

DEEP EAST TEXAS REGIONAL ADVISORY COUNCIL

TRAUMA SERVICE AREA – H

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

EXECUTIVE COMMITTEE MEETING

May 31, 2012

Minutes

Location: DETRAC OFFICE BOARDROOM - Lufkin

Time: 11:00 a.m.

Presiding: Scott Christopher, DETRAC Chair

STANDING AGENDA ITEMS

1. Call to Order

Scott Christopher called the meeting to order at 11:08.

2. Attendance – Collection/Announcement of Proxies

See sign-in sheet. There were no proxies announced. A quorum was noted to be established based on those present.

3. Introduction of Guests

There were no guests in attendance. Ms. Karrie Stanaland was present to represent Angelina County during Ms. Connie Russell's absence.

4. Review/Approval of April 11, 2012 Minutes

The minutes were provided in the member handouts. Time was provided for the committee members to review the proposed minutes. Ms. Shirley Naquin made a motion to accept minutes as submitted. Ms. Barbara Hall provided a second for the motion. The motion to approve the minutes carried without opposition or changes. Mr. Christopher will submit a copy of the minutes to DSHS offices.

5. Executive Committee Attendance Report

A spreadsheet reflecting the committee member's attendance patterns since September 2011 was included in the handout. It was noted that the attendance report for the March and April columns were incorrect. There was no meeting in March and the attendance noted in the March column is reflective of the April meeting. Mr. Christopher will correct this error.

6. Treasurers' Report / Status of Various Funding Sources

Mr. Stowe was unable to attend today's meeting due to job commitments/needs.

A Quick Books report summarizing revenue and expense activities from each of the revenue funding sources was circulated among the committee members. Ms. Anderson provided a verbal summary of this report. EMS County funds have been partially distributed to Lufkin F.D. and Dogwood EMS. Invoices from Nacogdoches Co. EMS and Lonestar EMS are pending. The new year County EMS funding contract has just recently been mailed to DSHS. EMS RAC funding has been completely accounted for. The new year contract has also recently been mailed to DSHS. Local Projects spending for FY11/12 has been spent and reported to DSHS. The RAC did not submit a LPG application for FY12/13. OASPR funding has approximately \$64,000 remaining to be accounted for. There will likely be a \$9.00 debit balance in this funding stream due to a spending error. Three of the four installments for the Tobacco funding have been received. Currently there is approximately \$33,000 in this funding stream for 'grants'. Ms. Anderson finished her report by stating that the sharing of various financial documents between the DETRAC office and Mr. Stowe is working nicely and has improved communications. Mr. Christopher stated that he no longer sees a copy of the bank statements.

7. **Committee Reports**

- ◆ Pre-Hospital –Chris Collier

Mr. Collier was not present to report. An LCD presentation of the proposed decaling scheme for the disaster trailers was provided. There was lengthy discussion on the advantages/disadvantages of associating the trailers with EMTF-6. The group opted to not place reference to EMTF-6 on the trailers at this time. The group agreed to label the trailers "Incident Response" rather than "Emergency Response", as some events may not be medical in nature. The Star-of-Life will remain on the roof. And finally, the group agreed to place a chevron pattern on the lower ½ of the rear and add the DETRAC logo to the back.

- ◆ Hospital Acute Care – Jackie Laird

Ms. Laird was not present to report. Mr. Christopher stated that she was attending a STEMI conference in Dallas. Mr. Christopher reported that the workgroup to review and revise the RAC Trauma plan is scheduled to meet later today.

- ◆ Emergency Preparedness – Connie Blalock

Ms. Blalock deferred her report, noting that the vast majority of the committee members present in this meeting will also be attending the Emergency Preparedness meeting today.

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

- ◆ Inj. Prev./Education – Tammy Hanson

Ms. Hanson announced the names/dates/location of 9 different provider education opportunities scheduled in the near future. She also reported of a recent announcement of pseudomonas in ultrasound transmission gel.

OLD BUSINESS

8. Regional Stroke Plan

Mr. Christopher reported that the stroke plan will likely become an appendix to the Trauma Plan after revising that plan to the Emergency Healthcare Plan. The Trauma Plan workgroup is scheduled to meet today.

9. San Jacinto County Representative Status

Ms. Anderson reported that Judy Eaton, the Emergency Manager for San Jacinto County, has been approached to represent that area on this committee. She has requested a formal letter from the DETRAC describing the opportunity. Ms. Anderson is crafting that letter.

10. Executive Board Activities / Report – Scott Christopher

Mr. Christopher reported that the April meeting was cancelled due to a failure to establish a quorum. The Board will meet immediately following this meeting.

11. Bylaws Review Workgroup / Trauma Plan Review Workgroup

The group was reminded that both of these workgroups meet later today. Ms. Sondra Wilson expressed concern that the other three members of the Bylaws workgroup may not be present. She stated that she will work on the revisions independently.

12. Grant Review Committee

Mr. Christopher reminded the committee members that the Grants Review group is scheduled to meet later today.

NEW BUSINESS

13. EMS Newsletter ... Trailer Article?

Mr. Christopher requested that when the trailer project is complete an article summarizing the activities be prepared and submitted for inclusion in the EMS quarterly newsletter. The committee reported that a female from Sabine County has already volunteered to compose an article on the trailer project.

14. EMTF Drill Update / Report

The committee was provided a summary of the various activities and opportunities identified at the recent intra-RAC (H,Q,R) disaster drill. The drill tested four components: ambulance strike team, ambulance staging, mobile medical unit, the RN strike team. Several representatives from our TSA were in attendance at the drill, with a focus from our group on the RN strike team component. Five nurses were sent into Tyler Co. Hospital for the drill. Mr. Christopher commented on how well prepared Tyler Co. Hospital is to accept outsiders sent to assist in times of disaster. The RN strike team's credentials were verified; badges were made, oriented to the facility, access into drug/supply dispensing units and practiced using the facility's documentation tools. The committee discussed incorporating a "RAC Response" team into the application process of the RN strike team for individuals signing up in our region.

15. Notifications from DSHS

A handout was included in the packet instructing the membership on how to sign up to receive DSHS announcements. Mr. Christopher informed the group that the old list-servers used by DSHS have been eliminated and this new format has been put in place.

16. State Oxygen Contract

Ms. Anderson reported that she recently provided a presentation in Austin on the DETRAC's Oxygen refill project. Upon completion of her presentation, she was approached by the Executive Director of STRAC and leadership with DSHS regarding her sharing of best practices and experiences related to a state contract that will create an oxygen source for the State during times of disaster. The group agreed that the DETRAC does not have the infrastructure to contract with DSHS to supply oxygen, but our organization should be forthcoming with information to help the DSHS implement their project. The committee felt that the presentation provided by Ms. Anderson in Austin should be placed on the July General Assembly meeting agenda.

17. 1115 Waiver Update

The committee was asked if anyone had any reportable update information on the 1115 waiver. No one had any information to share. Mr. Christopher stated that the RAC should monitor for additional funding opportunities by partnering with hospitals creating 1115 waiver projects.

18. Lufkin Memorial / Angelina County Representative

Mr. Christopher stated that he has received notice from Ms. Russell that she is changing her job. She stated in this notice that she wished to continue to remain active in RAC activities. The group agreed to allow Ms. Stanaland to temporarily fill the Angelina County seat on the committee.

19. Announcements:

♦ Drug Shortage – The committee briefly discussed the continuation of the drug shortages for EMS and hospitals. Ms. Shirley Naquin commented that the number of drugs on the shortage list seems to continue to grow. Ms. Anderson stated that she receives an update on the drug shortage from Boundtree routinely. She will forward that information to the committee members.

20. Adjourn

A motion to adjourn the meeting was made at 12:27. There was not opposition or further business performed.

*Minutes Recorded by:
Scott Christopher*