➤ Public Safety Call-taker/Dispatcher (911) |
| ➤ Local EMS Service Directors/Administrators | ➤ EMS Data Managers                         |
| ➤ EMS Medical Directors                      | ➤ EMS Quality Improvement                   |
| ➤ Emergency Physicians                       | ➤ EMS Researchers                           |

- Emergency Nurses
- Hospital Administration
- Public Health
- Emergency Management
- EMS Practitioners
- Consumers (not directly affiliated with an EMS or healthcare organization)
- State or Local Legislative Bodies

The Council's broad-based membership will ensure that it has sufficient EMS system expertise and geographic and demographic diversity to accurately reflect the EMS community as a whole. Members will be selected for their ability to represent sectors of the EMS community, but no member will represent a specific organization.

The Secretary of Transportation shall appoint each member for up to a 2-year term and members may be reappointed but may not serve more than two consecutive terms unless the Secretary determines that additional terms are permitted to ensure representation of all sectors of EMS. Members are eligible to serve beyond the expiration of their terms but only until the Secretary appoints a successor. 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 expiration of the original 2-year term. Members serve at the sole discretion of the Secretary, who has the right to terminate any member's tenure. The members of the NEMSAC shall annually select a chairperson and vice-chairperson of the Council. The vice-chairperson will serve as chairperson in the absence of the chairperson.

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.

**13. Federal Liaison.** The Secretaries of Health and Human Services and Homeland Security each may name one liaison whose roles shall be to inform the NEMSAC of ongoing or planned Department activities related to EMS and to update their respective Departments on NEMSAC activities.

**14. Subcommittees.** The DFO may create subcommittees as are necessary to fulfill the Council's mission. Subcommittees will report only to NEMSAC and may not provide advice, recommendations or work products directly to DOT or FICEMS.

**15. Recordkeeping.** Records of the Council and formally and informally established subcommittee, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

**16. Filing Date.** This charter is effective April 19, 2019.