

**SETTRAC Quarterly Meeting**  
**7:00p.m. April 16, 2007**

=== MINUTES ===

**I. CALL TO ORDER**

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

**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**

There were no issues for public comment.

**V. EXECUTIVE REPORTS**

A. Chairman's Report

Dr. Duke reminded everyone to sign in.

B. Vice Chairman's Report

Darrell Pile announced that Katherine Fishbeck has been nominated to fill the Wharton County Hospital Position. He asked if anyone from Wharton 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 Katherine Fishbeck as the Wharton County Hospital Position. . This motion is seconded. The motion passed unanimously.

Darrell reported on the annual audit. A motion was made to accept the Annual Audit. This motion is seconded. The motion passed unanimously.

Darrell announced that he would be leaving his SETTRAC board position at the end of his term. He asked that the board consider re-structuring the board to possibly add some positions. Discussion followed.

C. Vice Chairman's Report

Thelma Lemley reported on the Foundation, GETAC, and RAC Chairs meetings

D. Secretary-Treasurer's Report

Each board member should have a copy of the quarterly financial report. A motion was made to approve financial statement. The motion was seconded. All are in favor. The motion passed unanimously.

Allen explained the proposed budget amendment. He explained that there are two minor errors on the amendment. Discussion followed. A motion was made to accept the proposed budget amendment with the revision. The motion was seconded. All are in favor. The motion passed unanimously.

Allen discussed the HRSA FY07 Year 5 Budget. SETTRAC needs to approve their operating budget. This is a procedural item that SETTRAC must address tonight. Allen calls upon Lori Upton for an explanation.

A motion was made to support the application of renewal of the HRSA Grant and appoint an HRSA Grant Oversight Committee. The motion was seconded. Discussion followed. An amendment was made to remove formation of the oversight committee until after the two groups have met. This motion was seconded. All are in favor except one. The motion passed to approve the amendment. Next the board voted for the original motion plus the amendment. All are in favor of the motion with amendment.

Next a motion was made to approve the HRSA FY07 Year 5 Budget. The motion was seconded. 2 Abstain (Fred/Mattox) All others are in favor.

#### E. Officer at Large Report

David Persse, MD reported on the ROCEMS and the Stoke Soiree. Discussion followed.

### **VI. COMMITTEE REPORTS**

#### A. Trauma Care & Management

ISS scores. - A motion was made to de-identify the hospitals within 3 months. The motion was seconded. Discussion followed. An amendment was made to de-identify hospitals within 30 days. The amendment was seconded. All are in favor. All are in favor of the motion with the amendment. The motion w/amendment passed unanimously. SETTRAC will notify all hospitals and if 51% opposed then this will be re-visited with the board.

A motion was made to send a letter to Jack Collie to request resources from outside the counties to staff the comfort stations in Walker and Colorado Counties. The motion was seconded. Discussion followed. All are in favor. The motion passed unanimously.

#### B. Public Information & Education

Sarah Abbott reported on the SETTRAC Conference, Texas EMS Conference, DSHS Request, and Drive-alongs.

#### C. Grants Review

Madelyn Jurek reported on scholarships and the Montgomery County Grant Request. Discussion followed. A motion was made to support the consultation request. The motion was seconded. Discussion followed. The funds would come from uncommitted funds. 2 abstain (Allen/Cheryl) – All others in favor. Motion passed. A motion was made to increase the grant to a range of \$30,000 - \$50,000 ( not to exceed \$50,000). The motion was seconded. 3 Abstain (Allen/Cheryl/?) – All others are in favor.

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

David Rives reported on the SETTRAC Award Recipients at Texas EMS Conference, Houston-Galveston Area Council (H-GAC) Emergency/Trauma Care Council, Texas EMS, Trauma and Acute Care Foundation (TETAF), Meeting Attendance and Dues, and the County Funds.

## **VIII. UNFINISHED BUSINESS**

Frank Marshall reported on the Mobile Command Vehicle.

Sarah Abbot reported on the SETTRAC Participant Booths for the Texas EMS Conference. A motion was made to approve a letter of intent to purchase space at the Texas EMS Conference for \$6500. The motion is seconded. All are in favor ( except Mattox who abstained).

## **IX. NEW BUSINESS**

A motion was made to accept the sliding scale fee structure of 1-10: \$25, 11-20: \$50, 21-30: \$75, 31+: \$100 for First Responder Membership. The motion was seconded. All are in favor.

The discussion about the Affiliate Partnership was tabled.

A motion was made to develop a business plan & job description for an administrative assistant for the SETTRAC Office. The motion is seconded. All are in favor.

## **X. ANNOUNCEMENTS**

Dr. Duke announced that the next quarterly meeting is scheduled for Monday, July 16<sup>th</sup> at 7:00pm.

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