

**SETTRAC Quarterly Meeting**  
**7:00p.m. January 24, 2005**

=== Working Minutes ===

**I. CALL TO ORDER**

The meeting was called to order by James Duke, MD.

**II. ROLL CALL**

Allen Johnson called roll and established a quorum.

**III. READING AND APPROVAL OF MINUTES**

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

**IV. PUBLIC COMMENT**

Dr. Duke asked if anyone has an issue for public comment.

Tim Schauer briefly reported on legislative issues. Dr. Mattox asked about legislation associated with Mental Illness. Discussion followed. The HC&M Committee and the PHC&T Committee will provide data to Tim Schauer on resources used when dealing with a mentally ill patient.

**V. EXECUTIVE REPORTS**

A. Chairman's Report

Dr. Duke reminded everyone to sign in.

B. Vice Chairman's Report

Darrell Pile announced that Jerry Martin has been nominated to fill the Matagorda County EMS Representative Position and Julia Thomas has been nominated to fill the Fort Bend County Hospital Representative Position. Darrell asked if anyone from Matagorda County or Fort Bend County wished to make some other nomination from the floor. A motion was made to close nominations. This motion was seconded. The motion passed unanimously. A motion was made to elect Jerry Martin as Matagorda County EMS Representative and Julia Thomas as Fort Bend County Hospital Representative. This motion was seconded. The motion passed unanimously.

Darrell reported that at this time all board members have met the financial responsibility requirements set forth in our contracts with the Texas Department of State Health Services with the exception of the board members elected tonight. Financial responsibility pamphlets and videotapes are available for new board members elected this evening. Please see David after the meeting.

C. Vice Chairman's Report

Thelma Lemley reported on the GETAC and RAC Chairs meetings held during the state conference.

D. Secretary-Treasurer's Report

Allen Johnson explained the January financial statements and the possibility of budget amendments at the next quarterly meeting. Board Members have copies of the January financial statement. A motion was made to approve the financial report as written. This motion was seconded. The motion passed unanimously.

**VI. COMMITTEE REPORTS**

A. Trauma Care & Management

Mary Frost reported on the System QI and Medical Audit Committee, Marjorie Lygas reported on the Hospital Care & Management Committee, Daniel Kosler reported on the Pre-Hospital Care & Transport Committee, Allen Johnson reported on the EMS SQI Committee, and Richard Bradley was not present to report on the Disaster Committee.

B. Public Information & Education

Molly Wilkins reported that the PI&E Committee met from 5-6pm prior to the SETTRAC meeting and will continue to meet between SETTRAC meetings by "conference calls". Susan Hirtz was introduced from "Safe Kids of Houston". She presented TSA "Q" with free injury prevention kits regarding education for children in booster seats. The PI&E committee decided to provide a supplement to the SETTRAC newsletter on Injury Prevention. The first topic will be on child safety issues. The committee is planning for SETTRAC's 2nd Annual EMS/Trauma Care Conference on August 4 & 5, 2005, location to be determined. Thelma Lemley reported on the successes of the Red Ribbon campaign with MADD and SETTRAC and asked that if other agencies or facilities, other than BTGH and LBJ have reports on what they did with this program, to please e-mail her a summary of those events.

C. Grants Review

Madelyn Jurek updated the board on SETTRAC Scholarships. A course was requested that was not on the pre-approved list and Grants Review will forward that request on to the Disaster and/or Pre-Hospital Committee for approval.

D. EMS Medical Directors

David Persse, MD was not present to report on the EMS Medical Director's Committee.

**VII. DIRECTOR'S REPORT**

David Rives reported on the Trauma System Development Committee, the H-GAC Emergency Trauma Care Council, Grant Funding, Designated Trauma Facilities/EMS Account (EMS/RACTF, EMS/COUNTYTFF, EMSTFTC), State Air Medical Task Force, Texas Trauma & Emergency Health Care Statewide Coalition, and Administration of HRSA Funds.

**VIII. UNFINISHED BUSINESS**

David Rives reported that Helipad Task Force met today and discussed the need for a helipad in the Texas Medical Center. Discussion followed.

**IX. NEW BUSINESS**

Allen Johnson discussed issues with the EMS National Scope of Practice. All board members have been given a copy of a draft letter addressed to Sharon Kelly from the SETTRAC Pre-Hospital Committee. Discussion followed. A motion was made to allow the pre-hospital committee to send this letter as feedback from this region with the addition of unfunded mandates. This motion was seconded. The motion passed unanimously.

Allen Johnson reported that the Executive Committee agreed to allow a 3% raise for Office Staff retroactive to September 1st. A motion was made to ratify that decision. The motion was seconded. Discussion followed. A motion was made to go into Executive Session and clear the room. The motion was seconded. Discussion followed. Three people were in favor, the remaining board members voted "No". The motion does not pass. The motion to ratify the Executive Committee's decision for a 3% raise passed unanimously. A motion was made to increase the raise to 4%. This motion was seconded. Discussion followed. One board member opposed the motion and the remaining board members voted in favor. The motion passed.

**X. ANNOUNCEMENTS**

Dr. Duke announced that the next quarterly meeting is scheduled for April 18<sup>th</sup> at 7:00pm. A motion was made to adjourn the meeting. The motion was seconded. The motion passed unanimously. Meeting adjourned.