

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 21, 2014

Minutes

Location: Woodland Heights Medical Center – 3rd Floor Classroom

Time: 2:30 p.m.

Presiding: Scott Christopher, DETRAC Chair

STANDING AGENDA ITEMS

1. Call to Order
Mr. Scott Christopher called the meeting to order at 2:52 p.m.
2. Attendance – Collection/Announcement of Proxies
Mr. Christopher announced that the only known proxy was by Mr. David Crouch (Nacogdoches Medical Center) to Scott Christopher. A sign-in sheet was circulated among the attendees. The sign-in sheet will be permanently filed in the DETRAC office.
3. Introduction of Guests
There were no guests identified.
4. Review/Approval of March 19, 2014 Minutes
A copy of the draft minutes was included in the handout packet. The group was provided time to review the proposed minutes. There were questions or recommendations. Ms. Sondra Wilson made motion to approve the minutes as presented and Ms. Tammy Hanson provided a second to the motion. The motion approved unanimously.
5. Executive Committee Attendance Report
A spreadsheet was included in the packet that listed the committee member's attendance patterns since September 2012. Everyone was encouraged to review the listing for accuracy.
6. Treasurers' Report
Mr. Justin Cude and Mr. Peyton Ware provided the report. It is reported that there is approximately \$67,000 left to spend from Tobacco Grant, with approximately \$36,000 awarded on first round of tobacco grants. There were no questions for Mr. Cude or Mr. Ware. The report was accepted as presented.
7. Status of Various Funding Sources – Justin Cude
 - ◆ FY14 Tobacco (\$78,449) – 3/4 Installments received – last installment due in late June or early July.
 - ◆ FY14 EMS/RAC 911/3588/1131 - \$17,855 received and allocations in process.
 - ◆ FY14 EMS/County 911/3588/1131 - \$39,277 received and distributions in process.

8. Sub-Committee Planning

- ◆ Pre-Hospital – Ms. Cyndye Hilliard was asked by Mr. Christopher to have her committee help update Regional Plan EMS Protocols. Ms. Hilliard announced that today the committee was provided training on utilization of Response Trailer #2. Ms. Hanson stated she would entertain the opportunity to speak to the Pre-Hospital group on hospital trauma QI process.
- ◆ Hospital Acute Care – Mr. Christopher announced that Ms. Jackie Laird has been assigned as the Interim Manager for the Cardiac Catheterization Lab at Nacogdoches Memorial Hospital. He stated she has provided notice that she may be unable to continue as the sub-committee Chair. The group agreed to take no action at the present time and learn the future for Ms. Laird.
- ◆ HPP North Corridor – Mr. Ken Jobe provided the update. He reminded the committee members that the After Action Report (AAR) for Operation Whirlwind is due to SETRAC on or before May 20, 2014. The group discussed the appropriate template to use when completing the AAR. We will discuss further at General Assembly and with the SETRAC representative.
- ◆ QI/Physicians Advisory – Mr. Christopher commented that there has been no activity by this committee. He noted that agenda item #16 below will produce some QI activity.
- ◆ Inj. Prev. /Education – Mrs. Hanson gave a verbal report to the group regarding Education and Injury Prevention.
 - The DETRAC website is up and current. Currently on the calendar are 28 upcoming educational offerings.
 - The CDC has issued a Measles Advisory Report. The advisory gives Healthcare providers assessment skills to identify measles and what immediate action that needed to be taken.
 - FEMA released a recovery Policy titled “Emergency Medical Care and Medical Evacuations”. This policy identifies the extraordinary emergency medical care and medical evacuation expenses that are eligible for reimbursement under the provision of FEMA’S Public Assistance Program following an emergency or major disaster declaration.
 - A new Injury Prevention program was announced named “WAR”. WAR stands for Within Arm’s Reach. The WAR program brings attention to Traumatic Brain Injuries among children, being the leading cause of childhood death and disability worldwide. A pamphlet has been created listing safety measures to prevent these injuries.
 - Bob Page EKG class will again be brought to TSA H. On July 30-31st, 2014, Bob Page will hold a two day EKG class at the SFA Nursing building in Nacogdoches. Times and course information via a flier will be released soon.
 - Scott Christopher made an announcement regarding the need to book hotels in Ft. Worth, TX for the EMS Conference as soon as possible. Reports have been made that hotels were becoming harder to find. He suggests securing a hotel room by the end of the week.
 - Mrs. Hanson polled the room for any additional educational opportunities. No additional announcements made.

- ◆ Ad-Hoc Grants Review – Mr. Christopher announced that the grant review group held a meeting on 4/28. He noted that there was over \$250,000 requested, and that \$36,000 is recommended for award at this time. A spreadsheet detailing the committees' recommendation was provided and reviewed. There were no questions or recommendations. The spreadsheet will be presented again at the General Assembly meeting this afternoon. Mr. Justin Cude explained a concept discussed by the grant review group to establish a vendor bid / group purchase process for certain items to obtain best pricing. Everyone thought this was a great idea.

OLD BUSINESS

9. Regional Plan
Mr. Ware informed the group that the revisions to the plan continue to be a work in progress. He is actively working on updating contact information.
10. Executive Board Activities / Report
Mr. Christopher stated that the Executive Board last met in March, and there has been no formal activity since. Ms. Kim Clifton has agreed to be Representative from Sabine County.
11. 1115 Waiver Updates
No announcements were made by the members. There were no needs for assistance with 1115 Waiver projects expressed by those in attendance.
12. TETAF Strategic RAC Division Initiative / RAC Leadership Meeting Rpt - Sunset Comm.
Mr. Christopher stated that there has been no formal activity or meetings on this topic. He stated that TETAF continues to actively follow and provide input to the Legislative Sunset Commission process.
13. Opportunities to Increase Physician Participation in Systems' Development
Mr. Christopher reported that unfortunately there has been no further development for creating processes to increase physician participation. He hopes the collection of the stroke and STEMI data will provide an opportunity to better involve the physicians in the data analysis and QI review processes.
14. Capitalization Policy
A copy of the revised policy was included in the packet for review. Mr. Ware noted that the only change was adding the word 'individual' in the Policy Statement section of the document. Ms. Sondra Wilson made motion to approve the policy as amended and Mr. Justin Cude provided a second for the motion. There was no further discussion and the motion was approved by unanimous vote.
15. Computer Hardware / Software Upgrades
Mr. Ware announced that a Quick Books software update has been purchased for the DETRAC office systems. He further stated that he is waiting for quote from the City of Lufkin IT department for a new laptop and desktop system.
16. Cardiac / Stroke Data Collection
The committee was informed by Mr. Christopher that the DETRAC has the opportunity to participate in a state-wide data collection project. He stated that the DETRAC will receive an additional \$3,000 from the State if agree to participate. A spreadsheet listing the data collection points was included in the packet.

There was lengthy discussion on the ability of the various EMS electronic medical records being able to query the data points. All agreed that identification of the 'stroke' and 'STEMI' patient is best accomplished after hospital arrival and that the hospitals will have to provide the EMS agencies with a patient listing for them to abstract the EMS data points. Hospitals will have very little difficulty obtaining their data points. Ms. Kim Clifton made motion that the DETRAC participate in this data collection project. Mr. Justin Cude provided a second for the motion. There was no further discussion and the motion was approved unanimously.

NEW BUSINESS

17. Grants Review Committee Recommendations
This agenda item was previously discussed and will be reviewed in greater detail during the General Assembly meeting later this afternoon. Mr. Christopher commented that he would like to seek General Assembly approval for the recommendations.
18. SETRAC Announcement on FY15 HPP Budget
A recent email message from Ms. Lori Upton of SETRAC was provided in the packet. This message was communicating a reduction of HPP funding by 33%, and planned activity changes by SETRAC due to the decreased funding. Future spending activities will focus on training and sustaining current systems.
19. Loading EMTrack on Handheld Scanners
Mr. Ware announced that SETRAC is wishing to load this software in our devices. He stated the cost will be approximately \$2800 per scanner to update. This spending will come from SETRAC budgets. Mr. Christopher commented that he would like the North Corridor HPP group to determine the best location(s) for the four scanner systems. Mr. Ware noted that more details will be forthcoming from SETRAC. Mr. Tim Leonard stated that an APP for the EMTrack system is being developed that will make the program much more functional. No action was taken.
20. Extra HPP Funds from WebEOC Invoice Separation
Mr. Christopher explained that the invoice for the annual WebEOC server maintenance had to be split between funding years and that this has freed up approximately \$10,000 in the current fiscal year that needs to be budgeted for spending. The committee discussed the lack of WebEOC utilization in our region and that future funding of the annual maintenance fee should be re-evaluated. Ms. Wilson stated that her facility has requested four crash carts that would cost approximately \$7,400.

OTHER

21. Announcements
 - ◆ There were no additional announcements made by the group.
22. Adjourn
With no further business to discuss, Ms. Sondra Wilson provided a motion to adjourn. Mr. Justin Cude provided a second for the motion. The meeting was adjourned at 4:10 p.m.