

# 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 8, 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 3:46 p.m.
2. Attendance – Collection/Announcement of Proxies  
A sign-in sheet was created and distributed throughout the attendees. There were no proxies turned in prior to the meeting and none were announced.
3. Introduction of Guests  
There were no new members or guests in attendance.
4. Review/Approval of March 20, 2013 Minutes  
Mr. Christopher informed the group that the minutes of the March meeting were not complete and review/approval would be deferred to the July meeting.
5. Executive Committee Attendance Report  
A spreadsheet indicating past attendance patterns was included in the packet for the members to review. Committee members currently below the 50% meeting attendance expectation include the Pre-hospital Chair, the Medical Director, and San Jacinto County Representative (vacant).
6. Personnel Report / Future – Scott  
The committee members were informed that the Executive Director's position is now vacant, and that based on the high probability that SETRAC will manage the future HPP activities for our region, plans to re-fill the position with a full-time individual is not planned by the Board. A DETRAC budget built on just Tobacco and 911 funds will not support a full-time position. The Board will pursue filling the office with a part-time individual to concurrently manage the day-to-day activities of the RAC. In the interim, the Board and Executive Committee members will have to perform these activities.
7. Treasurers' Report – Byron / Scott
  - ◆ Mr. Christopher informed the group that DSHS continues to pressure the 22 regions to develop and implement a firm plan on how remaining HPP money will be spent, so that funding will not have to be re-directed to other areas of the state or returned to the Federal government.
  - ◆ The third installment from the tobacco grant is pending.
  - ◆ There was no formal Treasurer's report to reflect revenue/expenses for the period. Mr. Christopher stated that he will obtain this information from the Quickbooks program for future meetings.
8. 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  
Mr. Christopher announced that the initial meeting of the Grants Review committee met about 1 month ago. An overhead presentation of that committee's activity was provided. Total requests were \$68,000+ and the group recommended awards of \$29,925. A motion was made by Ms. Sondra Wilson to approve the committee's recommendation. Ms. Celina Serna provided a second for the motion. There was no further discussion and the motion passed without opposition.

- ◆ Local Projects Grants  
The committee was reminded that LPG applications are due to be submitted by May 28<sup>th</sup>. Mr. Christopher refreshed the group's memory that an AED project has been determined worthy for our region. The project would place AED's in non-clinical areas of the hospitals in the region. Ms. Shirley Naquin reported that this is a big need at Sabine Co. Hospital. Ms. Karrie Stanaland is the 'point' person for getting the regional LPG completed and submitted.

## 9. Committee Activities / Plans

- ◆ Pre-Hospital –Chris Collier/Tim Leonard
  - Neither Mr. Collier nor Mr. Leonard was present.
  - Trailer Project- Mr. Christopher announced that this project continues to be moving toward completion. Mr. Alan Russell has moved out of the region, and Mr. Leonard has assumed 'point' on this project. Mr. Leonard is a PRN medic with Nacogdoches Co. EMS. The smaller trailer is completed. The larger trailer still needs to have interior work performed by Foretravel.
- ◆ Hospital Acute Care – Jackie Laird  
Ms. Laird announced that the committee has not met since January 2013. There is nothing new to report. Completion of the regional Acute Care plan continues.
- ◆ Emergency Preparedness Committee Report  
Mr. Christopher stated this committee has not met since March 2013. The group was informed that a large purchase of surge-related supplies/equipment to be ultimately distributed to the providers has been ordered. Upon delivery, there are plans to take these items to the individual hospitals and EMS providers.
- ◆ QI/Physicians Advisory – Karrie Stanaland  
Mr. Christopher stated that he has still been unable to meet with Ms. Stanaland to provide her a charge for this committee.
- ◆ Inj. Prev. /Education – Tammy Hanson
  - Ms. Hanson announced that she continues to collect and assemble a resource handout for the membership on educational opportunities and injury prevention resources. She still desires getting this document posted to the web site. In the interest of time, Ms. Hanson stated she would defer her review of this document to during the General Membership meeting.

## **OLD BUSINESS**

10. Regional Plan  
Mr. Christopher stated that there is no new activity to report.
11. San Jacinto County Representative Status  
Mr. Christopher stated that there is no new activity to report.
12. Executive Board Activities / Report  
Mr. Christopher announced that the Board of Directors was scheduled to meet on May 2, 2013, but failed to develop a quorum to complete any business. A review of the DETRAC HPP spending plan was performed by the DETRAC Chair and Vice Chair.
13. EMS Newsletter ... Trailer Article  
Mr. Christopher reminded the group that creation of an article will be held until project completion.
14. 1115 Waiver Updates  
Sondra Wilson announced that her facility continues to be active in 1115 meetings, and that Tyler County Hospital is developing projects under this initiative. Mr. Christopher encouraged all to keep aware of 1115 activities for Trauma & Acute Care systems opportunities.
15. Web Site Changes / Shopping  
Ms. Wilson reported that she has been in initial contact with Massey Media to get the DETRAC web site revised. She stated that a significant amount of money was provided to Massey Media several months ago as a partial payment and there has been no development activity. Ms. Wilson stated that getting the web site to be a productive, user-friendly resource will be her responsibility.
16. Regional Drill Report  
Mr. Christopher reported that there was a regional disaster drill performed on March 22, 2013. The drill involved multiple response jurisdictions and the SFA / TJC Universities. Hospitals in Angelina, Nacogdoches, San Augustine, Sabine, and Tyler Counties participated in the local scenarios. There was utilization of regional communication systems (i.e. WebEOC). A formal after-action review has not been organized or completed.

## **NEW BUSINESS**

17. Operation Morning Star  
Mr. Christopher and Ms. Wilson described to the committee the combined response effort this past weekend with DETRAC and SETRAC personnel. The response was to establish medical readiness and response for the Kree Harrison homecoming in Woodville this past Saturday. The operation was predominately two-fold: one aspect was to establish a medical command and response for the downtown parade that day, where approximately 3,000 people gathered; and the second aspect was to provide back-up 911 EMS coverage for the Dogwood EMS during this event period. Four additional EMS units/crews were brought to the area from the SETRAC area through EMTF-6 coordination. SETRAC also provided their mobile medical command / treatment trailer. This asset was set up a block off the parade route, and later at the rodeo arena during the concert. The operation was successful, in that only one individual needed medical attention. Ms. Wilson went on to describe the collegial working relationship that was realized between the DETRAC and SETRAC personnel. Mr. Christopher noted that standing up and standing down the mobile response trailer twice that day was good practice.
18. WebEOC Server Maintenance  
The committee was informed Mr. Christopher that this scheduled maintenance has been completed, and that the DETRAC is responsible for funding the improvements.
19. OASPR Spending Plan  
Mr. Christopher reported that a small group recently met to finalize and begin implementation of a plan to spend the HPP funding to a zero balance. As mentioned previously, the largest part of the spending plan is to obtain supply/equipment to be distributed to the providers. Another project of the plan is to equip each of the hospitals with a bank of five 2-way radios to be used in a local or regional disaster. These radios would be expected to be moved from one location to another in the region as response demand indicated. The radios will be housed in a small Pelican case.
20. Office Relocation  
Mr. Christopher announced that the DETRAC office location will soon be moved to a more cost-attractive location. The two locations being investigated currently are space offered by Memorial Lufkin and space within the City of Lufkin office complex. The Board will make a selection soon. DETRAC membership will be needed to complete the relocation.

## **OTHER**

21. Announcements  
There were no announcements, comments or questions from the group.
22. Adjourn  
With no further business, the meeting was adjourned at 4:38 p.m.

*Minutes Recorded / Submitted by:  
Scott Christopher*