

DEEP EAST TEXAS REGIONAL ADVISORY COUNCIL

TRAUMA SERVICE AREA – H

300 E. SHEPHERD, STE. 154 · 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*

GENERAL ASSEMBLY COMMITTEE MEETING JULY 10, 2013 MINUTES

Location: Nacogdoches Memorial Hospital – Bright Pavilion
Time: 5:00 p.m.
Presiding: Scott Christopher, DETRAC Chair

1. Call to Order

Mr. Scott Christopher called the meeting to order at 5:00p.m.

2. Attendance – Collection/Announcement of Proxies

- Scenic Loop VFD Representative to Justin Cude
- Darlene Williams (Memorial San Augustine) to Sondra Wilson
- Byron Stowe (Dogwood EMS) to Sondra Wilson
- Bryan Loudenslager (Melrose VFD) to Scott Christopher

3. Introduction of Guests

Around the room introductions were made by all in attendance. First time attendees were welcomed for their attendance.

4. Review/Approval of March 20, 2013

A copy of the March minutes were provided in the handout packet. Mr. Christopher apologized for the May meeting minutes not yet being available for review. The minutes from the May and July meetings will be presented at the September meeting. Mr. Justin Cude provided a motion to approve the March minutes as presented. This motion was seconded by Paulette Wood. There was no opposition to the motion.

5. Treasurers' Report

Mr. Byron Stowe was unable to attend today's meeting. Mr. Christopher commented that he failed to print off a profit/loss statement for the Assembly members to review. He will provide the revenue/expense information for the final two quarter of FY13 at the next meeting. This report will provide more detail to the vendors paid than historically provided to the Assembly members. He informed the group that a small group has spent the OASPR money to a zero balance. He stated the Tobacco funds are on track need to be spent by August 31, 2013.

- 2013-2014 EMS County Contract - \$39,277

Mr. Christopher reported that he recently signed the state contract for the EMS pass-through funding. This funding contract period is from May 2013 – August 2014. Values for each 911 EMS provider have been pre-defined.

6. Grants Review Committee Recommendations

Mr. Christopher reported that this group has met twice, with the last time being June 19, 2013. An overhead review of the spending recommendation by the group was presented. Mr. Christopher stated that this group needs to meet again next Wednesday for a 3rd pass review. Providers were instructed to get any new Needs Assessment form to Scott Christopher before next Wednesday for consideration. The Assembly members were informed that the 1st and 2nd pass recommendations have been approved by the DETRAC Executive Committee, and will be paid upon receipt or invoice. Providers were instructed to Fax these documents to Scott Christopher (936-569-4175), and not the DETRAC office due to the Fax line not yet connected.

7. **2013-2014 Budget Preparations**

Mr. Christopher reported to the Assembly members that a documented FY budget was never created until March 2013, when the oversight was identified. He stated that the DETRAC office has since created a stop-gap budget to operate under. Mr. Christopher informed the group that the Executive Committee voted earlier today to change the budget year start date from October 1 to September 1, to be more consistent with the State of Texas fiscal year and the various contracts managed in the DETRAC office. Mr. Christopher requested permission to create a 4 part (administrative, prevention, provider education, grants/other) budget after the FY14 Tobacco grant figure is learned. He will then distribute the draft budget to the General Assembly members for review, with formal approval during the September 11, 2013 meeting. There was no opposition to this request.

8. **Standing Report on General Assembly Member Attendance**

A spreadsheet was included in the handout packet. Members were encouraged to review their attendance pattern for accuracy.

9. **Committee Activities**

◆ Pre-Hospital – Chris Collier

Mr. Collier was unable to attend the meeting today. Mr. Christopher informed the Assembly members that the Trailer Project is basically complete. All that is remaining is to create standard operating procedures for the trailer utilization / deployment. A location to permanently house the larger trailer also needs to be identified. Mr. Tim Leonard was present and brought the trailer (RT-1) to the meeting for all interested to tour after the meeting.

◆ Hospital Acute Care – Jackie Laird

Ms. Laird was not able to be present for the meeting today. No report was available. Mr. Christopher commented that he did not think that this committee has met recently.

◆ Emergency Preparedness – Connie Blalock

Ms. Blalock reported that this group is primarily focused on end-of-year OASPR spending and state reporting. She announced that representatives from our RAC recently met with Southeast Texas RAC (SETRAC) personnel. This was the inaugural meeting between the two RACs to coordinate future OASPR activities. During this meeting, SETRAC provided our RAC with Performance Measures for next four years; an organizational chart; and a operating budget for the next OASPR fiscal year.

◆ Physicians Advisory / QI

Ms. Karrie Stanaland was unable to attend today's meeting. No report available. Mr. Christopher gave a trauma case example of the system focus this committee needs to adopt. He stressed that this committee needs to get productive as soon as possible.

◆ Education / Injury Prevention

Ms. Tammy Hanson provided her report. She reviewed the listing of injury prevention resources and provider education opportunities provided in the handout packet.

- Injury Prevention – Ms. Hanson stated that the links on the web site were current and active.
- Education – There will be a Multi-Lead Medic 12 Lead, Capnography, Stethoscopy courses provided by Mr. Bob Page in Nacogdoches on 7/22-23/13. Pre-hospital and hospital providers were encouraged to attend. EMS continuing education hours will be provided.
 - Ms. Hanson announced that ETMC Tyler will be presenting their annual Hot Topics Trauma Course in Tyler on August 9, 2013.
 - Chuck French announced that there will be a Confined Space Rescue course through Angelina College soon. The class will be a 40-hour course. There will be elements of trench rescue included.
 - Ricky Jones announced that Melrose VFD will be providing an emergency preparedness/response course on August 24, 2013.

10. Executive Committee Report

Mr. Christopher reported that the Executive Committee met earlier today. Their agenda included the subcommittee reports just discussed, an announcement of the web site project completion, a report on office relocation, an update on the OASPR spending plan, a review of DSHS reports, and election of Board Officers. Ms. Sondra Wilson was re-elected as the DETRAC Vice-Chair. Mr. Justin Cude was elected as the DETRAC Treasurer. The Medical Director position was not acted upon.

11. Texas EMS, Trauma & Acute Care Foundation Update

The June 2013 TETAF Update was included in the handout packet. Mr. Christopher encouraged the group to review the update and to please contact him if they have any question on the material.

12. Texas EMS & Trauma Registry Update

Mr. Christopher informed the Assembly members that efforts to further refine and create reporting capabilities with the State EMS & Trauma Registry continue. A state-level workgroup has been formed to spearhead the development of the registry.

13. GETAC May Meeting Notes

The notes taken by Mr. Christopher for the various May GETAC meetings he attended were included in the handout packet. Mr. Christopher state that in the interest of time, the Assembly members were encouraged to review the notes at their leisure and to please contact him if they have any question on the material.

14. Trauma Center Designation Update - Hospital Representatives

Nacogdoches Memorial and Memorial Lufkin continue to prepare for re-designation and initial designation review. Tyler County Hospital announced that they just had their Level IV re-designation survey. Sabine County Hospital is also in the planning stages of their re-designation survey.

15. Stroke Center Designation Update - Hospital Representatives

Nacogdoches Memorial announced that they just completed an on-site re-designation review for their Primary Stroke Center program. Nacogdoches Medical Center reported that they continue to develop their Primary Stroke Center program.

16. Chest Pain Center Designation Update – Hospital Representatives

Nacogdoches Medical Center reported that they are getting near-ready to have their on-site review as a Chest Pain Center.

17. Stories for Texas EMS Newsletter? Kelly.Harrell@dshs.state.tx.us

Mr. Christopher encouraged the Assembly members to contribute stories related to their organizations / communities to the State EMS newsletter. Stories should be sent to the email address for Kelly Harrell.

18. New Joint Commission Requirements for Emergency Management Oversight

Mr. Christopher announced that he recently was provided literature regarding these new facility leadership requirements for hospitals. This information was provided in the handout packet for the members to reference.

19. Texas EMSC State Partnership Request for Contact Information

The Assembly members were informed that a new state representative for the EMS-Children program in Texas has been employed. This individual is attempting to build his contact list. Members are encouraged to contact and provide him their information. Several of the members stated that they had already provided this information.

20. Hurricane Season Readiness Resources

The Assembly members were informed that the National Weather Service (NOAA) has produced an “information sheet” for extreme weather circumstances. The publication included many important state and federal phone numbers, and Emergency Management contact information for multiple counties along the Texas gulf coast. The informational resource is available for downloading from the NOAA web site. It was unknown if the Emergency Management contact information for our regional counties was available in another version.

21. **Equipment Distributions** (regulators, pulse ox, backboards, King Vision, Capnography)
Mr. Christopher announced that supplies and equipment has been brought to this meeting for distribution to the FRO, EMS and hospital providers. There will be a formal sign-out process at the end of the meeting.
22. **Other Announcements**
 - Mass Fatality Trailer in Tyler area – Information was provided in the handout packet regarding the recent acquisition of a Mass Fatality asset by TSA-G. For informational purposes only in case the providers have a need.
23. **Next Meeting**
The group was informed that the next scheduled meeting is planned for September 11, 2013 in Lufkin.
24. **Adjournment**
With no further business to discuss, the meeting was adjourned at 6:28 p.m.

*Minutes Recorded & Submitted by:
Candy Hartman / Scott Christopher*