

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 ·

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GENERAL ASSEMBLY COMMITTEE MEETING

MAY 21, 2014

Minutes

Location: Woodland Height Medical Center – 3rd Floor Classroom

Time: 5:00 p.m.

Presiding: Scott Christopher, DETRAC Chair

1. Call to Order

Mr. Scott Christopher called the meeting to order at 5:05 p.m.

2. Attendance – Collection/Announcement of Proxies

The Assembly members were advised that only one proxy was reported. Mr. David Crouch (Nacogdoches Medical Center) extends his proxy to Scott Christopher.

3. Introduction of Guests

Mr. Christopher requested that first-time attendees introduce themselves. All were welcomed by Mr. Christopher for attending the meeting today.

4. Review/Approval of March 19, 2014 Minutes

The draft version of the March meeting minutes was included in the handout packet. Assembly members were provided time to review the draft minutes. A motion to accept the minutes as presented was made by Ms. Janice Williams, with a second to the motion provided by Ms. Debbie Polinski. There was no further discussion, and the motion passed by unanimous vote.

5. Treasurers' Report – Justin / Peyton

- ◆ The Assembly members were informed that there is currently approximately \$81,000 in the various bank accounts. A summary of each revenue streams income / expense / net income status was circulated through the room for review. There were no questions or concerns voiced regarding the Treasurer's Rpt.
- ◆ Attack on Tobacco Funding – Mr. Christopher gave a brief review of the 4 funding streams for DETRAC – Tobacco (≈80K) EMS RAC (≈18K), EMS County (≈40K) and HPP now at SETRAC. The legislature in 2011 used \$32M of the Tobacco corpus in bond security for Cancer group. The amount to future RAC funding is in doubt. A handout from TETAF describing this attack in more detail was included in the packet.

6. 2014-2015 Agency Representatives

The Assembly members were reminded to begin thinking about updating their agency's voting Representative Form for the period of 9/2014 – 8/2015. The form will be available on the DETRAC web site.

7. Standing Report on General Assembly Member Attendance

A spreadsheet listing each agency's attendance pattern since September 2013 was included in the packet for the members to review for accuracy.

8. Committee Activities

◆ Pre-Hospital

Ms. Cyndie Hilliard provided the report. She stated her committee had training today on Respiratory emergencies with EMS CE awarded. The next planned training will be on soft tissue injury. Ms. Hilliard announced that the committee will be reviewing the regional EMS protocols for any needed changes. She stated her group will be coordinating train-the-trainer courses for the disaster response trailers, and will be seeking demonstrations opportunities in the region. And finally, she explained to the Assembly members that her committee will assist in the collection of data for the Stroke/STEMI project.

- ◆ Hospital Acute Care
Ms. Jackie Laird was not present to report. Mr. Christopher announced that Ms. Laird job responsibilities at Nacogdoches Memorial were recently changed and she is functioning as the Interim Cath Lab Manager. Ms. Laird submitted an email stating that her future role as the Hospital Acute Care Chair was questionable at this time. Mr. Christopher stated that he does not believe the group has met recently.
- ◆ HPP North Corridor
Mr. Ken Jobe provided the report. He stated that the North Corridor group continues to be active with their next meeting scheduled for June 11 at the Jasper Fire Station. He added that the RT-1 trailer was deployed as a basic First-Aid during the Tyler County Rodeo weekend. Mr. Jobe reminded the membership that the AAR for the recent regional exercise is due to Tremka Jewett at SETRAC. There was brief discussion on the appropriate template to use for the AAR. The group agreed that the template from SETRAC is aligned with the model provided through Homeland Security.
 - SETRAC Update – Mr. Jonathan Vance stated that the budgets for the various corridors have been combined to facilitate spending due to the HPP funding cuts. Mr. Vance also announced that a regional mass-fatality document should be presented for review soon. There were no questions for Mr. Vance.
 - WebEOC Upgrade (v7.4 → v7.5) – Continue to investigate possibility
 - Two-Way Radio Education – Mr. Christopher reported that he has asked Mr. Bryan Loudenslager with DFW Communications to repeat the radio operations training at each hospital in the region.
- ◆ Physicians Advisory / QI
The Assembly members were reminded that the Chair position is VACANT! Mr. Christopher gave a brief explanation of the Stroke / STEMI Data Collection project the Executive Committee has agreed to participate in. He commented that our RAC will be provided an additional \$3,000 from DSHS as a 'reward' for participating.
- ◆ Education / Injury Prevention
Ms. Tammy Hanson provided the report. She stated that there continues to be many educational and prevention/wellness resources and information posted on the DETRAC web site. She added that the CDC has issued a public health advisory on measles.
 - Bob Page 12-Lead Course – Nacogdoches SFA Nursing – July 30-31 – Flyer out soon.
 - Texas EMS Conference ... Mr. Christopher reminded the membership to book hotel ASAP!
- ◆ Ad-Hoc Grant Review Recommendations
An overhead presentation of a spreadsheet detailing the grant award recommendations of this group was provided. Mr. Christopher explained the discussions/decisions for each row and agency on the spreadsheet. A total of \$36,598 is recommended for distribution, with a budget balance remaining for a 'round two' evaluation. A discrepancy between the Dow Emergency Center and the Punkin-Evergreen VFD information was identified and will be corrected in the report. Mr. Justin Cude explained to the membership the concept of seeking vendor quotes for group purchasing of common items in the future for regional-level financial savings. The Assembly members had no further questions or comments on the recommendations. A motion was provided by Ms. Sondra Wilson to accept the committee's recommendations, with a second to the motion provided by Ms. Kim Clifton. The motion passed without opposition. Mr. Peyton Ware will get out award notices to the agencies as soon as possible. The deadline for 'round two' submissions was agreed to be June 1, 2014.

9. **Executive Committee Report**

Mr. Christopher stated that subjects covered in today's Executive committee meeting were increasing physician participation, approval of an Asset Capitalization policy, agreement to participate in the STEMI/Stroke Data Collection project, a brief discussion on the future HPP budget & spending. There were no questions for Mr. Christopher or the Executive Committee members.

10. **Texas EMS, Trauma & Acute Care Foundation Update**

The Assembly members were informed that the May 2014 TETAF Update can be found on the www.tetaf.org web site. Mr. Christopher stated that TETAF is monitoring and providing information to the Legislative Sunset Commission.

11. **Texas EMS & Trauma Registry Update**
Mr. Christopher stated that he received email notification two days ago that Ms. Tammy Sajak, who has been leading the EMS/Trauma Registry has resigned from her position and moved to another area of DSHS.
12. **GETAC May Meeting Notes**
A copy of the notes taken by Mr. Christopher while attending the May 2014 quarterly meetings was provided in the handout packet. Members were asked to review the notes and if they had any questions to contact Mr. Christopher. The Assembly members were reminded that they can watch the recorded webinars of past GETAC meetings via the TETAF web site.
13. **Trauma Center Designation Update- Hospital Representatives**
There were no announcements.
 - ◆ Final Uncompensated Care Announcement – Mr. Christopher stated that the final award announcement is available on the DSHs web site.
 - ◆ Pediatric Categorization in Texas Webinar – A handout was included in the packet that will lead interested members to a presentation on Pediatric Facility Categorization in Texas.
14. **Stroke Center Designation Update – Hospital Representatives**
There were no announcements.
15. **Chest Pain Center Designation Update – Hospital Representatives**
There were no announcements.
16. **Texas EMS & Trauma News**
The Assembly members were informed and provided information for on-line access to view the DSHS Spring 2014 Edition. Mr. Christopher explained that this publication is the replacement for the Texas EMS Magazine that will no longer be published and distributed.
17. **American College of Surgeons / DSHS RAC Assessments**
Mr. Christopher explained that this assessment planning has been placed on indefinite hold because the funding for this project was used to back-fill the lost Tobacco corpus used for the Cancer group funding.
18. **DETRAC Facebook & Twitter**
Mr. Tim Leonard provided an overhead demonstration and educational presentation on the DETRAC Facebook and Twitter pages. He gave an explanation of how both of these social media programs can be used as communication tools. Several of the Assembly members joined these pages during the actual presentation. Members were encouraged to visit these pages often for announcements and information. Mr. Leonard was provided appreciation for his efforts in creating these regional communication tools.
19. **Other Announcements**
There were no announcements
20. **Next Meeting**
The Assembly members were informed that the next meeting is planned for July 9, 2014. This will be the 'annual' meeting for the RAC and will include discussions on Budget Approval, Bylaws Review and Election of Chair & Secretary Board Positions. A copy of the 2013 – 2014 meeting calendar was provided in the handout.
21. **Adjournment**
With no further discussion or business, a motion to adjourn was provided by Mr. Forrest King, with a second to the motion by Mr. Ken Jobe. The meeting was adjourned at 6:32 p.m.