



PAST AGENDA, MINUTES, AND SIGN IN SHEET:

Capital Area Trauma Regional Advisory Council Executive Board Meeting Minutes December 17, 2009 1 – 3 pm

**CATRAC Office
4100 Ed Bluestein Blvd. Suite 200
Austin 78721**

- I. Call To Order / Introductions / Sign In
- II. Approval of minutes:
November 19, 2009 Executive Board
- III. Treasurer's Report
- IV. Public Comments
- V. Chair Report
- VI. DSHS Update
- VII. Trauma Center Update
- VIII. Director's Update
- IX. County Rep Updates

OLD BUSINESS:

NEW BUSINESS:

- I. Proposals / Requests
 - Bastrop County First Responders
- II. Elections –

Current: (Today's meeting)

- Chair: Jackie Gondeck
- Vice-Chair: Scott Fernandes
- Treasurer: Kat Gann
- Secretary: Juliette Brown

Board: (For General Meeting in January)

- Caldwell Cty.
- Fayette Cty.
- Lee Cty.
- Llano Cty.
- Trauma Physician
- Registered Nurse
- Rural Physician
- Consumer
- Lead Pediatric Facility

- III. Strategic Planning Update
- IV. Committee updates
- V. Discussion / Scuttlebutt



VI. Next Meeting Update –

- General / Executive combined: January 28, 2010 Dell Children's
- Executive: February 25, 2010 CATRAC office

VII. Adjourn

Handouts: Revised Executive Board Roster (see page 3)

I. Call To Order / Introductions / Sign In

Jackie Gondeck called the meeting to order at 1:03 p.m.

II. Approval of minutes:

November 19, 2009 Executive Board minutes were reviewed
Motion: Gregg Knapp
2nd: Kenny Schnell
Approved

III. Treasurer's Report

Kat could not attend the meeting, however a summary statement for the month of November was provided for the board to review. A request was made for a motion to accept the Treasurer's Report.

Motion: Gaylen Tips
2nd: Scott Fernandes
Approved

IV. Public Comments

None were made. An email from Dr. Craun was circulated for the board to read. The email introduces Dr. Craun as the new Trauma Medical Director at St. David's Round Rock and his wish to participate in the CATRAC. Dr. Craun asked the CATRAC to postpone discussion regarding field triage practices until he can be present. There was general discussion about the need to look at the documents further and include more discussion regarding specific CATRAC action needed regarding the triage guidelines. A motion was made to table the discussion.

Motion: Gregg Knapp
2nd: Kenny Schnell
Approved

Scott Fernandes recommended that we request that Dave respond to Dr. Craun's request to hold a position on the board, explaining how the board functions and opportunities for future involvement.

V. Chair Report

Jackie discussed the recent GETAC meetings where Dave and Jackie had a meeting with L-RAC regarding the Fort Hood incident. They were very appreciative of CATRAC's



assistance during the emergency and felt that it was a good example of inter-RAC cooperation.

VI. DSHS Update - Ann Verstraete

Ann reminded board members that the next GETAC meetings will be Feb 24-26th in Austin.

They are discussing the Rider 90 issue with ACS related to level I and level II verification. In the last legislative session a rider was attached to a piece of legislation that requested that a study of the trauma system in TX be conducted. DSHS will be asking ACS to do this and make a summary report to DSHS. They are looking at inter-region cooperation and under-designation among other items. The report will include any recommendations for improvement. There will be more information shared at the May 18-20 GETAC meetings. Ann was not sure if they will be done by then or still in the process of gathering information. The contract is currently being finalized.

Applications for stroke center designations are being taken currently at DSHS (started Oct 1 for facilities that are already Joint Certified).

The DSHS website has specific rules and Ann suggested checking frequently because it changes a lot and folks need to stay on top of the changes.

Applications for Uncompensated Trauma care have been sent to the hospitals and are due back NLT Feb 26th.

Ann has noticed as she has been traveling to the various RACs that there is some confusion over grants. She is working to coordinate a class at the next GETAC meeting for folks to get a basic writing and LPG grant education. Additionally, the instructor will be able to provide feedback on FY 09 proposals. Ann offered to have the instructor, Linda Reyes, do a dry run with our Board. Jackie will coordinate with Dave to get an email out to the membership to let them know that a presentation on this will be offered directly after the General Membership meeting on Jan 28th.

VII. Trauma Center Updates

Gaylen Tips announced that Bruce Broslet is moving out of his VP role at UMCB. The new VP will be Kate Henderson. She has an academic background and experience working with medical schools.

Juliette Brown reminded the membership that the injury prevention committee has a request for applications out right now for injury projects in our region with up to \$5000 available in this funding cycle. The deadline for applications has been extended to January 15th. Dave sent out the application to the membership. Juliette asked that members share this information in their organizations and encourage interested parties to submit and application.

Juliette introduced Dave Golder who many already knew and added that Dave has moved into a Clinical Manager role in Dell Children's Trauma Services. She shared that Dr. Schlechter has nominated Debra Brown, the new Trauma Service Line Director to hold the Lead Pediatric Facility position on the CATRAC board.



VIII. Director's Update

Dave was at a conference for RACs on the day of the board meeting. Jackie shared the following Director's Report with the membership on Dave's behalf.

GETAC / EMS Conference:

Jackie Gondeck and Dave attended on behalf of the CATRAC as well as other Board Members that were in attendance. Dave plans to post a copy of some **notes** that were shared by Scott Christopher, Chair of the Deep East Texas RAC-H on GETAC meetings to Board members by email. Please keep in mind that **these are notes not minutes**. If others who were at the conference could add anything to the meetings that Scott couldn't attend, that would be appreciated. Jackie and Dave met with representatives of RAC-L concerning the Ft. Hood Incident. They very much appreciated our help in accepting patients from their RAC and the feeling from both sides is this is a good example of how RACs should assist each other. Another plus was the ability to use EMTrack software to track the two patients from RAC-L to our RAC. Both sides felt appropriate care was given to the patients at the receiving facility.

H1N1:

Patients presenting to the Region EDs have leveled off to a manageable level with no reports by facilities of staffing, supply, or surge issues. DSHS has slowed RAC reporting of H1N1 issues to every other week with regard to Facility stress and Bed Availability. In response to other areas of the state, DSHS has released caches of masks from the SNS to each RAC for distribution. The Regional distribution should be based on an identified shortage of resources from the vendor, and increase in patient presentation to the facility, and documentation bi monthly to DSHS on usage. Not to be used for stockpiling / hoarding in the facility or organization. CATRAC received x 132 cases of Kimberly Clark # 46727 and x 336 cases of 3M # 8000 brand N95 masks. This amounts to ~ 108,000 masks. Generally one size to the brand and RACs were not given a choice on sizes. Contact CATRAC if situation arises where masks are needed.

Vaccines / antivirals – Dave is still waiting on word from the manufacturer on when purchased Tamiflu antiviral will arrive. Most area facilities have received an adequate supply of H1N1 vaccine for their staff and needs. Dave is unsure on EMS H1N1 vaccine needs. Dave reports that seasonal flu vaccine availability is slim to none.

OASPR:

Supplemental H1N1 funding was used to purchase x 12 Newport HT50-H1 Ventilators w/out humidifier for Regional use. These are the same ventilators that Dell Children's went with. It has some advantages in storage and long term use. The RPR group met last Friday and were given some deadline dates on requests for asset and educational requests with regard to PO's and Invoices. Grant period ends on June 30, 2010. Subrecipient agreements were sent out previously and ~ 30 % have been returned. CATRAC is in the process of consolidating supplies to cut down on storage rental. One storage rental will be dropped in December and an additional one in January.

Workgroups –

EMResource –reformatting process is going slow and the new screen look may not be ready by the end of January 2010. Work in progress will involve some Bed Availability definition changes to be more in line with DSHS. During the December regional hospital drill the EMResource site was used to broadcast event updates in a timely manner.



EMTrack –Work is in progress on the interfacing of the DSHS evacuation software (SNETS-Special Needs Evacuation Tracking System, “yellow armband”) and EMTrack, which is reportedly nearing completion. Our use of hardware associated with the system is being reevaluated from how CATRAC wants to use it in the region. Also the awareness of the need for training to be more user friendly and accessible to those who need it.

EmAsset – A similar name for software not associated with the EMSystems company. FTG produces this product. They are also associated with the “Bed Ready” product used in conjunction with EMResource. It is a Regional tracking software used in tracking OASPR equipment. Right now they are working on standardizing the naming of similar pieces of equipment throughout the region which is a tedious project, but is moving forward.

CATRAC dues:

Dues requests notices went out ~ 2 weeks ago. Reminders on participation requirements, bylaws, and calendars included. Return response to date is EMS ~ 50 % and for Hospitals ~ 35 %.

Committees and Workgroups:

Stroke Committee:

The Stroke committee met with Eric Epley and Representatives of STRAC Stroke (San Antonio) in a very productive meeting. It was a meet and greet with a discussion on patient transfers and how each side deals with patients, stroke issues and procedures. They were very complimentary of our progress and the working relationship we have with each other in our RAC. They were interested in feedback when a patient is transferred across their RAC to our RAC to help them understand where possible disconnects exist with patient transfers. There was uncertainty whether this was going to be easy to track but our reps were willing to give constructive input when they were aware of the transfers without pointing fingers.

St. David’s Medical Center – First DSHS designated Stroke Center in Texas.

Scott and White Healthcare Round Rock – Also became a DSHS designated Stroke Center.

Cardiac Care Workgroup:

Next meeting -

Wednesday, January 20, 2010 from 8:00-10:00 am at the NEW AHA office at 10900-B Stonelake Blvd. Suite 320 Austin TX 78759, near Seton Northwest Hospital.

The use of “Protocol” in the heading of the ECG Screening tool has caused some concern with some facilities and organizations. In using the word protocol, I believe the intent of the Cardiac group was that it would be stronger language encouraging the use of the screening tool. In discussions and input with some facilities and organizations it was felt that the use of “Protocol” placed too many restrictions and roadblocks on getting it formally accepted as a policy / procedure of the facility or organization. “Protocol”, to many indicates that this is required to be done by their staff. The majority of those concerned felt like changing “protocol” to “guidelines” would be more acceptable.



PI Committee:

Discussion on where / what the Committee wants to focus on in 2010.

Some items were:

- Gathering data on airway management and the current research findings of field management.
- Spinal motion restriction follow up since guidelines have been in place.
- Continual encouragement to members of informing the PI Committee of concerns or issues they would like addressed.
- The use of Best Practice, current research, etc. to support best patient care and outcome.
- Use of Survey Monkey to gather data without duplicity.

Items to forward to the Prehospital Committee for discussion included CDC triage and Burn Criteria.

Education Committee:

CATRAC staff met with Chris Parker, Chair of the Education Committee to discuss education courses, co-pays, conferences, books and regional needs. The Education Committee has done quite a bit of discussion by email which seems to be working well. The Committee has been budgeted \$13,000 for educational projects and courses.

A TNCC instructor course tuition reimbursement was proposed to help bring additional instructors to our region with guidelines requiring future instructors to teach at least one course at no cost to the region. It will bring a "State Instructor" title to our region which will help in reducing future instructor expenses.

HAM Radio Workgroup:

Ron Weaver, Chair of OASPR Communication, and I met with representatives of Williamson, Travis and regional HAM operators for an informational update. Goal was to get equipment needs information, equipment inventory, guidelines for activation, discuss issues with equipment placement and accountability in facilities, equipment testing, drill participation, and improve recognition and notification of HAM volunteers. Outcome will involve some site visits to see issues relating to equipment placement and also an updating of a HAM operators contact list to start with. The intent is to have regular scheduled meetings and/or monthly written updates. Dave notes that this is a very willing group that wants to participate as much as they are able and available.

There were a few questions about the type of ventilators referenced in Dave's report and how / where they will be stored (see Dave's report above). Jackie asked that we table the questions about storage for when Dave is here in person to respond.

Regarding the stroke patient issue with STRAC (see Dave's report above) Dr. Zeibell explained that the issue is that patients in San Antonio area are coming here due to being out of neuro beds in San Antonio. He added that this places an unnecessary burden on our system here. STRAC is working on it and will resolve it in time – right now they are in the process of getting stroke designation (Methodist & Baptist) for facilities so they can take the patients. In the meantime CATRAC will be able to provide technical assistance to the SA region regarding a stroke system and designation. Dr. Zeibell pointed out that they will need to demonstrate a time period of not turning away any stroke patients as a designation requirement and therefore facilities here could



suggest that as a better alternative that patients attempting to transfer to CATRAC go instead to a facility in SA that is taking stroke patients. Of course facilities in CATRAC can and will continue to take stroke transfers as needed.

There was general discussion about the cardiac care draft ECG Screening “Protocol” again regarding the word protocol and the issues related to using that word. Jackie will share with Dave that the board still feels that the CATRAC cannot support the term “protocol” and will ask Dave to articulate that to the Cardiac Care Work Group.

Gaylen shared that the PI committee recently discussed airway management and pre-hospital care. They are planning to do a literature review of this subject to prepare to make recommendations. They are going to look to best practices for guidance and the costs of various modalities for airway management. Scott Fernandes made the point and Gaylen agreed that the professional curricula including the national scope of practice don’t necessarily reflect the latest science on airway management. They plan to share recommendations with institutions that teach this in our region. They plan to have completed a literature review by next month. Scott stressed the need to have a national connection to help ensure that findings and guidelines flow upstream.

Jackie shared that she has made an education request for reimbursing \$200 of the \$400 TNCC instructor course fee. Each new instructor will need to pay back the community by putting on one class for free in the CATRAC region. Jackie anticipates requesting reimbursement for no more than 8 students. The education committee voted and agreed to fund up to \$1,600.

The RAC is considering sponsoring some students to attend the COA grant writing workshop to help build capacity and knowledge to secure grants for the CATRAC.

IX. County Rep Updates

Fayette County – the recent weather has hindered air transport

Lee County – nothing to report

Williamson County-

The Emergency Ops vehicle funded by the RAC that will be a regional asset (mobile EOC) is on its way and Wilco Emergency Management staff is currently getting an orientation on vehicle details and operation.

Caldwell County –

Phase III radio re-banding is under way - transitioning to 800 MHz

They are recruiting for a new position currently -Clinical Manager

Unfortunately they have had quite a few fatal MVCs recently and a plane wreck

Hays County-

They are building three new fire stations that will be opening soon in Kyle, San Marcos, and Buda.

There was general discussion about ESDs, FROs, and San Marcos Fire. San Marcos Fire has been operating under the Hays County EMS FRO. The group discussed the FRO licensing procedure and the problems with the current process. Scott encouraged folks to articulate problems or barriers to the RAC – possibly write a letter directed at the procedure and needed improvements.



San Saba – They are still working on getting ESD status. They have collected all their signatures at this point. There is concern that political support may shift as they go into the election cycle. There was general discussion about benefits of ESDs, how they are funded, and how there needs to be more awareness about them. Wymond Kraft rec'd the state education coordinator designation recently. Scott reminded the board that they recently held the Phase I of EMS Leadership course and it was a great success.

Bastrop – John Banning announced that they are in the process of putting up a new 800 MHz tower in Elgin. John made a request to the CATRAC for funding for 4 new AEDs. Total request is \$ 7,526.00. See request provided by John on file at the CATRAC offices.

Motion: Melanie Tucker (fund the project total with the contingency that they create Operating Guidelines for use, care, storage, training, and response & share these with the board)

2nd: Charles Peeler
Approved

Llano – Scott & White is building a new facility that will open in 2011 and Llano Memorial will become a Scott & White facility.

OLD BUSINESS:

none

NEW BUSINESS:

VIII. Proposals / Requests

See above under Bastrop County report.

IX. Elections –

Current: (Today's meeting)

- Chair: Jackie Gondeck
- Vice-Chair: Scott Fernandes
- Treasurer: Kat Gann
- Secretary: Juliette Brown

All officers agreed to continue to hold current positions.

Motion to re-elect: John Banning

2nd: Tom Partin
Approved

Board: (For General Meeting in January)

- Caldwell Cty.
- Fayette Cty.
- Lee Cty.
- Llano Cty.
- Trauma Physician
- Registered Nurse



- Rural Physician
- Consumer
- Lead Pediatric Facility

X. Strategic Planning Update

See handout on file at CATRAC offices. Jackie explained some of the key points of the initial meetings on this subject. The board officers looked closely at the DSHS requirements for the CATRAC and linked each of those to organization goals. They are going to keep moving forward and work on action plans for each of the goals. She explained that this is a preliminary draft and the officers plan to meet with the committee chairs to find out their feedback. The officers will bring more info to the board in the future and provide a more detailed overview for them

XI. Committee updates

See under Director's Report

XII. Discussion / Scuttlebutt

None

XIII. Next Meeting Update –

- General / Executive combined: January 28, 2010 Dell Children's
- Executive: February 25, 2010 CATRAC office

XIV. Adjourn :

meeting adjourned at 3:11 p.m.

Handouts: Revised Executive Board Roster (see page 3)



Capital Area Trauma Regional Advisory Council Executive Board Members 2009

Representing	Current Representative	Term
Bastrop County	John Banning	01-09 to 12-10
Blanco County	Tim Vasquez	01-09 to 12-10
Burnet County	Scott Gillaspia	01-09 to 12-10
Caldwell County	Melanie Tucker	01-08 to 12-09
Fayette County	Lee Charlton	01-08 to 12-09
Hays County	Tom Partin	01-09 to 12-10
Lee County	Sylvin Mersiovsky	01-08 to 12-09
Llano County	Gregg Knapp	01-08 to 12-09
San Saba County	Charles Peeler (Interim)	01-09 to 12-10
Travis County	Jackie Gondeck	01-09 to 12-10
Williamson County	Kenny Schnell	01-09 to 12-10
Lead Facility	Gaylen Tips (Interim)	01-09 to 12-10
Non-lead Facility	Susan Swan	01-09 to 12-10
Pre-hospital	Scott Fernandes	01-09 to 12-10
Trauma Physician	Dr. Carlos Brown	01-08 to 12-09
Registered Nurse	Kathleen Gann	01-08 to 12-09
Rural Physician	Dr. Bob Harding (Interim)	01-08 to 12-09
Consumer	Juliette Brown	01-08 to 12-09
Lead Pediatric Facility	Dr. Robert Schlechter (Interim)	01-08 to 12-09
Officers		Term
Chair	Jackie Gondeck	01-09 to 12-09
Vice-Chair	Scott Fernandes	01-09 to 12-09
Treasurer	Kathleen Gann	01-09 to 12-09
Secretary	Juliette Brown	01-09 to 12-09



**Executive Board Meeting
Sign-In
December 17, 2009**

Position Representing	Name	Affiliate Organization	Initials	CORRECTIONS / NEW CONTACT INFO
Registered Nurses Treasury	Kathleen Gann, RN	University MC at Brackenridge		
Rural Physician Stroke Chair	Dr. Bob Harding (Interim)	Seton Highland Lakes		
Trauma Physician PI Chair	Dr. Carlos Brown	University MC at Brackenridge		
Non-Lead Facility	Susan Swan, RN	Seton Edgar. B. Davis		<i>on phone</i>
Lead Facility	Gaylen Tips (Interim)	University MC at Brackenridge	<i>GT</i>	
Pre-hospital Vice Chair	Scott Fernandes, EMT-P	TCESD #6	<i>SF</i>	
Pediatric Facility		Dell Children's Medical Center		
Bastrop County	John Banning	Smithville Vol. FD	<i>JB</i>	<i>Bastrop County First Responder Association</i>
Blanco County	Tim Vasquez, EMT-P	North Blanco EMS		
Burnet County	Scott Gillaspia	Burnet EMS		
Caldwell County	Melanie Tucker, LP	Lockhart EMS	<i>MT</i>	
Fayette County Pre-Hosp. Co-Chair	Lee Charlton, EMT-P	Fayette County EMS	<i>LC</i>	
Hays County PI Co-Chair	Tom Partin, EMT-P	San Marcos EMS	<i>TP</i>	
Lee County Aero-medical Co-Chair	Sylvin Mersiovsky, EMT-P	B&M Ambulance Service	<i>SM</i>	
Llano County	Greg Knapp (Interim)	Llano Memorial Hospital	<i>GK</i>	
San Saba County	Charles Peeler (Interim)	San Saba County EMS	<i>CP</i>	
Consumer Secretary	Juliette Brown	Dell Children's Medical Center	<i>JB</i>	
Govt. Rel. Chair	Jackie Gondeck, RN	St. David's Medical Center	<i>JB</i>	
Travis County Chair	Kenny Schnell, LP	Williamson County EMS	<i>KS</i>	
Williamson County	Kenny Schnell, LP	Williamson County EMS	<i>KS</i>	
Executive Director	Dave Reimer, RN LP	CATRAC		
Accounting	Marilyn Hollingsworth	CATRAC		
Admin. Assistant	Michelle Fillman	CATRAC	<i>MF/DC</i>	

