

## SETTRAC Quarterly Meeting

~~7:00p.m. October 16, 2006~~

7:00p.m. November 6, 2006

### MINUTES

#### I. CALL TO ORDER

The meeting was called to order by James H Duke, MD. This meeting was re-scheduled due to weather.

#### II. ROLL CALL

Allen Johnson called roll and established quorum.

#### III. READING AND APPROVAL OF MINUTES

A motion was made to waive the reading of the minutes and accept the minutes as written. The motion was seconded. The motion passed unanimously.

#### IV. PUBLIC COMMENT

Aaron Patterson of the Department of State Health Services announced that a new zone has been created. Please see the web-site for more information.

#### V. EXECUTIVE REPORTS

##### A. Chairman's Report

Dr. Duke reminded everyone to sign in and welcomed David Rives back.

Dr. Duke calls upon David Rives to explain the SETTRAC dues. David explained that SETTRAC dues are being sent out late this year. EMS dues were e-mailed out in September and we are in the process of getting hospital dues mailed out. Any EMS agency that did not receive a dues invoice, please contact David or Marnie.

Dr. Duke also referred to David Rives for an explanation of the By-laws Amendment. Board members have a copy of this amendment. This amendment was discussed at the quarterly meeting in July and it was decided at that meeting to fill in the "\_\_\_\_\_" working days in section "D." with "fifteen" working days. A motion was made to accept the By-laws amendment. The motion was seconded. The motion passed unanimously.

##### B. Vice Chairman's Report

Darrell Pile announced the following nominations to the SETTRAC Board. Adrian Trevino has been nominated for the Houston Fire Department position, Daniel Kosler has been re-nominated for the Fort Bend Co EMS position, Fred Wilkins has been nominated for the Matagorda Co EMS position, and Renee Griffith has been renominated for the Matagorda Co Hospital position. He asked if anyone from the Houston Fire Department, Fort Bend County, or Matagorda County wished to make some other nomination from the floor. Darrell made a motion to close nominations. This motion was seconded. The motion passed unanimously. Darrell made a motion to elect Adrian Trevino as the Houston Fire Department Representative, Daniel

Kosler as the Fort Bend Co EMS Representative, Fred Wilkins as the Matagorda Co EMS Representative, and Renee Griffith as the Matagorda Co Hospital Representative. This motion is seconded. The motion passed unanimously

Darrell also announced that the Annual Audit Report would be discussed at the next quarterly meeting.

#### C. Vice Chairman's Report

Thelma Lemley reported on GETAC, the EMS Commission Survey, the Best Practice Letter (which will be posted on the SETTRAC web-site), the Stroke Soirée, and the Texas Foundation for EMS/Trauma Care.

#### D. Secretary-Treasurer's Report

Allen Johnson reported on the Year End/Quarterly Financial report. A motion was made to accept the financial report. This motion was seconded. The motion passed unanimously.

Allen Johnson explained the FY07 budget. Discussion followed.

A motion was made to approve a cost of living raise for the SETTRAC office staff (David and Marnie) in the amount of 4.7% for the fiscal year. This motion was seconded. Discussion followed. The motion passed unanimously.

Renee Griffith made a motion to move \$26,495 from the uncommitted funds to the education line item of \$10,000 which will change the education line item to \$36,495. This motion was seconded. Discussion followed. The motion passed unanimously.

An error was found in the budget calculations. A motion was made to approve the budget with amendments pending corrections. This motion was seconded. Discussion followed. The motion passed unanimously.

#### E. Officer at Large Report

Dr. Persse was not present but a representative from the HFD gave an update on ROCEMS. A room in the HEC will be setup for ROCEMS. ROCEMS has been setup for HFD but other services can also be involved. We are unsure when ROCEMS will be up and running.

## **VI. COMMITTEE REPORTS**

### A. Trauma Care & Management

Daniel Kosler called upon Lon Squyres for the Disaster Committee Report. Lon reported on the Patient Tracking Project and the Mobile Command Vehicle which was discussed under "New Business."

### B. Public Information & Education

Sarah Abbott discussed the 3<sup>rd</sup> Annual SETTRAC Conference "wrap up", the EMS/Trauma Care Foundation Nomination, and the 4<sup>th</sup> Annual SETTRAC Conference.

### C. Grants Review

Madelyn Jurek updated the board on scholarships.

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

David Rives reported on the SETTRAC List-servers, Board Financial Responsibilities, HGAC, Texas Foundation for EMS/Trauma & Acute Care, the nomination for the Stroke Committee, and SETTRAC Backboards. David referred to Lori Upton for a report on HRSA Year 5.

## **VIII. UNFINISHED BUSINESS**

David Rives reported on the Patient Trafficking Task Force. Discussion followed. By the next quarterly meeting, we need a list of one representative from each of the following organizations: ROCEMS, CMOC, Each Level I Hospital, SETTRAC, and the Rural Hospitals.

David Rives reported that the satellite phones are in and activated. Discussion followed. A motion was made that the SETTRAC EMS Board Member from each county will get together with EMS Agencies within their county to decide where the phone will be located. The motion was seconded. The motion passed unanimously.

## **IX. NEW BUSINESS**

Lon Squyres and Frank Marshall reported on the \$750,000 Mobile Command Vehicle and the costs related to the vehicle such as maintenance and insurance. Lori Upton explained the HRSA Funds that would be used towards this vehicle. Lon explained that some other organizations could assist with the costs associated with the vehicle. Discussion followed.

Dr. Duke appointed a committee of Frank Marshall (Chair), Mike Legoudes, Daniel Kosler, Lori Upton, Doug Havron, Lon Squyres, and Larry Flournoy (Duke's Suggestion).

A motion was made to accept HRSA's plan. Seconded. Discussion followed. The initial construction and delivery of the vehicle will be paid for by HRSA funds and a donation from the Kingwood EMS Association with the delivery of the vehicle at the end of our fiscal year. The motion passed unanimously.

## **X. ANNOUNCEMENTS**

Dr. Duke announced that the Next Quarterly meeting is scheduled for January 22, 2007 at 7:00pm.

A motion was made to adjourn. The motion was seconded. The motion passed unanimously. Meeting adjourned.