

**Capital Area Trauma  
Regional Advisory Council  
General Membership  
Meeting Minutes  
September 25, 2008**

**I. Call to Order:** The meeting was called to order at 1:00 p.m. by RAC Chair, John Sneed.

**II. Approval of the Minutes:** There was a motion from Jackie Gondeck and a 2<sup>nd</sup> from Sylvan Mersiovsky to accept the August 28<sup>th</sup> Executive Board minutes. A unanimous vote followed.

**III. Treasurer's Report:** Gaylen Tips reported that the one sheet budget summary is not available today because Marilyn and Dave are still closing out the grants. Gaylen discussed the extra grant funds that were not allocated in the FY 07 grant cycle. These funds have to go back to DSHS. The extra funds were discovered by an outside audit by Randy Walker. See handout on file at RAC. John explained that there were likely several causes for this including a change in staff and book-keeping systems and using several temporary bookkeepers. John Sneed made a motion to accept the Treasurer's Report and Jackie Gondeck 2<sup>nd</sup>. A unanimous vote followed.

**IV. Public Comments:** none were made

**V. Chair Report: John Sneed**  
John complimented Dave, Michelle, and Marilyn for their hard work and tenacity in FY 08.

**VI. DSHS Report:** no report provided

**VII. Trauma Center Update:**

**G. Tipps reported:** UMCB received recognition for being a chest pain center of excellence. Discussion followed regarding the high census due to hurricane patients/evacuees. The Seton network took over 200 patients, St David's got 51 patients and about 600 were seen in our regional hospitals. Some hospitals are also finding a place for staff (nurses and residents). Brack has taken in 16 surgical residents that were displaced due to the hurricane. Dave commented on how the hurricane patient surge went very smoothly and there was a lot of collaboration and very few surprises. Gaylen worked in the IC center at Brack.

**Steve Janda reported:** DCMC got about 24 pedi patients and others that got hurt on the way to Austin while evacuating. Steve reported that it went very well and the staff handled it as if it were a very busy day. The ACS consultation survey visit is Oct 6-7 – this will help DCMC determine any gaps and level II or level I preparedness. DCMC is

expanding their ED and adding 10 more beds. There will be a total of 44 beds after the expansion

### **VIII. Director's Update:**

Dave reported on recent hurricane activity. Currently UTMB Galveston has minimal operations, no in-patients, and the ED is operating only through the DMAT team transfers. There is a possibility that they may be moving trailers down to serve as an OR, etc. Stat Air and other area air medicals are helping out in Galveston a lot and transporting patients to Dallas as well as hospitals in our region.

#### **Extra Ambulances & FEMA Contracts**

As of today the medical special needs shelter at the JJ Pickle Center is closed and all evacuees have been transferred to a special needs shelter in San Antonio. About 30 pts went to SA. There are about 150 ambulances left under the FEMA contract and they extended the contract to Saturday. These ambulances are being used to supplement EMS in Galveston. Yesterday they re-allocated some to the Houston area.

John commented on sheltering in the future in this area. Parents at the schools were very vocal about the schools being used and this will likely be brought up in the state legislature as an issue – evacuees mixed with school children – should school be cancelled?

John thanked city of San Marcos and San Marcos ISD for opening up an old school and prepping it for evacuees. There was discussion about locations other than schools for shelters and the 4 large sites in Austin (Convention Center, Berger, Palmer, Delco) and if the city will release those locations to be used as shelters again.

Dave reported the City declared that after 88 special needs that they couldn't take anymore and this caused confusion because this is not in their plan. He stressed the importance of having current and accurate plans.

Dave explained that during Hurricane Gustav there were problems with the category of patients that came in to shelters. Some of them were either Level III or IV which means they have to go to the hospital – not a shelter. Part of this was related to the fact that patients came in by air at the last minute and were transferred to the convention center. DMAT was requested to set up and do some triage and then they got tasked elsewhere and then the central corridor facilities got an influx of patients without warning. The Central Corridor Hospitals were initially left out of the EOC EMS rotation plan to receive patients from the evacuation since a planned event was already adding to their ED burden. Through some communication confusion this plan did not take effect immediately and some patients were sent to these facilities. Once the communication lapse was discovered, flow to outlining Hospitals was accomplished per the EMS rotation plan, and some relief was afforded the Central Corridor.

John commented on the mistake of sending resources to the Coast and thereby depleting what resources our region has leaving very few trucks to transport patients with in our region. There was discussion about the ambulance resources that came from out of the state. Scott commented on FEMA assets vs. DSHS assets and how they are kept separate and managed differently. This was confusing for first responders trying to check it. There was also confusion over leadership and coordination of decisions and resources.

There was general discussion about if we've improved as a region since Katrina. Comments included that resources could have been managed better and that communications can improve more still.

Dave reported that in the Austin EOC during Hurricane Ike, ABIA helped out with identifying fixed wing planes arriving in Austin and designated as "healthcare" flights. We were at least able to give EMS and receiving Hospitals an ETA on the plane landing even though patient information was still no completely known until plane was on the ground. During Hurricane Ike Web-EOC was a primary communication tool and the RAC needs to become more familiar with it. Web-EOC will be brought to the hospital work group to help with familiarity. Dave asked that all hospitals put in their bed reports on time. The Williamson County and Austin/Travis County radio templates are completed and training will begin for all hospitals on using the radios purchased by the RAC in the near future. Training has to be accomplished prior to a facility receiving the radios.

John congratulated the region on helping out in the hurricanes, but urged the region to tighten up its plan. Dave thanked Jackie Gondeck for her help in the EOC. Also

## **Old Business**

### **I. CAT-RAC Policies**

Jury Duty – Dave revised this policy since the last meeting to show that employees can keep the payment for jury duty. See handout on file at CAT-RAC.

PTO – Dave revised this policy since he received feedback at the last Board meeting and he provided examples of what other organizations offer employees– see handout on file at CAT-RAC. There was discussion of maximum payout and if it should be limited due to possible cost to RAC. Board members agreed to have money set aside in the General Fund for payout with the caveat that payout can't exceed fund balance. One suggestion was to keep aside funds that would be considered a reserve. Those funds will be earmarked for this purpose and each year decide how much will be applied to the fund for this purpose – it can be an interest bearing account. There was discussion about how much can be set aside each year and should this be a percentage of the funds coming in (non-grant funds). The Board and Dave agreed that we need to first find out how much is coming in each year as non-grant funds. There was also discussion about automatic holidays regarding Christmas Eve and the day after Thanksgiving and should they be included in the automatic PTO holiday list? The Board agreed that they should be.

Dave suggested putting this in the budget so we can keep up with it. He also liked the idea of putting it in a fund that could bear interest. The Board agreed that if an automatic holiday falls on a weekend, that there would not be a “make-up” day for that holiday. John Sneed made a motion to consider using a percentage of the general fund each year to be earmarked and to include a cap on payout not to exceed PTO payout funds and he requested staff to come back to the Board with a plan for doing this. He asked Dave to revise the PTO policy to indicate that staff will notify the Executive Director *in writing* when they are requesting PTO. Juliette Brown 2<sup>nd</sup> the motion and a unanimous vote followed.

## II. CAT-RAC Office Space/Lease

Dave reported that the current lease is about to expire and the RAC can no longer be a sub letting entity since Acadian bought the building. The RAC will need to directly lease it from the owner. The monthly rent will be higher, but the RAC will be able to close some existing storage units so the difference in monthly expenses will probably be a wash. Acadian is focusing only on the bottom level of the building currently; therefore the RAC will be negotiating with the building owner going forward.

Dave provided a diagram of the proposed new office space in the existing building with a total of 2,470 sq.ft. Dave has negotiated the following initial proposal with the building owner: until May 1<sup>st</sup> pay \$2,000/month and after that pay full amt. (\$2,470) since we had the original lease with Metro Care until May 2009. Dave also asked the owner to lower the security deposit. Dave handed out a standard lease agreement for the board members to review. The board members viewed the proposed office space and thought it was fine. John Sneed made a motion to accept the lease agreement and Jackie Gondeck 2<sup>nd</sup> the motion. A unanimous vote followed.

## III. Insurance Coverage – Jerri Smith with VFIS

Worker’s Comp - Jerri explained that they use Texas Mutual and they will only offer a quote on paid staff, not on volunteers (\$850/yr). She had two alternatives for a combination of coverage for paid staff and volunteers (see handout on file). Dave mentioned that this would be especially important during boat races in MF. Jerri explained that the state is strictly bound by stipulations for covering volunteers – defined as 1<sup>st</sup> responders and they are not willing to extend the definition of volunteers. Jerri’s alternatives included an option for covering volunteers on first dollar basis and staff coverage through worker’s compensation. The second alternative would be to have both employees and staff covered on a first dollar basis. See handouts on file at CAT-RAC for more details. Jerri explained that the existing accident and sickness policy for volunteers is very limited however, they can write a higher medical benefit, but worker’s comp has an unlimited medical benefit.

Scott Fernandez made a motion to purchase a policy for workman's comp for full time employees. Melanie Tucker 2<sup>nd</sup> the motion. A unanimous vote followed.

Bond - Jerri explained that fidelity bond can be purchased for protection from misapplication of funds or theft of funds. The cost is \$219/yr and it covers the Board and the staff. The cap is \$300,000. John asked if this cap was per occurrence or per year. Jerri was going to have to check on that and get back to the Board. John mentioned that having a fidelity bond is required by some of the grants the RAC receives. He made a motion to purchase the fidelity bond for \$219/yr with the caveat that the coverage is per occurrence. Gaylen Tips 2<sup>nd</sup> the motion and a unanimous vote followed.

Dave mentioned that the premium for existing policy has become higher. The Board did not feel that a vote was necessary and that Dave should pay the increase and budget for it.

Property- there was brief discussion about this as an option that can be added to policy later.

See handout on file at CAT-RAC for more details.

#### IV. Clarification of Llano County Representative Position

Machelle from Llano indicated that she was resigning and that Gregg Knap would take over. A vote will be taken at the General Session Meeting next month to make this official.

#### **New Business:**

**I.** Hurricane Update-  
See above in Director's report.

**II.** TETAF Division Reps  
Dave Reimer announced that we need to select committee representatives. He said there are several difference committees such as EMS, Disaster, etc. The committees mirror GETAC structure. Dave will send out an email so people can sign up.

**III.** Meeting Site  
Dave announced that the General Membership Meeting next month will possibly be held at the RAC building. Dave got feedback from members that the set up at DCMC was inconvenient and confusing since the meeting had been pushed out of the auditorium. Juliette will check on Auditorium availability if that would help the situation.

#### IV. Discussion and Scuttlebutt

Traci Forester from Stat Air reported that their Georgetown site is now night vision certified and staff has been through the training. They have two sets of goggles so pilot and co-pilot will both have goggles. The addition of this capability will not really change Stat Air operations. ASU will have a tent

Kat Gann reported that the Stroke Conference date is set for January and the roster of speakers is set up. They have a handful of interested sponsors. They will be providing nursing CEUs and will look into setting up EMS CEUs.

Kat was asked “what will happen to the funds that are generated from the conference”. Kat replied that they go into General Fund. Kat is hoping to put conference information on the CAT-RAC website. She will send out more information in the interim to board members.

Steve Janda reported that there is more room in the class Nov 14-15 ATLS class. The cost is \$750 for docs \$250 for audits. If you can't make this one, there are plans to hold it quarterly.

**V. Adjournment:** With no further business to discuss the meeting was adjourned at 3.15 p.m.

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