

DEEP EAST TEXAS REGIONAL ADVISORY COUNCIL

TRAUMA SERVICE AREA – H

2915 ATKINSON DRIVE, SUITE 108 · LUFKIN, TEXAS 75901

* OFFICES (936) 639-0600 FAX (936) 639-0616 *

* www.detrac.org *

Angelina County
Nacogdoches County
Polk County
Sabine County
San Jacinto County
San Augustine County
Tyler County

EXECUTIVE COMMITTEE MEETING

February 13, 2012

Minutes

Location: DETRAC OFFICE BOARDROOM - Lufkin

Time: 09:00 a.m.

Presiding: Scott Christopher, DETRAC Chair

STANDING AGENDA ITEMS

1. Call to Order

Scott Christopher called the meeting to order at 09:15.

2. Attendance – Collection/Announcement of Proxies

Mr. Byron Stowe has given his proxy to Ms. Sondra Wilson. A quorum was noted to be established based on those present.

3. Introduction of Guests

Mr. Ken Jobe from MMSET Livingston was welcomed. Many in the group were informed on Mr. Jobe's history in the DETRAC over previous years.

4. Review/Approval of January 9th 2012 Minutes

The minutes were provided in the member handouts. Time was provided for the committee members to review the proposed minutes. Mr. Chris Collier noted that the length of the trailer should be 28', not 38'. Mr. Collier made a motion to accept minutes as submitted with that small change. Ms. Sondra Wilson provided a second for Mr. Collier's motion. The motion to approve the minutes carried without opposition or changes. Mr. Christopher will make the noted change to the January 2012 minutes.

5. Executive Committee Attendance Report

A spreadsheet reflecting the committee member's attendance patterns since September 2011 was included in the handout. There was brief discussion to consider a bylaw change when available to eliminate the position of the Regional Medical Director. Mr. Christopher reported that most of the RACs in the state have reorganized and no longer recognized this position.

6. Treasurers' Report

Ms. Brenda Andersons provided a review of the internal reconciliation process between DETRAC staff and the organization's Treasurer. This process will include more dialog and sharing of the various reports and bank statements for review by Treasurer prior to the meetings. Ms. Anderson reported that an additional bank account has been established for management of the WebEOC event funds.

7. Status of Various Funding Sources – Brenda Anderson

A grants activity report was circulated that provided grant funding balances.

- ◆ FY12 Tobacco - \$34,811 budgeted and utilized/received \$12,551.
- ◆ FY11 / FY12 EMS/RAC 911/3588/1131 = \$21,908 budgeted and utilized/received \$17,492.
- ◆ FY11 / FY12 EMS/County 911/3588/1131- \$43,611 budgeted and utilized/received \$9,528. Dogwood EMS is the only provider to receive these funds to date.
- ◆ Local Projects Grant – Announcement of applications should be out soon.

8. **Committee Reports**

◆ Pre-Hospital –Chris Collier

Mr. Collier reported that the committee is planning to meet on February 19th. Ms. Anderson reported that the DSHS has approved the contract amendment and that new contract should be completed this week. Supply lists for the trailer project have been completed and pricing for the various components that will be placed in/on the trailer has been obtained. The current plan is that the trailer and all the supplies will be delivered as one single package. Ms. Anderson reported that there will likely be ample HPP funding to complete this project, including logos and traffic cones. The committee members discussed the pre-hospital drug shortages being experienced and forcing many of the EMS providers to change their patient treatment protocols. Mr. Jobe announced that the Valium in the Chempak was pulled last week. It was noted during this discussion that the DETRAC office was notified of any alterations or activity to the Chempak cache. Americare in Livingston is working with the local hospital to help insure drug availability on the trucks. Mr. Collier ended his report by informing the group that PHI is still working / reviewing the air medical activation criteria.

◆ Hospital Acute Care – Jackie Laird

Ms. Laird reported that the committee is planning to meet on February 15, 2012. There has been no activity to report since the last meeting.

◆ Emergency Preparedness – Connie Blalock

Ms. Blalock and Ms. Anderson provided a brief update on the planning for the WebEOC conference next month. More information will be reported later in the meeting. It was announced that Ms. Candy Hartman has been hired as part-time DETRAC staff to focus on WebEOC development. The committee also received an update on the EMTF project at its last meeting.

◆ QI/Physicians Advisory – Dr. Evans ... have not met

◆ Inj. Prev./Education – Tammy Hanson

Ms. Hanson described the ELF project being spearheaded between the TTCF, TETAF and GETAC groups at the state level. The project involves fall prevention brochures. \$1,000 of the brochures will initially be printed for distribution. Providers interested in getting brochures can contact Ms. Hanson for guidance. The initial disbursement of the brochures will be selective with an expectation from the recipient for program feedback. Ms. Hanson announced that the TETAF, TTCF and GETAC coalition is meeting again. She briefly provided a summary of the TETAF grant submitted for development of geriatric systems of care. Ms. Hanson ended her report by providing the group with several educational and injury prevention related events planned for the next several months.

OLD BUSINESS

9. **Web EOC**

Ms. Anderson gave a lengthy report on the status of the WebEOC workshop scheduled for March 2012. She stated that registration has been open for approximately two weeks and 58 registrants have already signed up. The group agreed that registration should increase as the deadline date approaches. She informed the committee that the Lufkin Civic Center not conducive to breakouts. Invitations have been sent to Chief Nim Kidd and David Popoff/ TDEM to be keynote speakers. Ms. Anderson reported that there are lots of moving parts in the conference planning and development, but that all seems to be on schedule.

10. **Regional Stroke Plan**

Mr. Christopher confirmed that there has been no activity to report on this project.

11. San Jacinto County Representative Status

Mr. Christopher reported that he has still been unable to contact anyone from this county to function as the DETRAC representative. Mr. Collier offered to contact Monty Cartwright with Legacy EMS to identify a representative for San Jacinto County.

12. Executive Board Activities / Report – Scott Christopher

- ◆ Initiated ED employment evaluation process. The Executive Director’s evaluation needs to be performed as soon as possible.
- ◆ Discussed & agreed upon Treasurer’s report format & financial reporting need for Treasurer.

13. TETAF Grant

This information was previously discussed in the Injury Prevention / Education report.

14. Bylaws Review Workgroup

The committee agreed that the Bylaws should be reviewed as soon as possible. The workgroup assigned is Sondra Wilson, Byron Stowe, Darlene Williams, and Connie Russell.

15. Trauma Plan Review workgroup

The committee agreed that the Trauma Systems Plan should be reviewed as soon as possible. The workgroup assigned is Scott Christopher, Chris Collier, Jackie Laird, Connie Blalock, Tammy Hanson, and Shirley Naquin.

NEW BUSINESS

16. Grant Review Committee

Mr. Christopher reminded the committee that this group has not yet met for determination of the initial grant funding distributions. The committee agreed that this group should meet soon. Mr. Christopher will send out an email to the DETRAC membership with a couple of proposed dates.

17. TETAF Subscription Fees

The committee was informed by Mr. Christopher that the DSHS has issued notice that 501(c)(3) organizations cannot use state or federal funding to subscribe to organizations that are involved in lobbying activities. TETAF is considered to perform a significant level of lobbying. Unrestricted funds are required for these subscription fees. It was noted that the DETRAC has an extremely limited amount of unrestrictive funds. TETAF and RAC leadership from across the state are meeting to develop possible solutions to this new development that has multiple financial and operational ramifications for the TETAF organization.

18. VFIS Insurance

Ms. Anderson informed the committee that the renewal contract has been received. Coverage amounts have not changed. The policy cost has risen by \$30. The committee agreed to renew this insurance policy.

19. DETRAC Logo

The committee was provided twelve draft logos by a local graphic designer for review. The advantages and disadvantages of the various samples were discussed. Mr. Collier made a motion for a final layout ... move state graphic on example 3 to example 6. Ms. Wilson provided a second to his motion. The motion was passed without opposition or further discussion. Ms. Anderson will follow up with company for electronic file versions and development of vehicle graphic development.

20. Announcements:

- ◆ Ken Jobe reported that future funding for “special needs” shelters will be eliminated, and there will be designation of “special needs”. All shelters will be required to accommodate special needs visitors. BCFS will be providing guidance documents for Functional Needs shelters.
- ◆ The committee briefly discussed what The Joint Commission and CMS are looking for related to Emergency Preparedness.

21. Adjourn

Mr. Collier made a motion to adjourn the meeting at 11:03. Ms. Wilson provided a second to this motion. There was not opposition or further business performed.