

**Capital Area Trauma
Regional Advisory Council
General Membership
Meeting Minutes
October 23, 2008**

I. Call to Order: The meeting was called to order at 1:06 p.m. by RAC Chair, John Sneed.

II. Approval of the Minutes: There was a motion from Juliette Brown and a 2nd from Glenda Ragland to accept the September 25th Executive Board minutes. A unanimous vote followed. There was a motion from Ruel Cooper and a 2nd from Kim Gill to accept the July 24th General Membership Meeting minutes with correction to the Discussion and Scuttlebutt section. A unanimous vote followed.

III. Treasurer's Report: A summary budget report was projected for the membership to view. Gaylen Tips reported the expenses thru Aug 31st for all grants the RAC receives. There was a small discrepancy (\$1,699.25) in the balance sheet and Gaylen explained that there were many changes in the budget year that probably led to the difference. Gaylen said she is very proud of how low the number is due to all the changes that occurred. Dave said that the General Fund will cover this difference. Dave explained that the amount under the EMS County grant zeros itself out because it doesn't stay in the RAC's budget very long. Gaylen then showed a summary of the total expenses in the current fiscal year (one month only - Sept 08). Total for all grants is \$1,691,311.34.

Scott Fernandez asked Dave to explain the EMS County grant for the membership. Dave explained that each RAC gets this money and a formula for distribution. The formula uses population, acreage, and the number of runs to determine the amount each county will receive. This RAC uses the formula to determine allocations. Clarification was provided regarding where the number of runs comes from. Dave stated that the number of runs is received by each county representative from the participating organization. Steve Janda added that DSHS gets the number of runs from the Trauma Registry. Emile Kazlowski made a motion to accept the Treasurer's Report. Steve Janda 2nd the motion. A unanimous vote followed.

IV. Public Comments: none were made

V. Chair Report: John Sneed

John thanked the membership for all the work done during Hurricane Ike. He said that Central Texas really stepped up to the plate and he commended your employers and your communities.

John mentioned that there was one issue that came up during Gustav regarding pre-staging assets out of our region. He said that we got a report of 1,000 patients coming into ABIA (the number was eventually ~ 76)– the hospitals stepped up to the plate and

did a good job, but we wouldn't have had enough ambulances in our area to handle the evacuees if the entire number had arrived. John cautioned about becoming short-handed due to deploying out to other regions and depleting the local assets. He stressed that we need the resources to stay in our area so we can handle the very sick patients that may come our way when communities are evacuating. John said we need to think about whether we deploy or hold resources here as a reserve. John doesn't have the answer, but asked the membership to think on this.

There was discussion about where the resources should come from to deploy and pre-stage and some thought that they should come from areas in the state that are not shelter hubs.

John announced that his term as Chair is expiring and that this is his last General Membership meeting. He has been here since the inception of this organization and he feels like he's leaving it in wonderful hands. He said "We are heading in the right direction. I appreciate your service to your community."

VI. DSHS Report: no report provided

VII. Trauma Center Update:

Dr. Brown reported: Both Brack and DCMC are moving toward Level I trauma designation. The main sticking point is the Surgical Residency Program and whether or not there are 4th year residents currently in the program. Recent hurricane events have brought UTMB residents to the Austin area who are at both Brack and DCMC. Dr. Brown reported that they are awaiting official UTMB approval on the residents joining our program and then they'll be pursuing Level I status in the spring of '09. Dr. Brown announced that the Trauma Conference is scheduled for June 4-5th at the Convention Center and is targeted at the RAC audience.

Dr. Brown also mentioned that he is going to re-vamp the RAC Process Improvement (PI) Committee. He is starting over with recruiting members and is looking for a diverse group to participate.

Steve Janda reported: Anyone interested in joining the PI committee can contact him by COB on October 31st at scjanda@seton.org.

VIII. Director's Update:

Dave reported that OASPR is now is the name for the HRSA funding. The FY 08 grant has been closed out. They are currently working on meeting deliverables in the new grant cycle. The Hospital Planning Group (HPG) is now called the Regional Preparedness and Response Committee and reflects a more regional approach per the deliverables in the new grant cycle. The committee includes representatives from public health, hospitals, EMS and other disciplines. A report from this committee will now be a standing item on the agendas to deliver an update to the membership.

Dave reported that they are also working on patient tracking using a system called EMTrack which was piloted at the Marble Falls Boat Races. Continued work on this project got a little sidetracked due to recent hurricane activities. They plan to use it at the UT football games and Scott Fernandez is setting up a work group to move this forward. The hope is that this system will help the EMS crews that work the games. The goal they are working toward is being able to go from region to region with the patient tracking to help with evacuees. Dave mentioned that there is room for improvement on current evacuee tracking and tracking of medical special needs patients. The FY '09 grant is about \$1.5 million and runs from Aug, 31 – July 31, 2009. Dave mentioned that many of the benchmarks are similar to the previous grant year with a concentration on training, mass fatality planning, WebEOC training, and funds to assist outlying EMS organizations to equip their units with proper radio frequencies. Dave mentioned that many units can't talk on the radio once they get into the Austin area, and the RAC is looking at assisting some of the rural agencies with communication equipment. There was a question about whether the radios are coming from the COPS grant. Dave will do some further research to see exactly what the COPS grant money purchased. Dave is working with Ed Schaefer at CAPCOG on WebEOC utilization.

EMS County grant – see discussion above

Dave echoed what John said about the region's participation in the hurricane emergency response. Dave said he sees a lot of things that we can do in the future and the after action reports will probably reflect some of that. The Seton and St. David's networks both took in evacuee patients. Dave mentioned that the evacuation highlighted what we already know - there is a shortage of critical care nurses. Some evacuated patients are still in the Austin area. There were about 88 medical special needs patients in our area that went to Convention Center and Pickle Ctr. Dave mentioned that they will look at this capacity again as Shelter Hub plan gets revised going forward.

Old Business

I. Contacts

Dave announced that the RAC is updating all membership contacts. Please email changes to the RAC. Dave will send out a reminder email to this effect.

New Business:

I. Board Positions

Dave stressed that the RAC needs to know who each organization's voting representative is. This information needs to be kept current so voting can be tracked. Please use the name tags that Michelle has prepared – they help identify who can vote.

Midterm Positions:

- Bastrop County – John Banning - representative stayed the same - won the spot

- Blanco County – Sue Thompson – Tim Vasquez was nominated and won the spot
- Burnet County – Scott Gillaspia – Scott was nominated by Sherry Brown - representative stayed the same - won the spot
- Llano County – Greg Knapp – representative stayed the same - won the spot

Expired Term Positions:

- San Saba County – Glenda Ragland - representative stayed the same - won the spot
- Travis County – Jackie Gondeck – representative stayed the same - won the spot
- Williamson County – John Sneed – John nominated Kenny Schnell – won the spot
- Lead Facility – Gaylen Tips – Gaylen nominated Krista Bell, ER Director at Brack – won the spot
- Non-lead Facility – Susan Swan – Sherry nominated Susan – representative stayed the same - won the spot
- Pre-Hospital – Scott Fernandez – Kenny Schnell nominated Scott – representative stayed the same - won the spot
- Hays County – Tom Partin – representative stayed the same - won the spot

II. Location Change

Dave reported on the current RAC offices location at 4100 Ed Bluestien. The RAC offices are moving to the other end of the building on Nov 1st. The only change to the address is the suite number - 200 instead of 207. Dave mentioned that one of the reasons for the move was that the RAC had been subleasing from Acadian and then the building owners re-negotiated the lease. Now the RAC is leasing directly from the owners, not Acadian. The phone system is also changing due to the lease changing and the RAC will be getting 3 new phone numbers. The new information will be updated on the website and RAC staff will send out an email with new phone info. John thanked Acadian for their hospitality.

Web Site- Dave commented on Michelle’s hard work on the website and encouraged everyone to take a look at it. He will spend time at the next meeting showing it. Dave complimented the Trauma Coordinators in the region and said they will be adding all of their names to the website.

III. Committees

Dave provided an update on the progress of the committees. He mentioned that it’s hard to get a lot of work done when you only meet every 3 months. He encouraged committees to set up interim meetings and use the General Membership meeting as a summary meeting session. He also announced that they are looking for new committee chairs and co-chairs. Contact Dave or Michelle if you are interested in

participating. Dr. Dire commented on the distance people have to travel to meet more frequently and asked if committees could use conference calling. Yes, Dave said the RAC has conference calling capability. John mentioned that there is a big meeting room in the new location and the committees can use that if they contact Dave or Michelle and Acadian has offered to let the RAC still use their big meeting room on the first floor.

IV. Committee Reports and Action Item:

- Disaster management

Scott Gillaspia offered to chair this committee. They will be looking at the disaster tags and re-orienting the region to the tags. Scott has been recruiting members and is looking for a co-chair. Melanie Tucker mentioned that there is a large stock of the tags.

- Education

Chris Parker reported that there are 2 paramedic courses coming up. The committee requested that these be subsidized for RAC members. The committee agreed to find out more information about the courses and report back to the Board for next month's meeting. To sign up for the courses/subsidy each person can submit a RAC education application.

- Stroke

Dr. Harding had to leave before this report was given. Jackie Gondeck reported on his behalf. She mentioned that the committee talked about Jan 28th as a tentative date for the Stroke Conference. There was committee discussion about research being done on where the stroke patients are being taken and that they need smaller outlying counties and EMS representative to come to the Stroke Committee meetings— only hosp reps were there. Lee Charlton asked if the stroke protocol is adopted and ready to distribute. Dave confirmed that it is. Scott F. requested that it be added to the pre-hospital protocol. Dave added that there was some confusion after an email poll of whether the RAC was going to designate stroke centers - no they can't, there can be a *recognition* of stroke capabilities and then in the future they can be designated. Only the state (DSHS) can make this designation and not the RAC.

- Budget & Bylaws – Government Relations
 - Approve Bylaw changes

Dave projected a summary of proposed changes for the membership to review. See handout on file at the RAC for details. John Sneed made a motion to approve all of the amendments to the bylaws proposed today except for article 7 section 1 . Dave will revise and then members can vote on changes to that section only at the January General Membership meeting. There was a 2nd by S. Fernandez. A unanimous vote followed.

- Pre-Hospital Care & Transportation – Hospital Care & Mgmt.

S. Fernandez reported that these committees combined with the Education Committee. They discussed the trauma alert transfer criteria. Currently they are waiting to put the criteria into protocols officially due to the possible impact on rural facilities. They have identified a co-chair for the Pre-Hospital Committee.

- Aero Medical

Dr. Dire was not able to make it in time for the committee meeting due to another obligation. Dave provided some discussion items. He suggested the committee look over the guidelines in the RAC Pre-hosp protocol. Dr. Dire would like to try to conduct a conference call with this committee. Dr. Dire discussed a goal for process improvement. In the past they sent out a letter to ask facilities or services to refer cases for the Aero Medical Committee to look at and they did not have a hearty response. They would like cases refereed. They also made recommendations for revising the guidelines for dispatching aero medical transport from the scene. S. Fernandez mentioned that we should look at the protocols/guidelines and see if they match up with other protocols and the trauma criteria in particular. G. Tips asked that the committee create a database of all helipads in the region and who the contact person is. Dr. Dire mentioned that this was a past assignment and when the committee looked into this they found out it's all on the THAMES website, however it may not be broken down by region. He added that the Aero Medical Committee members are on the listserve so that changes to the list get sent out via email notices. It was suggested that the THAMES website be added as a link to the RAC website. S.Janda mentioned that could they fold the PI part of this committee into the PI Committee and Dire could be the aero medical liaison.

- Pediatric – Injury Prevention

Glenda reported that they discussed Fayette County program “Keep My Dreams Alive” which the RAC has provided some funding to. Sharon Price provided a brief program overview for the general membership. The focus of the program is on child passenger safety and will include education and child safety seats for families that need them. The program goes live in the schools in about a week. John asked that Sharon report back on program progress to the membership.

- Performance Improvement Program

Dr. Brown reported that the committee is re-grouping and getting a fresh start. He listed the committee member vacancies per the PI guidelines that would create a cross-section of disciplines. Email S.Janda if you are interested in the committee. Get names to him by Oct 31.

V. Trauma Plan

Dave reminded the group that each year the Trauma Plan should be reviewed and this process is just beginning for this year.

VI. Trauma Designation (handout)
See under **Trauma Center Update**

VII. Discussion / Scuttlebutt

Mike Griffith from Seton MC Austin announced that they had a helipad change due to construction. The change information was disseminated to all the aero medical teams. The temporary helipad is located in the SW corner of the pkg. lot of the building adjacent to the hospital. The regular helipad should be operational again in about 3 weeks.

John announced that Lakeway will be getting a hospital so there will be one more in our RAC.

VIII. Next Meeting Update – Executive Board: November 20, 2008 (note change)
Combined Meeting: January 22, 2009

IX. Adjournment: With no further business to discuss the meeting was adjourned at 2:50 p.m.

Respectfully submitted by:
Juliette Brown, MHS, CHES
CATRAC Secretary