

SETRAC Quarterly Meeting

7:00p.m. April 19, 2010

****Working Minutes****

I. CALL TO ORDER

Allen Johnson called the meeting to order.

II. ROLL CALL of Directors to Establish Quorum

Lon Squyres called rolled and a quorum was established.

III. READING AND APPROVAL OF MINUTES

A motion was made to accept the minutes from the January 2010 meeting as written. The motion was seconded. The motion passed unanimously.

IV. PUBLIC COMMENT

There was none.

V. EXECUTIVE REPORTS

A. Chairman's Report

Allen Johnson reminded everyone to sign in. Allen Johnson reiterated on the importance of signing in to receive credit and going towards qualifying for funding. The organization has matured in focus from operational board building a trauma plan to a policy and production board guiding the organization toward the future.

Allen Johnson introduced Deborah Alsante to the organization as the new Chief Executive Officer of SETRAC. Deborah Alsante discussed the future of SETRAC. Renee Griffith resigned her position from the SETRAC board as secretary. The officer elections are coming up in July and the position will be replaced at that time.

A consent was made among the board members to move seven items of the unfinished transition business plan to the new board. Allen Johnson announced the new board members. A motion was made to accept the slate of the new board members. The motion was seconded. The motion passed unanimously. The new board was transitioned in place.

B. Vice Chairman's Report

No Report

C. Vice Chairman's Report

No Report

D. Treasurer's Report

Quarterly Financial Report

Lon Squyres discussed the status of the Internal Revenue Service items. Mr. Squyres praised Joseph Beckman and Doug Havron for an excellent job well done. IRS items are closed and no further action needed. An audit is currently taking place.

Joseph Beckman discussed in detail the quarterly financial report regarding the revenue and expenses for SETRAC. SETRAC currently has a \$5.2 million dollar operating expense. The grant money

projected to bring in a little over \$4.6 million dollars. The source of the RAC EMS money comes from the state which is linked to the driver responsibility fund. The Texas Department of Public Safety commission will consider changes to the Driver Responsibility Act. A motion was made to accept the financial report. The motion was seconded. The motion passed unanimously. A budget amendment was made to reconcile an interest bearing account. A motion was made to return \$53,613.12 to DSHS for interest incurred on state and federal funds. The motion was seconded. The motion passed unanimously.

The ASPR 8 budget amendment should be executed for bariatric and pediatric crib capacity for shelter operations and alternate care sites. \$500,000-\$600,000 purchase for twelve RAC's throughout the State of Texas. The amendment includes 3 components- \$174,205 dollars is expected income from RHPC through RCPGP grant. Cisco bundle and computers have been added to the RCVQ. Doug Havron discussed in detail the Emergency Preparedness level. A motion was made to accept the budget amendment as read. The motion was seconded. The motion passed unanimously.

The \$4.209 million is the proposed ASPR 9 budget pertaining to training, travel, contractual items such as patient tracking, ADLS courses, hospital reimbursements, and other related hospital preparedness items. A motion was made to propose the ASPR 9 budget to finalize budget revisions. The motion was seconded. The motion passed unanimously. Lori Upton and Doug Havron along with the Executive Committee will finish final budget revisions once final format is approved.

E. Officer at Large Report

Dr. Mattox discussed the Driver Responsibility Act and how the trauma funds may be impacted by the state legislature's multimillion dollar shortfall. TETAF is meeting in the next couple of weeks on May 7, 2010, regarding the strategic planning meeting regarding the issues of the trauma dollars.

VI. COMMITTEE REPORTS

A. Stroke Committee

The committee has had one face to face meeting since the board last met. The last scheduled meeting for FY2010 is July 7, 2010. Memorial Hermann Northeast has been added as a new Level II SETRAC stroke center. Stroke data is now being submitted to SETRAC, who will host all submissions of future data.

The stroke website is revitalized and displaying ongoing meetings and activities of the stroke committee. Several ongoing projects for the stroke committee are as follows: include surveying EMS providers to gauge stroke education needs and topics, working together to provide recommendations for stroke scales use in the field, and translating designations, certifications and recognitions to EMS providers which ties in to the education efforts to clearly delineate capabilities of stroke centers.

There are two established goals for the stroke committee: (1) establish criteria for compliance with monthly/quarterly stroke data submission to SETRAC and (2) determine how stroke data is interpreted and analyzed. The Stroke Center Review subcommittee has met twice to discuss these goals. A motion was made to adopt the recommendation with adjustment to place red flag alerts on SETRAC website at this time. An amended motion was made to put on both websites accept original proposal indicating compliance with data verification with understanding you can get your information on the website with corrected information. The motion was seconded. The motion passed unanimously.

B. Pediatric Committee

The SETRAC pediatric committee has met twice since the quarterly meeting. The meeting minutes will be hosted on the website. Dr. Cox discussed reevaluating pediatric policies on hospitals and EMS

pediatric equipment. Pre-hospital providers would receive information regarding the impending survey, estimated final equipment costs, and the position statement regarding pediatric equipment for EMS. Dr. Cox discussed the regional triage for Childrens Memorial Hermann Hospital. The next meeting will be on July 17th at 9am at Childrens Memorial Hermann Hospital.

C. RHPC

RHPC continues to meet monthly with monthly or bimonthly corridor meetings. RHPC worked with RAC H, RAC Q, RAC R, and the Texas Military Guard hosted an operation ardent surge looking at post Ike type scenarios, no medical capabilities, at Alvin Community College. The after action report is due in mid-May. A memorandum of understanding was discussed between the three Regional Advisory Councils. May 4th-6th, is the Houston-Galveston state hurricane exercise.

D. Medical Director's Subcommittee

Dr. Kovar discussed purpose and goals of EMS. A motion was made to all EMS agencies for Medical Director's to participate in at least one (1) meeting per year via conference call or attend a service line committee meeting to meet the SETRAC requirements. The motion was seconded. The motion passes unanimously. There should be accurate reporting of the contact information for the EMS Medical Director's.

E. Hospital Care & Management

Kent Buzzell discussed a recommendation request for the board to submit a letter to DSHS to change Conroe Regional Medical Center's designation level. A motion was made for the board to submit a letter to DSHS regarding Conroe Regional Medical Center's active pursuit to change designation level. The motion was seconded. The motion passed unanimously.

VII. SETRAC DIRECTOR'S REPORTS

A. Chief Executive Officer

Deborah Alsante is scheduling meetings with other RAC's. There were administrative goals discussed regarding the SETRAC organization. Deborah updated the board regarding the logo and the website.

B. OASPR Administrative Director's Report

Doug Havron discussed in much detail the implementation of the Emergency Medical Task Force (EMTF). The satellite project was donated to the RAC which is installed at Houston TranStar. Doug Havron discussed state activities to put together an oxygen team at a state level.

Legislative educational issues discussed are as follows; the Driver License Department swiping for patient tracking is illegal, and 211 transportation registry may be open to public records.

VIII. UNFINISHED BUSINESS

Allen Johnson discussed volunteers are needed for the nominating committee. There are typically a couple of phone conferences held by the nominating committee during the year. The Board of Directors is in need of general membership for couple of people with financial backgrounds to serve in a financial audit review process. The financial audit reviews will primarily be a couple of face to face meetings during the year. The financial reviews will be held before and after the audit.

IX. ANNOUNCEMENTS

The next quarterly meeting is scheduled for July 19, 2010. The next location meeting is to be determined. A motion was made to adjourn – all in favor.