

# SETTRAC Quarterly Meeting

7:00p.m. July 20, 2009

**\*\*Working Minutes\*\***

## **I. CALL TO ORDER**

Allen Johnson called the meeting to order

## **II. ROLL CALL of Directors to Establish Quorum**

David Rives called roll for Renee Griffith in her absence and established a quorum.

## **III. READING AND APPROVAL OF MINUTES**

A motion was made to accept the minutes from the April meeting and the meeting as written. The motion was seconded. The motion passed unanimously.

## **IV. PUBLIC COMMENT**

Allen Johnson asked if anyone had any public comment. There was none.

## **V. EXECUTIVE REPORTS**

### A. Chairman's Report

According to the bylaws, board members cannot miss more than two (2) board meetings – this includes both quarterly and special board meetings, unless their absence is excused.

Allen discussed restructuring the board to a smaller one in regards to the merger of SETTRAC and RHPC. A second discussion followed. The merger update will be discussed later in the meeting. The bylaws are in draft at this time. Nominations committee will be discussed in the second meeting.

### B. Vice Chairman's Report

Membership Issues

Michael Morris discussed the nomination for Patty Nelson. Patty Nelson was elected to the board as Representative for the Colorado County EMS.

### C. Vice Chairman's Report

No Report

### D. Secretary's Report

Renee Griffith was not present/no report was given.

### E. Treasurer's Report

Quarterly Financial Report

Lon explained how the end of the budget year is handled in regards to RAC EMS and Tobacco funds. Allen asked Joseph about estimation of RAC and Tobacco funds left that need to be spent before end of fiscal year. Dr. Persse asked how long has there been a problem with the financial report. Lon asked that David and the Executive Committee amend the budget to meet the requirements of the 15%. Motion was made to allow executive committee handle the amendment. Motion was seconded. All in favor.

### F. Officer at Large Report

Dr. Mattox discussed disaster preparedness. Swine flu updates were discussed. The variance of H1N1 in North America is very low. Center for Disease Control are working on a vaccine. There was much discussion.

## **VI. COMMITTEE REPORTS**

### **A. Stroke Committee**

No report. Dr. Grotta was not present.

### **B. Medical Director's Committee**

Dr. Persse discussed the state of the Science Committee.

### **C. Pediatric Committee**

No Report. Dr. Cox was not present.

### **D. Trauma Care & Management**

Mary Frost reported pulling cases together in regards to referrals. Allen stated how the regional registry would be able to assist? Daniel Kosler referred to Jeff Sundseth to report for Pre-Hospital Care and Transport Committee. Jeff reminded EMS providers that red flag procedure must be in place by August 1<sup>st</sup>.

### **E. Public Information & Education**

Robin Garza discussed TETAF hosting the 20<sup>th</sup> century gala in conjunction with the EMS Conference. David Rives discussed donations for the silent auction. Sara discussed Day at the Zoo. The upcoming EMS and Trauma Care Conference early bird registration ends on July 25<sup>th</sup>. Registration for vendors closes on August 1<sup>st</sup>.

### **F. Grants Review**

Madelyn discussed the number of courses that have been taken. There are educational scholarship funds available for courses to be taken before the end of the fiscal year.

### **G. RHPC**

Sterling Taylor reported for Lori Upton in her absence. Sterling discussed employees are doing well in their perspective positions. Vickie stated there is an enormous amount of positive feedback from the hospitals. Allen encouraged everyone to attend the next Medical Incident Support Team (MIST) class. Strike Team leaders courses are offered at Lone Star CyFair College. HazMat classes are offered for free, a location is needed to host the class.

### **H. Cardiac Committee**

Dr. Mattox discussed there is no forum for hospitals to meet. The hospital response has been very good. Allen reported the committee met three times. Hospitals are participating in SETTRAC which had not previously participated. SETTRAC would be a good place to bring hospital administrators together.

### **I. Air Medical**

Allen reported for Brian Petrilla who was not present. The Coast Guard will become active as a resource in the Air Medical Committee. For more information see report.

## **VII. EXECUTIVE DIRECTOR'S REPORT**

See Attached Report -

David discussed legislative items that passed and failed. TETAF has gone from dues basis to subscription basis. This year dues were significantly reduced because of the conversion, but will see significant increase next year. The amount distributed from driver responsibility will be \$75 million. Trauma registry team hosted a consultant group. This consulting group will go to states that have successful registry.

#### **VIII. OASPR Administrative Director's Report**

See Attached Report –

Doug was not present. The Board was advised to read the report in packet.

#### **IX. UNFINISHED BUSINESS**

The housing agreement needs to be modified and ratified. Motion made to add language to the guidelines. Motion to amend the two items. All in favor. The housing agreement will be brought back to board for final execution. Much discussion ensued about the housing agreement. RCV-Q guidelines were not available.

#### **X. NEW BUSINESS**

Organizational chart is being proposed. Motion to accept the draft of the job description for CEO position. HCA came forth with a generous donation to help fund the position for a CEO. Dr. Mattox stated the organization will not grow further without the development of this position. The funding would be available for the first year. Funds would need to be allocated for the following year. Dr. Persse discussed a national search should take place for the CEO position.

SETTRAC is moving forward with the merger of RHPC. Allen stated voice from staff's feedback is vital for the organization. A timeline was presented for reorganization and much discussion ensued.

Motion was made to approve the FY 2010 OASPR 8 Budget. All in favor.

Michael Morris stated due to lack of notification of the expiring board members that the election of the remaining expiring board positions be deferred to the October board meeting. The staff shall notify expiring board members that their terms are expiring. Motion made for board members with retiring terms to stay until next quarterly meeting until further notice. All in favor. A motion was made to accept Darrell Wells as Walker county Physician Representative. All in favor.

The Houston Fire Department has chosen not to fill their board position at this time.

#### **XI. ANNOUNCEMENTS**

Allen reminded everyone to sign the attendance sheet. The next quarterly meeting is scheduled for October 19, 2009. A second meeting was immediately held after the quarterly meeting. A motion was made to adjourn – all in favor.

**Annual Meeting**  
**July 2009**  
**\*Working Minutes\***

**I. CALL TO ORDER**

The annual meeting was called to order by Allen Johnson.

**II. ROLL CALL**

David Rives called roll and established a quorum.

**III. NEW BUSINESS**

Election of executive committee.

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

Chairman:	Allen Johnson
Vice Chair of Business:	Michael Morris
Vice Chair of Systems:	Brad Scott, MD
Secretary:	Reneé Griffith
Treasurer:	Lon Squyres
Officer at Large:	Kenneth Mattox, MD

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

The Board adjourned into a closed session meeting and returned with no action.

**IV. ADJOURN**

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