

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

JULY 9, 2014

Minutes

Location: Memorial Medical Center Lufkin – Community Rooms A&B

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 2:43 p.m.

2. Attendance – Collection/Announcement of Proxies

Mr. Christopher announced that there were no known proxies for this meeting. There were eight Executive members present, thus a quorum is established.

3. Introduction of Guests

Around-the-room introductions were made. Mr. Colin Crocker and Mr. Robert Friedrich from the Department of State Health Services were in attendance.

4. Review/Approval of May 21, 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 no questions or recommendations. Mr. Justin Cude made motion to approve the minutes as presented and Ms. Sondra Wilson 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. The committee was provided current bank account balances and current net income (P&L) statements. The current remaining balances for each of the DETRAC grant funding streams was provided. The report was accepted as presented.

7. Status of Various Funding Sources – Justin Cude

- ◆ FY14 Tobacco (\$78,449) – 4/4 Installments received
- ◆ 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. Nacogdoches County EMS is the only remaining agency to submit documentation.

8. Sub-Committee Planning

- ◆ Pre-Hospital – Ms. Cyndye Hilliard that her committee will be reviewing the Regional Plan EMS Protocols. Ms. Hilliard announced that today the committee will be provided training on soft tissue injury.
- ◆ Hospital Acute Care – Mr. Christopher announced that Ms. Jackie Laird continues to serve as the Interim Manager for the Cardiac Catheterization Lab at Nacogdoches Memorial Hospital. He stated she has not provided further information regarding her ability/desire to continue as the sub-committee Chair. Mr. Christopher stated that he will begin seeking an alternate sub-committee Chair. The group agreed to take no action at the present time and learn the future for Ms. Laird. Mr. Christopher stated the group needs to begin meeting to address the STEMI and Stroke data collection projects.

- ◆ HPP North Corridor – Mr. Ken Jobe provided the update. He stated the corridor group met in Jasper in June. He stated the disaster response trailer was demonstrated at that meeting. After the meeting, the response trailer was taken to Houston for preventative maintenance. He stated that the inventory inside the trailer will be reorganized to better distribute the axle weight. He stated the new HPP budget will carry the message of ‘more training and less stuff’. Mr. Jobe stated there has been a significant budget reduction for this coming fiscal year that begins July 1, 2014. He stated the corridor group attempted to perform a reconciliation of the task readiness checklist during the meeting, but decided to send portions of the reconciliation process out as ‘homework’ for the members to complete for the next meeting. And finally, Mr. Jobe announced that SETRAC has a ‘Training Update’ documents with a tremendous amount of training listed. If specific types of training are needed, please contact Tremeka with SETRAC.
- ◆ QI/Physicians Advisory – Mr. Christopher commented that there has been no activity by this committee other than planning for the STEMI/Stroke data collection project.
- ◆ Inj. Prev. /Education – Mr. Peyton Ware reviewed the written education report provided by Ms. Hanson. There are currently 18 educational opportunities listed on the DETRAC web site calendar. The Bob Page ECG course is scheduled for late July in Nacogdoches. There are Continuity of Operations Planning and Incident Command courses available. There is a link to an active shooter training video available on the web site, the user name is ‘cpps’ and the password is ‘healthcare’. There were no other training or prevention announcements by the members present.
- ◆ Ad-Hoc Grants Review – Mr. Christopher announced that the awardees from the first round of grant review have been notified and are beginning to make purchases and provide the DETRAC with the necessary documentation. Mr. Christopher stated the committee needs to meet again very soon for round-two determinations.

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 met earlier today. The Board received routine standing reports on DETRAC infrastructure and personnel. The Board discussed current sub-committee statuses. The relationship status with SETRAC Board was briefly discussed. The Board reviewed the 3rd Quarter Tobacco Progress report and was informed that the pending American College of Surgeon’s (ACS) regional assessment has been placed on indefinite hold due to a re-appropriation of funds at the State level.

11. 1115 Waiver Updates

Mr. Christopher announced that Nacogdoches Memorial is opening an acute care clinic in Nacogdoches, and is in seeking a mid-level practitioner to fill the provider roster. There were no other needs for assistance with 1115 Waiver projects expressed by those in attendance.

12. TETAF Strategic RAC Division Initiative

Mr. Christopher stated that there has been no formal activity or meetings on this topic. He stated that TETAF is planning a strategic planning and legislative action meeting for later in July. TETAF will fund one individual from each RAC to attend this meeting. The Legislative Sunset report has been released and is available for review on the Sunset website. Mr. Christopher stated that EMS fraud was a topic of discussion in the Sunset report.

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.

14. Computer Hardware / Software Upgrades

Mr. Ware announced that the IT Department of the City of Lufkin has obtained a quote for replacement desk top and lap top computer systems. Mr. Christopher commented that the DETRAC Board provided Mr. Ware the directive to proceed with the purchase of these computer systems. There was brief discussion to claim this purchase under the Local Project Grant program.

15. Cardiac / Stroke Data Collection

A handout was provided that listed the data elements and their definitions for both EMS and hospitals participating in the data collection project. The group continues to have concern for how EMS is going to identify stroke and STEMI patients in their electronic reporting systems. Not all of the EMS agencies have 12-lead ECG capability. It was noted that hospitals already uploading data to the Get-With-The-Guidelines (GWTG) program do not have to provide their information. Both Nacogdoches Memorial Hospital and Memorial Medical Center Lufkin currently upload to the GWTG program.

16. EMTrack on Handheld Scanner / Scanner Locations?

The committee discussed the status and location of these scanner units. Mr. Jobe stated that there are four units. The North Corridor group recommended that two units be kept in Angelina County (DETRAC office and ACC Health District) and two units be kept in Nacogdoches County (location to be determined by the Emergency Manager). Mr. Christopher will contact the Nacogdoches County Emergency Manager for his recommendation. Mr. Ware commented that the storage location should provide for frequent powering up of the laptops for automatic Windows updates. Mr. Jobe added that SETRAC is discussing a possible EMTrack exercise during Sept/Oct period.

17. Extra HPP Funds from WebEOC ... Budget?

Mr. Christopher explained that there was approximately \$10K added to this year's HPP budget due to having to splitting the WebEOC server costs between two fiscal years. He questioned if a decision for spending these funds was determined by the North Corridor group. Mr. Ware and Mr. Jobe stated that additional oxygen cylinders (17), cylinder hydro-testing, and response trailer tires.

NEW BUSINESS

18. TETAF Subscription Fees

The invoice for the 2014-2015 TETAF subscription fees was provided in the handout. The cost for our RAC is \$1,800. Mr. Christopher reviewed the various benefits (legislative advocacy, survey discounts, etc.) received with the subscription. Ms. Sondra Wilson made a motion to pay the annual fee. Ms. Darlene Williams provided a second to the motion. There was no opposition.

19. North Corridor Multi-Year Training & Exercise Plan

The committee members were introduced to a multi-page document produced by SETRAC that is considered a draft plan for training and exercises for the period through July 1, 2018. Mr. Jobe commented that the North Corridor group is reviewing and working to a final draft of this plan.

20. Mass Fatality Management Plan

The committee members were introduced to a multi-page document produced by SETRAC that is considered a draft plan for regional mass fatality management. Mr. Jobe commented that the North Corridor group is reviewing and working to a final draft of this plan. He also noted that the content of this plan is very comprehensive and even goes beyond the field of healthcare. The North Corridor group will provide plan updates at future meetings.

21. Bylaws Review

Mr. Christopher stated that he has not recall receiving any recommended changes to the bylaws. He requested that the committee allow him to review the bylaws and post to the list server for membership review before the next DETRAC meetings. He asked that any revisions to the bylaws be done during the September DETRAC meeting. There was no opposition from the committee

22. Budget Preparation

Mr. Christopher informed the committee that the DSHS has not provided information for how much the various grants will be for our RAC for the next fiscal year. He stated that this information should be forthcoming soon, and Mr. Colin Crocker agreed. Mr. Christopher requested that the budget preparation be postponed until this information is received from DSHS. He will then create a draft budget and distribute via the list server for membership review. The budget will be voted on by the General Assembly at the September DETRAC meeting. There was no opposition from the committee.

23. Nomination / Election – Chairman, Secretary

The committee was informed that the Chairman and Secretary positions are up for election this year. The floor was opened for nominations for Secretary first. Mr. Ken Jobe nominated Ms. Darlene Williams to continue another term as Secretary. Mr. Dan Kira seconded this nomination. There were no further nominations. Ms. Williams was elected without opposition. Next, the floor was opened for nominations for the Chairman position. Ms. Cyndie Hilliard nominated Scott Christopher to continue another term as Chairman. Mr. Ken Jobe seconded this nomination. There were no further nominations. Mr. Christopher was elected without opposition.

OTHER

24. Announcements

- ◆ Regional Stroke Protocol - Ms. Angela Hess introduced herself as the STEMI/Stroke Coordinator for Memorial Medical Center of Lufkin. She announced that her facility is a Primary Stroke Center verified through The Joint Commission, and that a new standard for verification is that the facility helps develop and participate in regional stroke protocols and systems. Mr. Christopher stated that the DETRAC has been instructed to produce these protocols for the past few years, but they have been slow in development. He requested that Ms. Hess join the Acute Care Committee and help lead and hasten the final production of these protocols. Ms. Hess welcomed the opportunity.
- ◆ San Jacinto County Emergency Svc. District Grant Announcement - Mr. Dan Kira announced that his organization was recently notified and awarded a significant grant to upgrade all the radio equipment in San Jacinto County. The committee congratulated Mr. Kira and his organization for this good fortune.
- ◆ Local Projects Grant Application Process - The committee was encouraged to be on the look-out for the announcement of the Local Projects Grant application process. Mr. Colin stated that this application is typically rolled out in mid-July. He further added that there have been no cuts to the amount awarded from this grant pool. He confirmed that the item allowable limits have been reviewed and many have been increased in value.
- ◆ North Corridor Coalition Meeting - Mr. Jobe announced that the next scheduled meeting is set for August 13, 2014 at Woodland Heights Hospital in Lufkin. He added that the October meeting will be replaced with the EMTF-6 annual symposium in Galveston in early November
- ◆ Next Meeting -The committee was informed that Mr. Christopher would be out-of-state traveling on September 10, 2014, which is the next scheduled DETRAC meeting dates. He stated he will be asking the General Assembly to move the meeting to either September 3rd or September 17th.

25. Adjournment

With no further business to discuss, the meeting was adjourned at 3:45 p.m.