

SETTRAC Quarterly Meeting
7:00p.m. July 21, 2008

Minutes

I. CALL TO ORDER

The meeting was called to order by James Duke, MD.

II. ROLL CALL

David Rives called roll and established a quorum.

III. READING AND APPROVAL OF MINUTES

A motion was made to accept the minutes as written. The motion was seconded. The motion passed unanimously.

IV. PUBLIC COMMENT

No issues for public comment.

V. EXECUTIVE REPORTS

A. Chairman's Report

James Duke, MD reminded everyone to sign in.

B. Vice Chairman's Report

Michael Morris explained the nominations to the board and announced the slate of nominees for the 12 positions that expire this year.

Austin County EMS:	Official nomination for Ron Dille
Colorado County Hospitals:	Official nomination for Shannon McBride
Fort Bend County Physicians:	Benjamin Oei MD was re-nominated from the floor
Harris County EMS:	Official nomination for Lon Squyres
Matagorda County Physicians:	No nomination
Montgomery County Physicians:	Liz Horrigan MD was re-nominated from the floor,
Walker County Hospitals:	Official nomination for Kim Jones,
Wharton County EMS:	Official nomination for John Kowalik,
Hermann Hospital Level I:	Official nomination for James Duke MD
South Texas ACS:	No nomination
Greater Houston EMS Council:	Official nomination for Thelma Lemley,
9 th District Medical Society:	Official nomination for Kenneth Mattox MD.

Michael Morris asked for additional nominations from the floor. **A motion was made to accept the slate of nominees. The motion was seconded. All are in favor. The motion passed unanimously.**

C. Vice Chairman's Report

Thelma Lemley reported on the GETAC/RAC Chairs Meetings.

D. Secretary's Report

Reneé Griffith not present, no report given.

E. Treasurer's Report

Allen Johnson explained the financial statement. Next, Allen asked for questions on the financial report. Discussion followed.

A motion was made to accept the financial report as written. The motion was seconded. The motion passed unanimously.

Allen introduced Bert Gonzales and Randy Walker to explain the disclosure statement and SETTRAC Audit of 2007. Discussion followed.

A motion was made to authorize David Rives in coordination with Doug Havron/Lori Upton to spend the left over OASPR Funds by July 31st and David Rives in coordination of the Executive Committee to spend left over SETTRAC Grant Funds by August 31st. The motion was seconded. The motion passed unanimously.

A motion was made to accept the audit. The motion was seconded. The motion passed unanimously.

F. Officer at Large Report

No report given by Lon Squyres.

VI. COMMITTEE REPORTS

A. Stroke Committee

James Grotta MD reported on the Stroke Committee activities. The committee is developing criteria that stroke centers must meet in order to remain a designated stroke center. In addition, the data collected by the committee has been de-identified to protect the hospitals that are submitting data.

B. Trauma Care & Management

Marjorie Lygas and Mary Frost reported that the committee has developed a draft process for new/upgrading Trauma Centers and this draft should be finalized by the end of the week. The Medical Audit Committee will start meeting on the last Friday of the month prior to the SETTRAC Quarterly Meeting. Daniel Kosler asked for a moment of silence in memory of those lost in the recent crash of the PHI helicopter.

C. Public Information & Education

Sarah Abbott reported on TETAF and the SETTRAC Annual Conference.

D. Grants Review

Madelyn Jurek reported on Scholarships. A waiting list has been established, most of the scholarship funds have been paid out, and Madelyn reminded anyone who has received a scholarship to get their paperwork in by the end of August otherwise their funds will be released to an applicant on the waiting list.

E. Medical Director's Committee

No report for the Medical Director's Committee.

F. RHPC

Lori Upton reported on Hospital Reimbursement Requests, Regional Purchases, Hurricane Exercises, the Hobby Airport Exercise, the Texas Hurricane Conference, medical special needs shelters, RCV-Q Lake Sabine Hurrex, Regional Catastrophic Team, statewide patient tracking, HPP Garage Sale, Dolly, and the Program Budget/Work Plan for OASPR 09.

VII. DIRECTOR'S REPORT

David Rives reported on EMResource, IRS Service Plans, SETTRAC Contracts, County Funds, and the Texas EMS Trauma & Acute Care Foundation.

A motion was made to nominate Mary Frost as the SETTRAC Pediatric Representative to TETAF. The motion was seconded. The motion passed unanimously.

A motion was made to nominate David Rives as the SETTRAC RAC Representative to TETAF. The motion was seconded. The motion passed unanimously.

A motion was made to nominate Madelyn Jurek as the Alternate SETTRAC Pediatric Representative to TETAF. The motion was seconded. The motion passed unanimously.

A motion was made to nominate Doug Havron as the Alternate SETTRAC RAC Representative to TETAF. The motion was seconded. The motion passed unanimously.

VIII. OASPR ADMINISTRATIVE DIRECTOR'S REPORT

Doug Havron reported on the Tropical Weather Update, Regional Communications Vehicle Taxes, Asset Management, Hospital Closures, HPP Compliance Reports, and EMSsystem/WebEOC Education. Doug Havron passed around a few copies of the Asset Management Policy for board members to examine.

IX. UNFINISHED BUSINESS

David Rives reported that the Medical Examiners Office was interested in participating on the SETTRAC Board; however, the Executive Committee decided to hold off adding any additional board positions and amending the bylaws until the Strategic Planning Process has been completed since there may be recommendations for the restructuring of the SETTRAC Board.

X. NEW BUSINESS

A. Strategic Planning

Ron Morrison explained the Strategic Planning Process and the projected timeline for the phases of this process. They expect a document by early October. Ron made a recommendation to setup a meeting with the Executive Committee and Committee Chairs as part of this process.

A motion was made to accept the recommendations to setup a meeting. The motion was seconded. The motion passed unanimously.

B. RCV – Taxes for Plates

David Rives updated the board on the Regional Communications Vehicle issue concerning the License Plate Taxes.

C. MOU – RAC R

Thelma Lemley explained the need to develop a legal MOU with RAC-R. Discussion followed.

A motion was made to create a working group to work with RAC R. The motion was seconded. The motion passed unanimously.

D. Strike Team Leader Class

Lon Squyres explained that state funding for Strike Team Leader Classes. The Executive Committee met and recommended that SETTRAC fund two of these classes on August 8-9 and August 28-29. Each class costs \$10,000 and will train 35 people. Discussion followed.

A motion was made to fund the two Strike Team Leader Classes but require a deposit for each person to register for the class that will be returned upon completion of the class. The motion was seconded. The motion passed unanimously.

XI. ANNOUNCEMENTS

Dr. Duke announced that the next quarterly meeting is scheduled for October 20, 2008 at 7:00pm. Dr. Duke also asks all board members of next year's board to remain for the annual meeting and election of officers.

A motion was made to adjourn the meeting. The motion was seconded. Meeting adjourned.

SETTRAC Board Annual Meeting
July 21, 2008

Minutes

I. CALL TO ORDER

The meeting was called to order by James Duke, MD.

II. ROLL CALL

David Rives called roll and established a quorum.

III. NEW BUSINESS

Michael Morris presented the slate of nominees from the nominating committee for the six Executive Officer Positions.

Chairman:	Allen Johnson
Vice Chair of Business:	Michael Morris
Vice Chair of Systems:	Thelma Lemley
Secretary:	Renee Griffith
Treasurer:	Lon Squyres
Officer at Large:	Kenneth Mattox, MD

Michael asked for additional nominations from the floor. A motion was made to nominate James Duke MD for Chairman. Dr. Duke declined and the nomination was withdrawn.

A motion was made to accept the slate of nominees for the Executive Officer Positions. The motion was seconded. The motion passed unanimously.

A motion was made to approve funds for the PI&E Committee Booth at the EMS Conference. The motion was seconded. The motion passed unanimously.

V. ADJOURN

A motion was made to adjourn the meeting. The motion was seconded. Meeting adjourned.