



State of Louisiana
Louisiana Department of Health
Office of Public Health

**EMS TASK FORCE
PROCEDURAL RULE**

WHEREAS, The Louisiana Emergency Medical Services Task Force is a legislatively created board composed of individuals, subject to the approval of the Secretary of the Louisiana Department of Health, who advise and make recommendations to the Louisiana Bureau of Emergency Medical Services and to the Department on matters related to emergency medical services;

WHEREAS, The Louisiana Department of Health, Office of Public Health finds it prudent and necessary to adopt specific procedural rules to provide for the efficient administration of meetings of the Louisiana Emergency Medical Services Task Force and to provide for clear and relevant advice and recommendations to the Louisiana Bureau of Emergency Medical Services and the Department.

THEREFORE, BE IT RESOLVED, that the following Procedural Rules of the Louisiana Emergency Medical Services Task Force be adopted on the 4th day of November, 2021, and amended on the 8th day of July, 2025.

MEETINGS

The Task Force shall have regular meetings at least quarterly at a time and place to be fixed.

The EMS Task Force and its subcommittees are obligated to provide for participation via teleconference or videoconference, or if unavailable, by viable alternative methods, on an individualized basis for people with disabilities. People with disabilities are defined as any of the following:

- A member of the public with a disability recognized by the Americans with Disabilities Act (ADA);
- A designated caregiver of such a person; or
- A participant member of the EMS Task Force or a subcommittee.

The Bureau of EMS shall ensure that written notice includes name, telephone number and email address of a designated representative to any individual to whom a disability accommodation may be submitted. The designated representative shall provide the requestor with an accommodation, including the teleconference and/or video conference link, for participation via

electronic means as soon as possible following receipt of the request, but no later than the start of the scheduled meeting.

Member participation via electronic means shall count for purposes of establishing quorum and voting.

The Bureau of EMS, chairman or a majority of the Task Force, upon giving adequate notice to each member, may call special meetings or cancel regular meetings.

The Bureau of EMS shall give public notice of any regular, special, or rescheduled Task Force meetings at least 10 days prior to the date of any scheduled meeting.

Such notice shall include the agenda, date, time, and place of the meeting. The agenda shall not be changed less than twenty-four hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the scheduled time of the meeting.

The agenda for any meeting shall be presented to the members of the Task Force no less than ten days prior to the scheduled meeting. In addition to the agenda any supporting material associated with a particular agenda item shall be submitted to the Task Force members concurrent with the agenda. The agenda and supporting material may be provided electronically through electronic mail ("email") or facsimile.

Upon unanimous approval of the members present at a meeting of the Task Force, the Task Force may take up a matter not on the agenda.

The Bureau of EMS shall keep records and minutes of Task Force business and official actions. The minutes of the proceedings of the Task Force shall be prepared and maintained on behalf of and subject to the approval of the Task Force.

CHAIRPERSON

The Task Force members shall elect a chairperson and vice-chairperson annually from the duly appointed members of the Task Force. The term for each position shall be one year.

If necessary, the Task Force shall elect other necessary officers from among its membership.

REMOVAL OF MEMBERS

The Secretary of the Louisiana Department of Health (the "Secretary") may remove any member of the Task Force for cause, including misconduct, incompetence, neglect of duty, or absence from more than two-thirds of the regularly scheduled Task Force meetings in any calendar year.

The Task Force may request that the Secretary remove a member from the Task Force for cause. The recommendation shall come after a hearing by the Task Force during which cause for removal has been established and provided that a majority of the members have recommended removal.

QUORUM

A majority of the Task Force members duly appointed by the Secretary, excluding vacant positions and excluding ex-officio members of the Task Force, present, in person, shall constitute a quorum and no action may be taken without a quorum present and voting. Appointed members attending any meeting of the Task Force virtually will be counted into the quorum.

MEETING ATTENDANCE

Appointed members of the Task Force must attend no less than one-third of regularly scheduled meetings of the Task Force, in person, as a member of the quorum, and appointed members of the Task Force must attend at least fifty percent (50%) of all regularly scheduled meetings of the Task Force as either voting members, in person or virtually as a member of the quorum.

VOTING

Each duly appointed member shall have one vote on all matters before the Task Force. Members of state agencies that participate in Task Force meetings, but who are not appointed by the Secretary to serve as a voting member of the Task Force, shall be considered ex-officio members of the Task Force, have no voting privileges, and shall not be considered for the purposes of a quorum.

Members must vote in person or virtually at scheduled Task Force meetings. Voting by proxy is not permitted.

PUBLIC

All meetings and hearings of the Task Force shall be open to the public. Time at each meeting shall be set designated for public comment.

SUBCOMMITTEES

The Task Force may establish subcommittees as needed to conduct the business of the Task Force. There shall be a minimum of two (2) duly appointed members of the Task Force serving on each and every sub-committee, one of which shall serve as the chairperson of the sub-committee. In addition to the two (2) duly appointed members of the Task Force serving on a sub-committee, additional members from the community, the public, subject matter experts, or any other person for any reason may serve on a sub-committee of the Task Force, subject to the discretion of the sub-committee chairperson.

The Task force will have standing sub-committees and will have a Bureau of EMS liaison:

- Credentialing (Credentialing Coordinator)
- Examination (Exam Coordinator)
- Education (Education Manager)
- 911 Communications (911 Communications Coordinator)
- Ambulance Standards (Ambulance Standards Coordinator)
- EMS Certification Commission (Deputy Director)

Special committees may be formed with majority vote of the Task Force members.

EXECUTIVE SESSION

There are certain confidential and/or sensitive matters that may arise from time to time, which require special consideration by the appointed membership of the Task Force. As such matters may arise, from time to time, it may be necessary for the appointed members of the Task Force to discuss such matters outside of the public's purview. Therefore, when confidential and/or sensitive matters arise requiring discussion by the Task Force members, the Task Force shall upon motion by a voting member and a vote approved by a simple majority enter into an executive session.

An executive session of the Task Force shall consist only of duly appointed members of the Task Force and any specifically named subject matter expert and/or presenter required by the members of the Task Force. Whenever possible, an executive session shall occur after the conclusion of all other business of the Task Force. However, should it be required, and should the members vote to enter into executive session as required herein, executive session may be had at any time during the course of any regular meeting or special meeting of the Task Force.

In any executive session of the Task Force, minutes shall be kept. However, the minutes shall be kept under seal for the lesser of five (5) years or upon

approval of a majority of voting members present at any regular or special meeting of the Task Force.

MEMBERSHIP

Membership of the EMS Task Force should be representative of the EMS stakeholders throughout the state. The duties of the members are to advise and make recommendations to the Bureau of EMS and the Louisiana Department of Health on matters related to emergency medical services; and to submit EMS Certification Commission member recommendations to the Governor. In view of this, members of the Task Force, with the exception of the EMS Certification Commission Chair, are prohibited from serving on the EMS Task Force and the EMS Certification Commission simultaneously.

Membership must be equitable, diverse, and inclusive of the EMS community and the communities EMS serves. Recruitment of Task Force members must draw from the full diversity of the EMS Community. Having a diverse and inclusive Task Force membership will provide equitable perspectives related to EMS.

A diverse membership in an inclusive environment will result in the development of actions that reflect a variety of ideas and perspectives, which will lead to increased innovation, richer Task Force member experiences, and improved confidence and engagement. Gender diverse organizations are 15% more likely to outperform non-gender-diverse organizations. While racially and ethnically diverse organizations are 35% more likely to outperform organizations with minimal diversity. The Louisiana Department of Health asserts its commitment to equitable representation in healthcare governance. Boards and commissions that are led by a diverse and inclusive group of leaders can better achieve their missions by drawing on the skills, talents, and perspectives of a broader and more diverse range of leaders. The diversity of viewpoints that come from different life experiences and cultural backgrounds strengthen board deliberations and decision-making.¹

TERM LIMITS

An individual may serve on the EMS Task Force for a period of two consecutive terms, not to exceed four years. Stakeholder organizations that request appointment of a specific individual to represent their organization on the Task Force are required to request a different individual after the seated individual has served a maximum of two consecutive terms. Failure to appoint a representative will result in forfeiture of representation of that organization on the Task Force.

¹ LDH Business Plan FY 2022. [Together: Building a Stronger LDH and a Healthier Louisiana | Department of Health | State of Louisiana \(la.gov\)](#)

An individual may return as a member of the Task Force after sitting out for a term. An individual who has been seated for two consecutive terms cannot return in another capacity until they have been off the Task Force for a period of two years.
