

SETRAC Special Board Meeting
10 a.m., December 14, 2009

Draft Minutes

I. CALL TO ORDER

Allen Johnson called the special board meeting to order.

II. ROLL CALL

Reneé Griffith called roll and established a quorum.

III. UNFINISHED BUSINESS

A. Dues structure for 2010

Proposal resulted from last meeting to structure hospital and EMS dues. The proposal of dues was broken down due to past due fees. The draft structure of dues was presented. The fee structure is based on individual hospitals and EMS agencies. The various levels of specialties increases the cost of dues based on a tiered level. Every hospital starts out on a base fee and cost increases per level of specialties. EMS dues are based on the number of patient transports for each agency. Motion was made to approve dues structure for 2010. Motion was seconded. All in favor.

B. 2009-2010 budget

Minor revisions to budget were discussed. Funds will stay as budgeted for CEO and Registry positions. RAC EMS and General funds were discussed in detail. TETAF dues increased. Vehicle repairs are not included in the budget. Doug Havron discussed ASPR 8 funds will extend through June. Motion was made to adopt the 2009 – 2010 budget. Motion was seconded. All in favor.

C. Adoption of organizational policies

Reformation of policy manual was discussed. Doug Havron discussed the revision of the policy manual in much detail. Severance pay was discussed in regard to the organization. Delegation of authority for severance pay was discussed in much detail. There are many corrections needed to the organization policy manual. Lori Upton asked if an employee assistance program exists for the organization. Revisions for policy manual are to be submitted to Doug Havron by December 23rd to revise by the January quarterly meeting.

D. Revision of the organization bylaws

The bylaws were discussed in much detail. The Executive Committee has the ability to establish procedures to carry out the bylaws. Motion was made to adopt the approved changes. Motion was seconded. All in favor.

E. Formalize the name change to Southeast Texas Regional Advisory Council

Motion was made to charge the Executive Committee to execute documents to formally change the name of the organization. Motion was seconded. All in favor.

F. Logo for name change

Much discussion ensued on changing the look of the SETRAC logo.

IV. ANNOUNCEMENTS

The next quarterly meeting will be January 25, 2010 at Cypress Creek EMS.