

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 MARCH 20, 2013 MINUTES

Location: Memorial Medical Center of East Texas Lufkin

Time: 3:30 p.m.

Presiding: Scott Christopher, DETRAC Chair

STANDING AGENDA ITEMS

1. Call to Order
Mr. Christopher called the meeting to order at 3:50 p.m.
2. Attendance – Collection/Announcement of Proxies
A sign-in sheet was created and distributed throughout the attendees. Proxies included: Darlene Williams (MMSET San Augustine) to Sondra Wilson. Dogwood EMS was being represented by their alternate representative (Sondra Wilson).
3. Introduction of Guests
Mr. Dave Crouch introduced himself as the Safety Officer for Nacogdoches Medical Center.
4. Review/Approval of January 16, 2013 Minutes
A copy of the minutes were included in the packet. Members were provided time to review the minutes provided. A motion to approve the minutes was provided from Celina Serna, with a second offered by Sondra Wilson. The minutes will be posted / filed as presented.
5. Executive Committee Attendance Report
A spreadsheet indicating past attendance patterns was included in the packet for the members to review.
6. Treasurers' Report – Byron / Brenda
 - ◆ Ms. Anderson informed the group that DSHS has instructed all 22 regions to establish a firm plan on how remaining HPP money will be spent. This is the final federal funding year for DSHS, all left over funds will go to the state.
 - ◆ The third installment from the tobacco grant is pending.
 - ◆ A quickbooks report listing income and expense totals to date for all four funding streams was distributed to the group for review. The remaining EMS/County balance represents unclaimed funds for Nacogdoches County EMS.
7. Status of Various Funding Sources – Byron / Brenda
 - ◆ FY11 Tobacco / FY12 Tobacco (\$80,527) – Received 2/4 installments
 - ◆ FY11 / FY12 EMS/RAC 911/3588/1131 – Received 100%
 - ◆ FY11 / FY12 EMS/County 911/3588/1131 – Received 100% ... most distributed.
 - ◆ Grants Review – The group needs to meet very soon so that spending plans can be developed. Mr. Christopher will coordinate getting this meeting set up.
 - Karrie Stanaland recommended a LPG for the DETRAC be developed that would fund placing AED's in non-clinical areas of our hospitals. Ms. Stanaland agreed to take responsibility for writing this LPG application.
8. Committee Activities / Plans
 - ◆ Pre-Hospital –Chris Collier/Alan Russell
 - Mr. Christopher stated that the PHI activation criteria on hold.
 - Trailer Project- Mr. Christopher announced that Alan Russell has taken a job outside the region and that Mr. Tim Leonard has over the coordination of the Trailer project. The trailer has been inventoried. We will move the trailer to Nacogdoches Memorial Hospital for the disaster drill. Currently coordinating with DFW Communications for trailer radios / installations. The goal will be to be able to communicate within county and possible out of county.
 - Mr. Christopher announced that the Texas Medical Board revised the rules on physicians who are Medical Directors over EMS providers. CE hours in EMS operations / leadership will have to be obtained.

- ◆ Hospital Acute Care – Jackie Laird
The committee has not met. Ms. Laird reminded the group that the survey monkey for Pediatric readiness for ED's needs to be completed as soon as possible.
- ◆ Emergency Preparedness Committee Report
Ms. Anderson announced that the group met today. Topics discussed included: RFP Preparedness, Regional Coalitions, and the impending TSA-Q&R partnership. Plans for final HPP spending are being developed.
- ◆ QI/Physicians Advisory – Karrie Stanaland
Mr. Christopher stated that his plan to meet with Ms. Stanaland and Mr. Bennett has needed to be rescheduled.
- ◆ Inj. Prev. /Education – Tammy Hanson
 - Ms. Hanson distributed and reviewed elements of a packet containing multiple educational opportunities. This document will be posted on the web site for electronic viewing as needed.
 - Ms. Hanson described the Spectrum of Prevention program. Example topics include: fire prevention, helmet use, intimate partner abuse etc. This information will be posted on the web site for group utilization.
 - She announced that there will be a TNCC class on June 28th and 29th in Nacogdoches. Registration has not gone out to the facilities yet. The class will be located at SFA. She asked that all place a "Save the date" on their calendars. Mr. Christopher commented that ENA requires that you have to have a 1:4 instructor to student ratio. He stated that PHI may have TNCC instructors.
 - Celina Serna announced that there will be a Burn lecture on April 2nd at Nacogdoches Medical Center. The presentation will be by Michael Buffalo. Ms. Serna will send a flyer out on Friday (3/22) to the group.

OLD BUSINESS

9. Regional Plan
Ms. Anderson stated that this continues to be a work in progress. There is nothing to report.
10. San Jacinto County Representative Status
Ms. Anderson stated that a formal letter of 'invite' needs to be submitted to the County officials.
11. Executive Board Activities / Report
Mr. Christopher announced that the Board of Directors met last month. The focus of the meeting was our future director for HPP preparedness.
12. EMS Newsletter ... Trailer Article
Ms. Anderson commented that the trailer project is not completed. Creation of an article will be held until project completion.
13. 1115 Waiver Updates
Sondra Wilson announced that her facility has secured an physician and a nurse to provide care to the indigent through this program. Mr. Christopher encouraged all to keep aware of 1115 activities for Trauma & Acute Care systems opportunities.
14. Web Site Changes / Shopping
Ms. Anderson stated that updating the web site continues to be an on-going endeavor. She is working with Massey Media to develop upgrades.

NEW BUSINESS

15. WebEOC Server Upgrade
Ms. Anderson announced that the WebEOC server for our region needs a \$40,000 upgrade. She added that \$40,000 was spent to initiate the project from HPP budget. The DETRAC currently pays \$10,000 per year for support. The servers are showing some age, but not failing. Sid Munlin and Ms. Anderson asked to meet with DECOG preparedness group, no response received. A meeting with County Judges and other EP planners across the region was held, and consensus was that they will fund this upgrade. Ms. Anderson announced that six weeks ago ESI merged with EMSytems. Mr. Munlin and Ms. Anderson have been in conversations with representatives from these companies, so that when renewal comes up in April, the need for "cloud" technology versus a "server" technology will be known. Both Sid and Brenda will be going to San Antonio to learn more on this development. She stated they are getting all information before money is spent. This spending is included in current funding.
16. Corrective Action Plan for Failure to Report ASPR Bed Drill
Mr. Christopher received the bed report on bed notification and forwarded the notification to the hospitals. The EMSytems page was updated in a timely fashion by the hospitals. The regional aggregate totals were not moved to the WebEOC program, and thus we were delinquent in reporting by about 30 minutes. The lesson learned is that there should never be just one person in charge of bed system. Mr. Christopher and Sondra Wilson have been trained to move the data from EMSytem to WebEOC. There are plans to test pieces for WEB EOC on Friday. Ms. Wilson stated she was

experiencing difficulty navigating WEB EOC. Ms. Anderson offered to help. The group discussed the advantages of establishing a 24 hr call center. Anyone can go into EMSsystems and edit yourself and update information on how you want to be notified. There is a two-hour window to report beds down from 4 hrs. Mr. Christopher explained the notification process discussed in detail. A recommendation to accept / approve this corrective action plan was made by Ms. Wilson. There was no opposition by the group.

17. Texas Trauma / EMS Registry Business Agreement
The group was informed that the DSHS is reviewing the need to renew or enter Trauma Registry Business Agreements with the hospital and EMS providers. Agencies in our TSA may be contacted soon.
18. Regional Drill – March 22nd
Mr. Christopher announced that there is a regional disaster drill planned later this week. Nearly all of the hospitals within our TSA will have their individual functional disaster drill. The drill will be held in partnership with SFA and Tyler Jr. College Nursing programs, local governments, and local media outlets. Components will predominately include trauma events. There were no needs voiced by the facilities planning to participate in this drill activity.
19. Policy Development for 990 Requirements (Record Retention/Destruction, Conflict of Interest, Whistleblower)
Ms. Anderson stated that our organization is compliant and up-to-date in meeting these requirements. No further actions are necessary.

OTHER

20. Announcements
 - ◆ Tobacco Progress ReportA copy of the 2nd Quarter Tobacco report was provided to the attendees for their review and awareness. There were no comments or questions from the group.
21. Adjourn
With no further business, the meeting was adjourned at 4:48 p.m.

*Minutes Recorded / Submitted by:
Scott Christopher*