

**Capital Area Regional Advisory Council**  
**Combined Executive Board & General Membership**  
**Meeting Minutes**  
**October 26, 2006**

- I. **Call to Order:** The meeting was called to order at 1303 by Pam Clark – CATRAC chair
- II. **Moment of silence:** A moment of silence was observed in memory of Eric Hansom who was killed in a traffic accident while of duty for Marble Falls EMS. This moment of silence was also observed for Michelle Otto from Fayette EMS who was also killed in an auto accident.
- III. **Approval of the Minutes:** The general membership meeting minutes of July 27, 2006 were approved by the general membership. The meeting minutes for the September 28, 2006 Executive Board Meeting were also approved.
- IV. **Treasures Report:** Gaylen Tips submitted the treasures report in writing. The account's balance is \$ 1,619,587.69.
- V. **Public Comments:** There were no public comments.
- VI. **Chair Report:** Pam welcomed new members to the meeting. Pam reminded the members that our RAC is only as good as our members.
- VII. **DSHS Report:** Deferred until a member of DSHS arrives
- VIII. **Trauma Center Update:** Mark Wilson the director of Emergency Services for Brackenridge Hospital reported in Gaylen Tips absence. The expansion of the ED to begin in November. EMS will continue to use the existing entrance. Also, The recorded transfer line will now be network wide. Anyone wanting to transfer their patient only needs to say they have a Trauma Transfer and they will be routed to the correct place. A letter will be going to hospital administrators very soon. The new # for a children's transfer will be 324-OKID
- IX. **Director's Report:** Melanie Tucker introduced the two new employees' to the CATRAC. Tara is the new assistant program director and Michelle is the assistant for Melanie. The office move is complete. Needs assessments need to be completed no later than October 31, 2006. Melanie Tucker welcomed the 3 in 1 volunteer fire department and TC ESD # 3. Lee Carlton accepted a position on the executive board. She will serve as the Fayette County Representative. FY06 – All EMS must turn in their Needs assessment to receive any funding. Now that Melanie Tucker has more help in the office she encouraged people to call the office before calling her cell phone. The MADD ribbons were made available for distribution. The PI meeting was rescheduled for Monday November 13<sup>th</sup>, 2006 at noon in the conference room of trauma services at Brackenridge Hospital.

**Old Business:**

- I. **Office Move:** Melanie Tucker reported that the new office space is much larger then the previous office space and is requesting monies to be allocated for some much needed additional furniture. The items include: a refrigerator, 2 computers, a large conference table and chairs, 8 tables with chairs for the classroom and 10 additional chairs. Melanie is requesting \$ 20,000 for these items. The question was asked if the RAC had this much available and the answer given by Melanie was there is 3588 and 1131 money available (\$ 64,000). A motion was made be John Sneed to purchase the needed furniture. The motion was seconded and passed unopposed.

- II. Proposed EMS Systems Regional Home Page Changes:** (see attached) We will have to manually change the comments section. The system will default every 2 hours. Melanie will try to find out the cost to make the changes. There was a motion and a second to Approve the screen as shown and the motion unanimously passed.
- III. HRSA Update:** FY-07 \$ 1.6 million will be disbursed. Special attention will need to be placed on Pandemic flu and explosives. We will also be placing attention on Weather related Events and chemical exposures. The CHEM Packs are now here. Each hospital pack can treat 1,000 people and the EMS packs can each treat 454 people. There will be a strike team drill November 1<sup>st</sup> from 0730 – 1630. The pandemic flu drill will be November 8<sup>th</sup> and the Regional multi day drill will be February 20<sup>th</sup> – 22<sup>nd</sup>. Starting the week of December 11<sup>th</sup> DSHS will be making site visits to 8 facilities checking on the status of equipment Distributed by the RAC. Each facility must be able to show all invoices and their Decon Plan At those visits.

#### **New Business:**

- I. Elections:** The following people were elected to the executive board to serve a term of 2 Years.
- Blanco County: Mark McMMain – unopposed
  - Burnett County: Roy Hallmark – unopposed
  - Caldwell County: Glen Germer – unopposed
  - Hays County: Tom Partin – unopposed
  - San Saba County: Glenda Ragland – unopposed
  - Travis County: Jackie Gondeck – unopposed
  - Williamson County: John Sneed – unopposed
  - Lead Trauma Facility: Gaylen Tips – unopposed
  - Pre-Hospital: Peter Hicks and Scott Fernandez were both nominated the vote was 7 to 10. Scott Fernandez will be the Pre-hospital representative to the board
- II. DSHS Report:** Greg Willburn was reporting for DSHS. The EMS conference is in Dallas. It will at the Dallas Convention Center in November. The uncompensated care forms will go out soon. Each hospital will have 90 days to complete the form. Do to some misinterpretations there will be new definitions of trauma care. There must be a trauma team activation and a correlating ICD-9 code to qualify. The new designation rules will go into effect in 2 months. There is a 60-day comment section on the new licensure rules. This can be found on the DSHS web site.
- III. Regional ETOH Issues:** TABC, Law enforcement, MADD and the RAC will be at a Press conference on either Thursday / Friday November 16<sup>th</sup> or 17<sup>th</sup> to kick off the MADD campaign against drunk driving.
- IV. SANE Presentation:** Pam Clark recently attended a SANE conference, which was funded by the RAC, and she came back to the RAC with a presentation on what a SANE nurse does. The Office of the Attorney General oversees the program and law enforcement agencies pay the nursing time.
- V. Committee Reports:**
- Budget and Bylaws: Mark McMMain reporting – He proposed that Article III Section 3 II be changed to physical year not fiscal year. There was a motion to change the wording as such. The motion was seconded and the motion passed unanimously. There was a motion to move the general membership meetings to the new CATRAC building and for all committees to start at 1100. The motion was seconded and passed unanimously
  - Aeromedical: Dr. Dire reporting – The committee reviewed the Prehospital care protocols. They thought that items 5-11 needed were redundant and needed to be eliminated. There was a motion to table this discussion until next meeting. The motion was seconded and approved
  - Government Relations: Juliette Brown reporting – They discussed background checks for all EMS providers. EMS crews are having a difficult time obtaining follow up information on

their patients from the hospital. They are being told it is a HIPPA violation. There was also some concern that the 3588 funding will be going away. Juliette will be keeping a closer eye on this subject.

- Pre-hospital Committee: Melanie Tucker reporting – There was discussion on amending the pre-hospital protocols regarding BLS only trucks to read “an appropriate ALS provider”. This could be a helicopter, ambulance or a hospital. There was a motion to make the changes. The motion was seconded and approved. Dr. Dire also asked that all references to GCS be consistent in reading – GCS < 13 with associated trauma.
- Disaster Management Committee: Melanie Tucker reporting – Melanie announced that there will be a strike team training course. See handout for details.
- Education Committee: Dave Reimers reporting for Eddie Walker – Eddie is trying to get a single provider for ACLS & BTLs. Eddie also proposed that we start having a semi-annual educational offering through the RAC. If they are successful it could become a quarterly event. They are shooting for the first one to be March 07 and possibly the topic may be on Bioterrorism.
- Hospital Committee: Dave Reimers reporting – Dave gave an update on the new HICS guidelines and how they are more closely related to the NIMS training we received. Dave is also looking into some of the RAC’s history for a letter he will be sending to agencies that are not very active in the RAC.
- Pediatric and Injury Prevention Committee: Pam Clark reporting – Pam reported that when they are doing pediatric fatality reviews they have a difficult time obtaining much needed information such as: death certificates, medical records and information on if this was a preventable death. She also reported that Llano Memorial Hospital will be sponsoring a baby sitting class next spring.

**VI. Discussion and scuttlebutt** – There will be a tabletop exercise December 8<sup>th</sup> on the pandemic flu. The December exercise is not related to the regional drill in February.

**VI. Adjournment** - The meeting was adjourned at 1535

**Respectfully Submitted by:**  
**Jackie Gondeck**  
**CATRAC Secretary**