

# 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

November 28, 2012

#### Minutes

**Location:** Six Mile Volunteer Fire Department

**Time:** 2:30 p.m.

**Presiding:** Scott Christopher, DETRAC Chair

#### ***STANDING AGENDA ITEMS***

**1. Call to Order**

Scott Christopher called the meeting to order at 14:45.

**2. Attendance – Collection/Announcement of Proxies**

Ms. Sondra Wilson and Mr. Byron Stowe provided their proxies to Mr. Scott Christopher. A quorum was noted to be established based on those present.

**3. Introduction of Guests**

There were several new attendees. Around-the-room introductions were made. First-time attendees included Mr. Paul Boyd from South Polk County, Mr. Ricky Taylor from Americare Ambulance Service and Mr. Jack Cassidy from MMCET-San Augustine. Mr. Cassidy will serve as the Alternate RAC Representative for MMCET-San Augustine from this point forward.

**4. Review/Approval of September 19, 2012 Minutes**

The minutes from the September meeting were not completed and were not ready for review. These minutes will be reviewed / approved at the next Executive Committee meeting.

**5. Executive Committee Attendance Report**

A spreadsheet reflecting the committee member's attendance patterns since September 2012 was included in the handout.

**6. Treasurers' Report / Status of Various Funding Sources**

Mr. Stowe was unable to attend today's meeting.

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 summary of the revenue and expense activity for each of the various funding streams. Ms. Anderson reported that on-line access to the back accounts for herself and our Treasurers has been established. Two reports from the Department of State Health Services were reviewed. Both reports compared FY11 and FY12 funding distributions to each of the 22 RACs. The DETRAC RAC allotment decreased 24%, while the DETRAC Tobacco allotment increased 14%. This resulted in a net increase in funding for the DETRAC of \$6,673.<sup>00</sup>.

## 7. Committee Reports

### ◆ Pre-Hospital –Chris Collier

Mr. Collier was not present to provide a report.

- The group discussed Mr. Collier's ability and willingness to continue as the Pre-Hospital Committee Chair due to his recent relocation in employment and residence in the north Houston area. Mr. Christopher stated that he has received notice of other EMS providers wishing to serve in the Chair role. Mr. Christopher will contact Mr. Collier and determine his future desire and ability to serve as the Chair. If he states he is unable to continue in this role, the committee agreed to open the position for applications.
- Ms. Anderson provided a summary report on the status of the Response Trailer project. She stated the plans to have the smaller trailer on display at today's meeting fell through. She announced the project continues to move forward, and that Alan Russell has been very active getting the various components completed. A second vehicle to pull the larger trailer is currently being sought.

### ◆ Hospital Acute Care – Jackie Laird

Ms. Laird reported that the committee is focusing on completing the RAC Welcome Packet for new members. She stated that she has not had a good response (4/12) getting the biographical information from the DETRAC Officers. .

### ◆ Emergency Preparedness – Connie Blalock

Ms. Blalock provided a report for this sub-committee. This group is currently discussing the need to do an RFP for the next four years. A letter from the SETRAC CEO offering and explaining the benefits of a RFP partnership between RAC H and RAC Q was distributed to the members and reviewed. The group discussed many concerns regarding the unknown future RFP process: written so that small RACs cannot bid; RACs partnering with EMTF; RAC-G still interested in partnering with RAC-H; and the administrative function advantages and disadvantages of a partnership. Ms. Anderson announced that RAC-Q representatives will be visiting the DETRAC office on December 3, 2012 to evaluate our business processes.

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

Dr. Evans was not present to provide a report.

Mr. Christopher invited Ms. Karrie Stanaland to function as the Chair for this sub-committee. The members agreed that Ms. Stanaland would serve as an excellent leader for this group. Ms. Stanaland accepted the position. Mr. Christopher stated that he will meet with Ms. Stanaland to discuss the 'systems' focus of this sub-committee.

### ◆ Inj. Prev./Education – Tammy Hanson

Ms. Hanson reported that she is maintaining a written report of provider educational opportunities and community injury wellness/prevention options. She requested to defer the verbal review of this report to the General Assembly meeting later today.

## **OLD BUSINESS**

### 8. **Regional Plan**

Ms. Anderson reported that the finalization of this document is near completion. She anticipates the document will be available for formal review and approval at the January 2013 meetings.

### 9. **San Jacinto County Representative Status**

Ms. Anderson reported that Judy Eaton is the Emergency Manager for San Jacinto County has verbally expressed interest in providing this representation, but she requires a formal written request. Ms. Anderson will follow-up with Ms. Eaton.

- 10. Executive Board Activities / Report** – Scott Christopher  
Mr. Christopher reported that the Board was scheduled to meet immediately prior to this meeting, but was unable to produce a quorum. The meeting was cancelled.
- 11. Trauma Plan Review Workgroup**  
Mr. Christopher and Ms. Anderson agreed that this plan has been incorporated into the Regional plan. No further action is needed.
- 12. EMS Newsletter**  
Mr. Christopher informed the group that there was recent media coverage of the DETRAC Trailer project in the Lufkin/Nacogdoches area by KTRE News and the Daily Sentinel newspaper. The committee also reviewed a draft public service announcement provided by the Texas EMS, Trauma & Acute Care Foundation (TETAF) that explained trauma readiness and the need for continued state funding of the Trauma systems. The group agreed that this draft should be completed to include DETRAC information and submitted for media release. Mr. Christopher stated he would work on this project.

### **NEW BUSINESS**

- 13. 4<sup>th</sup> Quarter and FY12 Annual Tobacco Report**  
The committee members were provided a copy of these report previously submitted to DSHS in the handout packet. The report listed completed, on-going, and planned activities and accomplishments during the period.
- 14. 1115 Waiver Update**  
The committee was asked if there was any information related to the 1115 waiver activities for our region. Mr. Christopher stated that he has been informed that 'round two' funding is being performed at this point in time. This level of funding is to distribute and allow additional funding and projects based on initial project submissions that were not approved. Members were encouraged to bring back any information they learn to future DETRAC meetings.
- 15. Meeting Calendar**  
A copy of the tentative meeting calendar through July 2013 was included in the handout packet. The dates of the Executive Committee were highlighted. There were no conflicts announced for the proposed meeting dates.
- 16. DETRAC Staffing Update**  
Ms. Anderson informed the committee that Mr. Ware was no longer employed with DETRAC. She stated that Ms. Candy Hartman continues to work for the DETRAC on a part-time basis. Ms. Anderson explained that efforts were underway to get DSHS to approve an additional full-time position for the DETRAC, and to potentially transition Ms. Hartman into that position. Ms. Hartman has since secured full-time employment with another employer. Ms. Anderson requested that additional DETRAC staff not be hired until the status of future HPP funding is determined. The committee agreed with this recommendation.
- 17. Bylaws Review**  
Mr. Christopher reviewed a draft of the proposed Bylaw changes. He stated that wording has been changed in all areas of the document to shift the focus of the DETRAC from 'trauma' specific to 'trauma and acute care emergencies. The only other recommended change is found in the General Assembly membership section (6.1). The committee recommended that item 6.1.2 be changed to read: *Membership requires that an individual reside within the DETRAC boundaries; and/or be employed, volunteer or be affiliated with an agency providing emergency, trauma or acute care services within the TSA; and/or have a professional interest in emergency, trauma or acute care services within the TSA.* The committee agreed with these recommendations. The proposed changes will be presented and voted upon at the GA meeting.

**18. Announcements:**

- ◆ The committee discussed the current DETRAC website. Ms. Anderson gave a brief history of the DETRAC website activities. She stated the current website is maintained on the City of Lufkin's server. All agreed that this web site is not user-friendly and offers very little information to the providers and public. The committee felt that contracting maintenance of the DETRAC website may be advantageous. Ms. Anderson will meet with City of Lufkin representatives to determine if improvements can be made, or if these services need to be sent to a professional provider.

**19. Adjourn**

Ms. Hanson made a motion to adjourn the meeting at 15:56. Ms. Shirley Naquin provided a second to this motion. There was not opposition or further business performed.