

SETTRAC Quarterly Meeting
7:00p.m. October 20, 2008

=== MINUTES ===

I. CALL TO ORDER

The meeting was called to order by Allen Johnson.

II. ROLL CALL

Reneé Griffith called roll and established a quorum.

III. READING AND APPROVAL OF MINUTES

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

Allen Johnson announced that Thelma Lemley had passed away since the last meeting and explained Thelma's contribution to EMS and Trauma. Allen asked for a moment of silence in honor of Thelma.

IV. PUBLIC COMMENT

Allen Johnson asked if anyone had an issue for public comment but reminded everyone that they are welcome to also make a comment during the meeting.

Cheryl Dykes announced that there was a backboard located at the back of the room that she wanted everyone to sign. This backboard has a plaque mounted on it and will be given to Dr. Duke in honor of his years of service as the Chairman of SETTRAC.

V. EXECUTIVE REPORTS

A. Chairman's Report

Allen Johnson reminded everyone to sign in to receive credit for attending the meeting.

Allen announced that he appointed Kim Jones as the nominating committee chair. The committee will consist of the same group from earlier in the year to identify a suitable candidate for Thelma's position on the Executive Committee. The committee will announce their recommendation for the board's approval at the January quarterly meeting.

Allen thanked all the hospitals, various organizations, individuals, and elected officials for everything they did to carry us through Hurricane IKE. Allen reported on the status of the area hospitals. Discussion followed. Dr. Scott asked about developing a regional transfer center. Discussion followed.

Allen announced that dues invoices were sent out to EMS Agencies and will be sent out soon for Hospitals. Allen reminded everyone that even though the amount of the dues is small, these dues are a very important part of SETTRAC's general fund.

Allen passed out a draft of the new committee structure to the board members. He explained that a few corrections need to be made to this draft. The first change is that he needs to add

the Communications & Technology Committee and the second changed is that Kim Jones should be listed as the chair of the Nominating Committee. Allen discussed how David Rives and Doug Havron will provide the committees with staff resources. A question was asked about creating a Pediatric Sub-Committee. Discussion followed.

Allen explained the Executive Committee's decision to fully separate David Rives and Doug Havron duties. The committee decided that they want to keep David on trauma side and keep Doug on the OASPR side. David will be creating a policy manual and this manual will be presented to the board for adoption.

Allen discussed the plans for new office space. He explained that since the organization is growing we are in need of larger office. The staff is looking at potential office space near the 610 loop and 290.

There has been some discussion about SETTRAC and RHPC becoming more aligned. In addition, the state has asked us become more of an acute care organization instead of only focusing on trauma. The Executive Committee, a group from RHPC, and a few other individuals will come together to form a steering group to explore the possibility new merger organization, an acute care group. Discussion followed.

B. Vice Chairman's Report

• **Membership Issues**

Michael Morris announced that he received a nomination for Robert Arreola to fill the Greater Houston EMS board position. He asked for further nominations from the floor. A motion was made to close nominations. Next a motion was made to elect Robert Arreola to the SETTRAC Board as the Greater Houston EMS board position. This motion was seconded. The motion passed unanimously.

Next, Michael Morris announced that Julia Thomas has resigned her position on the board as the Fort Bend County Hospital Representative. He asked if there were any nominations from the floor for this position. Ted Rogriguez was nominated by Daniel Kosler as the Fort Bend County Hospital Representative. A motion was made to close nominations. Next a motion was made to elect Ted Rodriguez to the SETTRAC Board as the Fort Bend Hospital board position. This motion was seconded. The motion passed unanimously.

C. Vice Chairman's Report

Allen Johnson updated the board on GETAC. Dr. Racht has taken position out of state and there is no word on who will be appointed to fill his position. During the RAC Chairs Meeting, a new recommendation was announced to calculate funding so that we do not see extreme variations in funding. This new calculation will use the death rate within the RAC instead of using the death rate within the county.

D. Secretary's Report

Reneé Griffith did not have a report but announced that the new SETTRAC web-site looks great.

E. Treasurer's Report

Lon Squyres explained the Financial Report. Lon asked for questions about the financial statement. Lon explained the accounting changes that will take place over the next few months.

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

- **Budget 2009**

The budget committee met to finalize the budget. Lon explains some of the changes to this year's budget such as moving our office and hiring new staff. Lori Upton explained that the hospitals have asked for more staff so that someone can come out and help instead of purchasing new equipment and supplies. Lon explained the trauma side changes such as the accountant and office space. The RHPC has already approved their portion of the budget. Discussion followed. David Rives explained the moving expenses and the new office space. A motion was made to approve the 2009 Budget. This motion was seconded. Discussion followed.

A motion was made to amend the motion to allow the Executive Committee to spend up to \$60,000 for additional moving expenses. This amendment was seconded. The motion passed unanimously.

Someone asked for funding to send RCV-Q to Texas EMS Conference. This would require an additional funds \$1,400 (non hospital funds) to send vehicle. Discussion followed. There are already funds budgeted for this. A motion was made to approve the 2009 Budget with amendments. The motion passed unanimously.

E. Officer at Large Report

Kenneth Mattox, MD was not present / no report given.

VI. COMMITTEE REPORTS

Stroke Committee

James Grotta, MD was not present / no report given.

Trauma Care & Management

Marjorie Lygas reported that the committee will send recommendations on under-designations to the board and her committee partially discussed how IKE affected the hospitals.

The Disaster Committee, EMS Committee, and EMS SQI Committees did not meet because of storm. Allen announced the by Executive Committee decided to give credit to all EMS Agencies for the EMS Meetings that were cancelled due to IKE.

Public Information & Education

Eric Strickland reported for Sarah Beth Abbott. Day one of the SETTRAC Conference was very successful but day 2 cancelled due to Edouard. Eric explained the refund policy. A request was made to schedule conference during another time of year so that our conference is not in the middle

of Hurricane season. Discussion followed. Eric announced that there is a backboard at back of room for everyone to sign. This backboard will be given to Dr. Duke.

Grants Review

Madelyn Jurek updated the board on scholarships. The committee met before this meeting and decided to add ABLS and ATCN to pre-approved list of courses. A Motion was made to add these two classes to the pre-approved list of courses. The motion was seconded. The motion passed unanimously.

Medical Directors

David Persse, MD reported that his committee has not been able to meet and he can't seem to get group together. Dr. Persse requested that board establish ad hoc committee to address of the care of the acute STEMI patient. This committee should involve Hospital Administrators, EMS, and Doctors and we will find someone to chair this committee. Discussion followed. A motion was made to create a multi/interdisciplinary committee to address acute care/stemi. The motion was seconded. Discussion followed. The motion passed unanimously.

Currently there are differing opinions from Emergency Physicians, Trauma Surgeons, and Nursing in the area. Dr Persse would like to have the experts in the trauma area go to the literature to determine what is the state of the science and develop evidence based EMS Protocols so that we are all on the same page. Once these protocols have been developed, we need to disseminate them to the trauma centers, physicians, etc.

Dr. Persse recommended including a pediatric trauma surgeon from TCH, Jamie McCarthy from Memorial Hermann Hospital, and Brad Scott from Ben Taub General Hospital. Discussion followed. Allen will work with Persse to draft something to send out to the community. This would be a good kick off to regional trauma plan revision

RHPC

Lori Upton reported on the Regional Hospital Preparedness Council. We have completed OASPR Year 6, the budget for OASPR Year 7, and provided testimony to state senate.

VII. DIRECTOR'S REPORT`

David Rives explained that psych was added as reason for diversion on EMResource, contracts were signed, the trauma plan will be updated, and the SETTRAC Web-site has been revised. If any of the committees would like a web-page, please contact Marnie.

Allen explained the trauma plan goals. We will develop a time-line with milestones and give assignments to committee with deadlines.

VIII. Administrative Director Rpt

Doug reported on OASPR Year 6, OASPR Year 7, tropical weather responses, Web-EOC, service extensions, tracking software, and the debut of RCV-Q.

IX. UNFINISHED BUSINESS

- Allen Johnson reported on the Strategic Plan. This process was delayed but we are back on track. A survey will be sent out and Chip will update the board during a closed session.
- David Rives explained that we are still working on license plates for RCV-Q. This was delayed due to the storm.
- Thelma Lemley had been assigned to establish a working group with RAC-R and this did not get done due to her passing. Jeff Sundseth volunteered to take over this project.
- Lon Squyres reported that the Strike Team Leader Class graduated about 18 students. We would like to host another class in the next several months.

X. NEW BUSINESS

Allen Johnson announced that there would be discussion only in closed session, all actions will be done during open sessions. He asked for everyone except for board members to leave the room.

XI. ANNOUNCEMENTS

Allen Johnson announced that the next Quarterly meeting is January 26th at 7pm. A motion was made to adjourn. The motion was seconded. The motion passed unanimously.