

SETTRAC Quarterly Meeting
7:00p.m. January 26, 2009
Working Minutes

I. CALL TO ORDER **Allen Johnson**

Allen Johnson called the meeting to order

II. ROLL CALL of Directors to Establish Quorum **Reneé Griffith**

Reneé Griffith called roll and established a quorum.

III. READING AND APPROVAL OF MINUTES **Reneé Griffith**

A motion was made to accept the minutes from the October meeting and the December special meeting as written. The motion was seconded. The motion passed unanimously.

IV. PUBLIC COMMENT **Allen Johnson**

There was none.

V. EXECUTIVE REPORTS

A. Chairman's Report

Allen Johnson

Allen reminded everyone to sign in.

According to the bylaws, board members cannot miss more than two (2) board meetings – this both quarterly and special board meetings.

The nominating committee made a recommendation of two strong candidates for the Vice Chair of Systems position. Reneé and Marnie collected and tallied the votes. Dr. Brad Scott was elected to fill the position.

- December Special Meeting Update
- Pediatric Work Group – no progress made on this yet.
- NTSB report – PHI. Dr. Mattox recommended to form small work groups to review reports and make recommendations. There would be a total of twelve (12) representatives. The twelve would consist of three (3) from Life Flight, three (3) from PHI Air Medical, three (3) from EMS, three (3) hospital representatives.
- There was discussion about the data being requested from EMS providers to the stroke committee and what EMS wants back.
- Consolidation of SETTRAC/RHPC. The goal is to strengthen as an organization in the future. The focus is to implement one board in conjunction with the consolidation of the two organizations.

Allen updated the board on the possible merger of RHPC and SETTRAC.

Motion to continue moving forward with the merger of RHPC and SETTRAC. A second discussion followed. Bylaws are in draft at this time. Special meeting in our future. All in favor.

B. Vice Chairman's Report

Michael Morris

- **Membership Issues**

David Rives reported for Michael Morris (not present).

Katherine Fishbeck has resigned as the Wharton County Hospital Representative. We are working on a replacement for this position. Chuck Rogers has also resigned from Colorado County, but official resignation has not been submitted.

C. Vice Chairman's Report

Allen Johnson

- **GETAC/RAC Chairs Meeting Update**

Allen Johnson briefly updated the board on the GETAC/RAC Chairs meeting. Dr. Racht has left. The next GETAC meeting is during the last week of February. The requirement that EMS providers license numbers must be on side of the ambulance was a major point of discussion.

D. Secretary's Report

Renee Griffith

No report.

E. Treasurer's Report

Lon Squyres

- **Quarterly Financial Report**

Lon explained the financial statement and asked if there were any questions. Motion to accept. The motion was seconded. All were in favor.

Budget Amendments

Lon explained that budget amendments are needed.

F. Officer at Large Report

Kenneth Mattox, MD

Dr. Mattox expressed new challenges for the organization. Discussed where the organization could lead.

VI. COMMITTEE REPORTS

A. Stroke Committee

James Grotta, MD

Dr Grotta reported not a lot of progress. We haven't been able to develop a pathway / system to determine if hospitals are adhering to their stroke center designation. State is still trying figure out state-wide criteria – still trying to get EMS/Hospitals to report more data.

Announced: Symposium at Houstonian Hotel on Saturday, February 7th. Information will be placed about the Stroke Conference on the List Servers.

B. Medical Director's Committee

David Perse, MD

The medical directors have not met. The American Heart Associations will hold a meeting to bring the cardiology community together.

C. Pediatric Committee

Charles Cox, MD

Committee brought together to work on the Shriner's Burn Institute (closed indefinitely). Transferring major burns to Sacramento, Boston or Chicago. Dr. Cox from Memorial Hermann Children's Hospital announced that they have increased the % of burns they are going to keep instead of transferring to Sacramento, Boston or Cincinnati.

D. Trauma Care & Management

Daniel Kosler

Mary Frost reported on HCM / SQI – 11 hospitals attendees. Talked about collection on data, transfers, difficulty of transfer, transferred because specialty of service, transfer time. Submission of letters to hospital administrators to let them know what is the benefit to them and to the region. Need RAC support to help collect data. David will find staff.

Texas Homeland Security Conference is on March 23-26. The strike team leader class is on HOLD.

The Eagles Conference is scheduled on February 20-21st (not a disaster but a good EMS conference).

E. Public Information & Education

Sarah Abbott

Very productive meeting tonight – the committee had been asked to move out of hurricane season but the months outside of hurricane season are full of events that might interfere with the conference. We will decide on the location next week, maybe Galveston (details will be announced) for August 6-7. A new event will be *A Day At The Zoo* to promote injury prevention.

F. Grants Review

Madelyn Jurek

\$7640 worth of scholarships have been applied for. The information is on the web-site. Anyone desiring to take the Registrar Course can apply via the web-site and the Grants Review Committee can decide to fund.

G. RHPC

Lori Upton

Lori mentioned the merger talks. The deadline to turn in Year 7 paperwork is February 1, 2009. There is a new funding formula for this year. The ambus is scheduled for completion soon; we will be sending to San Antonio Homeland Security/Hurricane Conference for display. Funds that are not grant funds must be obtained to purchase chassis for future ambulances. Handheld scanners will be pilot tested in Fort Bend County. The 4 positions have been posted. The RHPC is sponsoring an ABLS courses May 21-23 at Memorial Hermann Southwest Hospital and June 2-4 at Methodist Hospital. The RHPC is looking at dates for a preparedness symposium for the region (Shriners' Children Hospital has agreed to donate the site and coordinate speakers).

VII. EXECUTIVE DIRECTOR'S REPORT

David Rives

- See Attached Report

Affidavit, scholarships, county funds, and the new office location were discussed.

Huntsville Memorial Hospital achieved their Level IV designation and will be added to the SETTRAC Web Site. Memorial Hermann the Woodlands coming up on their site designation for upgrade to Level III. Texas Children's Hospital completed site visit and have 5 deficiencies to complete.

VIII. OASPR Administrative Director's Report

Doug Havron

- See Attached Report

For the OASPR 6 grant, the region returned over twenty-three thousand dollars in funding following the accounting transition last year. Additionally, we have developed an algorithm for HRSA years 2-5 to assist the facilities in self identifying grant compliance. To-date, seven (7) facilities have identified themselves as needing to return money based on this tool. We will be developing this tool for ASPR 6 and ASPR 7. A reminder to all hospital that spending plans are due February 1st. Decontamination training will be conducted at all facilities throughout the region. The hospitals preferred training dates are due by February 15, 2009. The individual/patient tracking project has compiled a report for consideration of a statewide solution, to include tracking shelters, patients, and etc. Also, CMOC reimbursements for hurricane season response have been mailed out. If your agency has not received payment, contact Doug. Lastly, job postings for OASPR positions are posted on the SETTRAC web site.

IX. UNFINISHED BUSINESS

- Strategic Planning

Allen Johnson

Allen asked that board not to share the board report (staff survey) – passed out to board members only. Questions about report email - Ron Morrison, Suggestions - develop continuity plan for business operations, blurred lines for accountability, brand issues, no sharing of data – data management, board interactions with employees, identify needs of constituency, bylaw review, exec summary of the survey, final summary.

- License Plates RCV-Q

David Rives

Legislation has been written to exempt the RACs from sales tax and license plates fees on emergency vehicles and trailers that will be used in disasters. Pressure on the state comptroller office resulted in a reinterpretation of the law, resulting in the RCV-Q being exempt from sales tax. The law regarding exempt license plates does not leave room for interpretation for exempt license plates.

- RAC R Working Group

Allen Johnson

Jeff Sundseth volunteered to work on the Memorandum of Understanding with RAC-R at the October Quarterly Meeting. Jeff was not present so no report. David Rives reported that RAC-R setup their mobile hospital in Beaumont and has added a decon unit. There were problems with the wind but solutions were found.

- Strike Team Leader Class
On hold

Lon Squyres

- Contracts
Nothing on contracts.

David Rives

David Rives reported that at T\ETAF Doug attended the Disaster division meeting and was elected as chair of the division. Doug had been selected as alternate to the RAC division but now that he has been selected as the Chair of the Disaster division we need to select an alternate to the RAC division. Doug recommended that hold off selecting another alternate until after merge.

X. NEW BUSINESS

- Air Ambulance Task Force
mentioned earlier.

Allen Johnson

- Executive Session

Allen Johnson

Dr. Mattox brought forward 3 issues: (1) there are huge problems with hand injuries and suggests that a task force be created to deal with the problem; (2) SETTRAC needs to be moving forward; and (3) there is a huge variance between EMS Systems and Ambulance Services.

Compare regional quality assurance on how hospitals do data collection.

Discussion followed.

XI. ANNOUNCEMENTS

Allen Johnson

The next quarterly meeting is scheduled for APRIL 20, 2009 - this meeting will be held **ONE FANNIN – Address: 7400 Fannin - 6th Floor Auditorium.**
A motion was made to adjourn – all in favor.