

**Capital Area Trauma Regional Advisory Council  
Combined Executive Board and General Membership  
Meeting Minutes  
July 26, 2007**

**I. Call to Order**

John Sneed, RAC Chair at 1303, called the meeting to order

**II. Approval of the Minutes**

The May 24, 2007 Executive Board minutes were reviewed by the board and approved as is. The April 26, 2007 general membership minutes were reviewed by the general membership and approved was written.

**III. Treasure's Report**

Gaylen Tips reporting. As of Monday July 23, 2007 there is \$ 2,427,164.50 in the account.

**IV. Public Comments**

There were no public comments

**V. Chair Report**

John Sneed reporting. The CATRAC was awarded the HRSA grant contract. John thanked Melanie Tucker and Gaylen Tips for all of their hard work in completing this project. John also thanked all of the general membership for all of their sharing of services and general cooperation during the recent flooding in central Texas.

**VI. DSHS Update**

Arlen Bolenbaucher reporting. The Tobacco funds have been distributed, but they are not in our accounts yet. John Sneed requested a meeting with Arlen and Steve Janda to discuss the recent HRSA grant contract application process.

**VII. Trauma Center Update**

Gaylen Tips reporting. Dell Children's Trauma Center is in active pursuit as a Level II Trauma Center. They have been very busy since opening Brackenridge Hospital is seeing approximately 13 children per day. Construction in the ED continues the project should be completed in September. The ED has a new nursing director. Rick Gastellum a charge nurse in the ED has recently died in an accident in the Greenbelt. He has worked at Brackenridge for more than 30 years and will be missed by many. John Sneed asked all in attendance to bow their heads in a moment of silence in memory of Rick.

**VIII. Director's Report**

Melanie Tucker reporting.

- Melanie welcomed a new member to the general member ship. Austin/Travis County Office of the Medical Director. Larry Arms will be their representative.
- All FY06-07 EMS reports have been received and approved.
- All County FY07 Combined 911/1131/3588 Funds have been distributed. There is one exception, Bastrop County's funds had to returned as Metro Care was the eligible agency and are no longer providing service to that county. The funds are non-transferable to Guardian EMS. \$ 7,014 was returned.
- Current board openings are:
  - I. Non-Lead Facility Representative DeAnna Gillespie has resigned her position. She has taken a position at Dell Children's Hospital.
  - II. Llano County Representative Scott Gillaspia is now at Burnet EMS
  - III. We still need a Burnet County Representative
  - IV. Juliet Brown has taken a new position at Dell Children's Hospital, but would like to continue on as the consumer representative.

Positions will be appointed by the Chairman of the Board or his designee.

- GETAC meetings are August 22-24, 2007 at the Airport Hilton. The RAC Chair meeting has been moved to the 3pm – 5pm time slot.
- Melanie is currently accepting applications for the Assistant Director Position. A description of the position was sent out on the list server, if interested please contact Melanie Tucker for a job description.
- Reminder: Hospital status change in EMSsystems does not default back to "OPEN" at 2 hours and 15 minutes like the ED Status does. This must be changed manually. Also, all comments, both ED and Hospital must be removed manually, even when system changes status to "Auto-Green".
- Scott & White University Medical Center, Round Rock will have their grand opening Monday July 30<sup>th</sup>. They are already loaded in EMSsystems and have a user ID and PW. Melanie will consult with them to update their service capabilities on EMSsystems.
- Melanie requested that all committees make motions on action items at the end of their Committee's report.
- Llano Memorial Hospital has been redesignated as a Level IV trauma facility.

## **Old Business**

- I. Accounting – A-133 Audit report – Randy Walker of The Randy Walker & Co Accounting firm reporting. Please see attached report. There was Discussion after the report regarding hiring a bookkeeper vs. out-sourcing it.

It was recommended that we out-source the work. Some RAC's are being Forced to out-source this work, as at any given time there are 18-19 open Contracts with several amendments attached to each. Gaylen Tips and Melanie Tucker will be attending a Quick-books class on August 15<sup>th</sup>.

## II. HRSA Update 07 & 08

- **HRSA 07 Update**

Pre-approvals sent out to the state and feds – they were responded to last week, most were approved. Now there is a very short time line to spend the funds, all final approvals will need to be sent out to hospitals by close of business Friday July 27, 2007. There is a slight possibility for a no-cost extension on the end date, but this is not likely. The State is still on the fence as to whether they will be approving Anti-viral purchases by hospitals. They may make this a state purchase then distribute to the hospital to achieve economy of scale. The hospital-planning group is finishing up their plan development for regional Pan Flu, weather related events, Explosive events and Chemical events. These plans are due to the state by August 31, 2007

The four elements of NIMS compliance required to be met by hospitals no later than August 31, 2007.

**Element 7**-Amend internal Disaster/Emergency Operations Plans to incorporated NIMS components, principals and policies, including: planning, training, response, exercises, equipment, evaluation, and corrective actions.

**Element 9** –Complete NIMS 700 An introduction

**Element 10** –Complete IS 800 NRP an Introduction

**Element 11** –Complete IS 100 and IS 200 training and /or equivalent courses

**State Cipro-Doxy Cache Distribution** –Queries went out to the Hospital Planning Group representatives for POC, # of employees, physical delivery address to aid the state in determining how much of the cache each facility needs / wants and to make delivery arrangements.

- **HRSA 08 Update**

1. CATRAC was awarded contract for FY08, there were 2 other companies competing for the contract; Disaster response in Grapevine, TX and P3 in Houston, TX.
2. Award amount announced Tuesday July 24, 2007. The amount is for \$ 1,582,278.
3. This will be an 11-month contract. It will run from September 1, 2007 thru July 31, 2008. The previous contracts had been 12-month contracts for greater timelines.
4. Hospitals will have to sign a sub-contractor agreement to participate in the program; previously the only requirement was for the hospital to sign a letter of Agreement

5. The Hospital Planning Group will serve as a planning and advisory body, CATRAC Executive board will be required to actively participate and approve all expenditures.
6. FY08 Focus Areas are:
  - Interoperability Communication System – closing the gaps
  - Bed Tracking System
  - Emergency Systems for Advanced Registration of Volunteer Health Professionals – roll out date unknown
  - Hospital Evacuation Plans

III. CATRAC Education Program  
Melanie Tucker deferred this topic.

**New Business**

- I. Board Member Elections
  - Non-lead Facility – Susan Swan (Seton Edgar B. Davis) and Vangie Barefoot (John’s Community) were nominated. Vangie declined the nomination. Susan will be the non-lead facility representative.
  - Llano County Representative – Michelle De La Rosa will represent Llano County.
  - Dr. Bob Harding would like to fill in for Dr. Dire while he is in Iraq. He would serve as Rural Physician on the Executive board and chair of the Aero-medical committee. There was a motion and second to change the by-laws the group felt like this would keep us in compliance with federal laws on employees returning from deployment across seas. The motion was passed and Dr. Harding will serve in these roles.
  - Roy Hallmark will be retiring from Burnet County. Scott Gillaspia would like to move into The Burnet County position.
- II. Committee Reports and Action Items
  - Disaster Management – Melanie Tucker
    1. Need responses from regional EMS services for APR fit testing, have only received responses from 3 services. The deadline for response was 2 weeks ago
    2. Capital Area Public health & Medical Preparedness Coalition Update:
      - Meeting was held July 25<sup>th</sup>
      - Inter-OP Communications: Reviewed Regional Interop Comm proposal would allow for hospital – hospital communication regionally. It was determined that:
        1. We would rely on internet to be successful, not redundant or new technology
        2. Required antenna to be within 150 feet of radio- not possible for some facilities due to size

3. Question raised- who needs to talk to who?  
Determination: Network/Partnership hospitals need to speak with each other. All other facilities need to be able to speak to their local EOC's and local response partner command, i.e. PD, FD, EMS (evacuation etc...) Other hospitals should be communicating with their EOC for resource requests
  4. Very expensive \$ 625,000
  5. Need to re-evaluate to fill gaps to meet Level 4 interop. Communications objectives
- Pan Flu Committee – Asked that all pan flu planners share their planning assumptions so that the group can determine if all agencies are developing plans based on the same assumptions
  - ChemPak Committee: Regional ChemPak plan is in final draft and will be sent to stakeholders for comments on Monday of next week.
3. State RAC Hubs: 8 in state- Refer to attached Map
    - CATRAC to become the “Hub RAC” for public health region 7 RACs during large scale incidents for the purposes of managing assets (beds) and resources more efficiently.
    - Melanie Tucker will be meeting with RACs L, M, N on Monday July 30<sup>th</sup> at Scott & White in Temple to begin discussing and activation criteria for this concept, logistics and operational needs for this concept.

#### CATRAC Education Committee – Melanie Tucker

Have had to cancel several classes due to lack of participation. The courses were scheduled based on the Needs Assessment findings the increase in co-pay was approved by the general membership. Melanie wanted some ideas how to make the program better? Some thought that the co-pay was too much. Some thought that different education should be offered. Gaylen Tips stated that since they were in active pursuit as a Level I facility that ATLS should be one of the courses offered. There was a suggestion that fewer courses be offered with smaller class sizes.

Melanie included a copy of the on-line review of pre-hospital AHA stroke education program. There was a motion to request board and general membership to approve CATRAC participation in this education program, which will allow us to give out access codes to all regional pre-hospital providers to take on-line for free. There was a second and the motion passed.

#### Budget & By-laws – John Sneed

1. There was discussion about changing the by-laws to keep in alignment with Federal laws regarding soldiers returning from over seas to get their job back. The committee felt this should be changed
2. Juliet Brown has changed jobs, she would still like to stay on the board in the Consumer position.
3. There was a motion to approve the budget that Melanie Tucker presented. There was a second and the motion passed

Governmental Affairs – Juliet Brown

1. There was legislation passed regarding EMS vehicles not having to pay Tolls. Juliet will send this information out for the various EMS units
2. There was also legislation passed that AEDs will be in all schools
3. There is an unfunded mandate regarding EMS keeping Epi-pens

Pre-hospital Care and Transportation

1. The Trauma Alert criteria was discussed and presented to the group. Dr. Maxson from Dell Children's Hospital gave the criteria for differentiating What comes to Dell – Trauma 14 years and 364 days old. No pregnant patients will go to Dell. Medicine patients- up to 18<sup>th</sup> Birthday. Dr. Maxson states Dell has seen 15 adults in 5 weeks. What they are purposing is that EMS units be able to hopscotch patients. They can drop off the child at Dell and go onto Brack Without a medical screening. David Wright from CMS did not feel this is an EMTALA violation as long as there was no intent to deliver the adult to Dell. Some of the EMS companies felt this would cause a delay in care. Dr. Maxson Stated that if both patients were unstable they could both be off loaded at one Hospital. John Sneed stated this was not an agenda item and would need to go To committee. The trauma activation criteria was reviewed there was a motion to Accept this criteria. The motion was seconded and passed. Gaylen Tips reminded The group that pedi transport was < 15 years not = to 15 years. Sherry Brown (Seton Highland Lakes) expressed concern about tabling the Discussion regarding transporting a child and adult and made a motion as follows: EMS should have option to transport both patients in one ambulance and be able To hopscotch the patients without a medical screening as long as there was no Intent to deliver the other patient to the first hospital. There was discussion from James Shamard (Austin/Travis County EMS) that there policy is to deliver both Patients to the most hospital for the sickest patient. The motion was seconded and Passed.

Hospital Care – Dave Reimer

The committee was given the statewide hospital evacuation plan for discussion And reworking. Dave will e-mail the draft to Melanie Tucker. The committee Also discussed the Multi-RAC concept. Melanie Tucker will be meeting with The other RACs in our hub. The final draft on the ChemPaks will be done on Monday.

Aero-Medical committee- There was no report from this committee

Process Improvement Committee – Tom Partin

This committee had 3 cases to discuss. 2 were closed and the 3<sup>rd</sup> one they are Requesting more information.

Pediatrics and Injury Prevention – Gaylen Tips

Laura Stevens (Dell Children's) was scheduled to make a presentation and Funds for a project. In the interest of time she stated she could defer this to next Meeting.

Discussion and Scuttlebutt – there was no further discussion

The next meeting – Executive Board meeting is Thursday, August 23, 2007  
Brackenridge Hospital, 3<sup>rd</sup> floor boardroom, 1300.

Committee meetings – October 25, 2007 – CATRAC, Classroom  
A, 1100 – 1200  
Combined Executive Board and General Membership – October 25,  
2007, 1300 at CATRAC Office, Classroom A

Respectfully Submitted:  
Jackie Gondeck RN, BSN, MHA, CEN  
Secretary CATRAC