

Capital Area Trauma Regional Advisory Council Executive Board Meeting Agenda

November 20, 2008
1300 – 1500
4100 Ed Bluestein, Suite 200
Austin, TX 78721

- I. Call To Order
- II. Approval of minutes:
General Membership / Executive Board Minutes– October 23, 2008
- III. Treasurer's Report
- IV. Public Comments
- V. Chair Report
- VI. DSHS Update
- VII. Trauma Center Update
- VIII. Directors Update

OLD BUSINESS

- I. Bylaw Revisions
- II. Office Move
- III. TETAF Division Reps
- IV. Insurance update

NEW BUSINESS

- I. Hurricane AAR
- II. RAC Annual Review
- III. Officer Positions
- IV. Board Attestation Affidavit
- V. Annual Audit Review / Discussion
- VI. Discussion and Scuttlebutt
- VII. Adjourn

NEXT MEETING:

Executive Board Meeting
Thursday December 18, 2008

**Capital Area Trauma
Regional Advisory Council
Executive Board
Meeting Minutes
November 20, 2008**

I. Call to Order: John Sneed called the meeting to order at 1:05 pm

II. Approval of Minutes: Jackie Gondeck made a motion to accept the October General Membership Meeting minutes. Scott Fernandes asked for a few corrections to be made. In Section 4 under Pre-hospital please add Lee Charleton as co-chair and on page 4 under expired terms please correct the spelling of the nominee for Gaylen's position to read Chris Ziebell. Glenda Ragland 2nd the motion with the requested changes. A unanimous vote followed.

III. Treasurer's Report: a handout was provided with a summary of Oct. 09 funds. Please see handout on file at the CAT-RAC offices for details. Juliette Brown made a motion to accept the report as presented and John Sneed 2nd it. A unanimous vote followed.

IV. Public Comments: – none were made

V. Chair Report: John reported that STRAC sent Dave an email complaining about a Seton hospital not accepting a neuro patient from one of their hosp – possibly a stroke patient. Dave shared the email content and there was a discussion that followed. Dave reported that he followed up with Seton leadership (Pat Ramey) and reviewed the policy for transfers and John stated that Seton and the RAC did not do anything wrong in this situation and policy was followed. There was discussion about how to respond to this email and whether a written response should be sent to the person who originated the complaint. John said he will follow up in writing to STRAC and Lavaca Medical Center and re-visit with Seton leadership. There was discussion about the Seton policy and how it is implemented in facilities.

VI. DSHS Update: Dave reported that Arlen could not be here today. He sent an email asking the RAC to update the state "registered agent". Dave let him know that we had done that already. Arlen said that the info did not go through correctly. Arlen said to wait a few weeks to see if it shows up. Dave will follow this to make sure it is resolved

VII. Trauma Center Update:

UMCB – Dr. Brown reported that Brackenridge is having an ACS consult visit this weekend and Monday. He reminded the board members about the Trauma Conference that is being held in the spring at the Convention Center here in Austin.

John asked about the residents and what the status of them was related to Level I criteria. Dr. Brown reported that surgical residency program has been set up and will begin in 2009 with 1 and 2nd year students, but ACS requires 4th and 5th year students. He stated

that we have taken on some residents that were displaced due to hurricane activity this summer and fall and those residents may count towards a Level I rating. Dr. Brown suggested that he'll know more next week after the ACS visits.

Dr. Brown added that the medical school in Austin discussion is off the table right now because UT is dealing with UT Galveston situation post hurricanes.

DCMC:

Dr. Maxson reported that Dell Children's is in the same situation for an ACS ruling because the residents will work at both sites – Brack and DCMC. He is waiting to find out if they can pursue Level I with the residents they have now.

Dr. Maxson added that the first ACS class was held this weekend at DCMC. Brack and DCMC will take turns hosting and the plan to host a student course in March and an Instructor course in the summer.

Juliette Brown provided an update on the Special Needs Car Seats Grant that the RAC gave to the DCMC Injury Prevention Program. She reported that the collaboration with the Neuromuscular Clinic is working out very nicely. They have screened 41 families for any transportation needs and assisted 13 patients with selecting and fitting special child passenger safety equipment. So far insurance has not denied a single car seat claim and the IP Program has not had to use any of the RAC funds to purchase a car seat for a family.

VIII. Director's Update:

Dave reported on OASPR. The drill and exercise committee is working with St David's to host a drill on Dec 9th. Each facility will be getting about 20-30 patients and they are going to try and test the EMtrack function during the drill. Some Seton facilities turned it down because they had their JACHO drill during the hurricanes.

Hospital Radios – Chuck Brotherton from COA provided training to hospital and RAC staff. Dave will provide firm date for remaining hospital radio installations.

The EMResource work group is trying to revamp. They are trying to make EMResource more usable for the region.

EMAsset is another product that is available to track OASPR assets through a computer program.

Education Committee

Dave met with Chris Parker, the committee chair and she reported that they are looking at doing another needs assessment and providing more training opportunities.

Regional Trauma Coordinator's Meeting

Dave met with all of the trauma coordinators and they have formed a committee.

Clarification was provided to trauma coordinators re: C-spine precautions. There was confusion over when the criteria are applied and what determines why a C-spine wasn't done. EMS tries to make sure that they document what happened.

Dr Brown added that they were getting multiple pts that were inadequately immobilized.

The A/TC EMS criteria meet Dr. Brown's needs, but they are not being implemented. There was discussion over the criteria not being a black and white and to err on the side of putting it on and err on the side of safety. There was discussion on distraction injuries and how they cause the most confusion and are the most subjective.

There was agreement that it was mostly a communication problem so everyone knows what the criteria are.

S. Fernandes added that he thinks there is a problem on both sides – both hospital and pre-hospital. There is a lack of compliance with criteria.

Dave has met with A/TC & Wilco EMS to talk about this. Everyone needs to use the same protocol and the region needs a refresher. Dr. Brown suggested that the PI committee will take this on and look at existing protocol and see if it needs revising/updating. They will work with the TC Committee on this. Dave was glad because he wanted to start a regional dialogue about this.

Dave is beginning a generic Policies and Procedure review.

Lee asked if the stroke protocol that was given out at GETAC is the final version. Dave mentioned that the last regional version is on the website.

Old Business

I. Bylaws Revisions:

Dave reported that the revisions suggested at the last general membership meeting have been incorporated and the new ones will be posted on the website soon.

II. Office Move:

Dave announced that the office move went just fine. The biggest change was the phone lines and they now have 3 new phone numbers. One of the storage sites is almost cleaned out so that lease can be dropped. Another storage unit is set to get cleaned out soon. Jackie mentioned that some PAPR batteries are expiring – Dave said they can get new ones out of the on-site storage.

III. TETAF Division Reps:

Dave displayed all the divisions that exist and said that this is different than the RAC rep on TETAF – only have one vote. Division members can vote on division issues and those role up to the Board. Dave will send the list of Divisions out to the board members. Dave encouraged participation. Melanie volunteered for EMS and Jackie for Disaster.

IV. Insurance Update:

Dave reported that there are no updates so far to provide.

New Business

I. Hurricane ARR:

Austin OEM is hosting some after action reviews and they are breaking it down into med ops, logistics, etc. They have asked for names of people who were involved in med ops at CTECC. Dave will provide them.

II. RAC Annual Review:

Dave has already emailed this report out to the board members. He explained that this is an annual report required by the state and he has already sent it to the State too. There was general discussion about Blanco Co EMS and whether they will be joining STRAC. It was reported that Judge Guthrie is not interested in joining STRAC.

III. Officer Positions:

Next month nominations will be taken for expiring or resigning members.

IV. Board Attestation Affidavit:

The board members present watched the required video.

V. Annual Audit Review/ Discussion:

Randy Walker provided an overview of the audit for Dec 31, 2007 and 2006 too. See copies on file at the CAT-RAC offices for details. Randy noted the big change in the total amount of money available this year is due to a change in the grants that have become reimbursement grants. Now OASPR is a reimbursement grant so those funds are accounted for differently and do not show in the RAC's account. He stated that's really the big change and besides that it's pretty similar to last year. He continued his report with some changes that are recommended can't be implemented because this RAC cannot hire a bunch of people to have separation of duties. He noted that the RAC is trying to fix that by using board members to spread out duties. Randy stated that it's a clean report. Melanie made a motion to accept the report and Jackie 2nd the motion - a unanimous vote followed.

Dave asked if Randy could be involved the next time there is a state audit and Randy said he'd be glad to help, in fact they can come directly to his office and they can go over the paperwork and clear up any problems right on the spot. John suggested that this would be good to do the next time there is a state audit.

VI. Discussion and Scuttlebutt:

Melanie Tucker announced that they did a test drive –thru vaccination clinic. They ran out of vaccine due to its popularity. They provided 452 vaccines in 3 hours 15 minutes.

Steve Janda suggested that regarding the stroke transfer issue discussed earlier, Dave might want to get a hold of Lauren Bryant at Seton and she can help sort through it.

Lee Charleton reported that there has been a change in the ER Nursing Director at St. Mark's Medical Center over the weekend. No additional information is available currently.

Kat Gann reported on the Stroke Conference on the 28th of January at ACC Eastview campus. The cost is \$20 per person and they are opening it up to students. Kat is trying to get more grant money to offset the cost for students.

Melanie reminded folks to finish the DSHS/ AHA pre-hospital stroke on-line course by the end of November.

VII. Adjourn at 2:46 p.m.

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

Approved: