



## MEETING MINUTES for OCTOBER 28, 2010

**Capital Area Trauma Regional Advisory Council  
Executive Board & General Membership  
Meeting Minutes  
October 28, 2010      1pm – 3 pm  
Dell Children's Hospital   4900 Mueller Blvd, Austin 78723**

- I.      **Call To Order** – Jackie Gondeck called the meeting to order at 1:00 p.m.

The Board members and the audience introduced themselves.

II.      **Approval of minutes:**

- July 22, 2010, Combined Executive Board & General Membership

Motion -- Paul Long  
2<sup>nd</sup> -- Gregg Knapp  
Approved

- September 23, 2010 Executive Board

Motion -- Kenny Schnell  
2<sup>nd</sup> -- Tom Partin  
Approved

III.      **Treasurer's Report**

Jackie explained that Kat Gann has stepped down from her position on the board as RN rep and Treasurer. Jackie indicated that Traci Forister is interested in filling in as the interim Treasurer. No one objected to Traci doing that.

- Financial Report – Marilyn Hollingsworth presented the September monthly statement and explained the recent expenditures. There were no variances to report.
- Dave added that the OASPR grant total will end up being reduced since the submitted amendment has not been finalized at DSHS. This year they have asked for the RACs to come up with matching funds. DSHS has found a way to cover the federally required match at the state level instead of asking the RACs to do so.

Motion -- Gregg Knapp  
2<sup>nd</sup>—Scott Fernandes  
Approved

- FY11 EMS/Tobacco Budget Approval

Motion -- Kenny Schnell

2<sup>nd</sup> -- Charles Peeler  
Approved



- FY11 EMS/RAC Budget Approval  
Motion -- Tom Partin  
2<sup>nd</sup> -- John Banning  
Approved

Dave commended the Injury Prevention Committee & Paula Yuma for putting together the grant proposal process and getting local agencies the funding.

#### **IV. Public Comments**

None were made.

#### **V. Chair Report**

Jackie recently participated in the GETAC Trauma Systems meetings held to review the recent state level ACS visit/recommendations.

There has been a recent push to involve rehab hospitals in the RAC activities.

RN position is vacant – Kat Gann left mid-term. The next official vote will be October 2011. Jackie will suggest an appointee for the interim at the next Exec Board meeting.

Consilience, an Austin-based company won the bid to be the new state trauma registry vendor.

The State PI Plan was also discussed at the recent ACS visit review meeting. The next GETAC meeting is next month and is being held in conjunction with the state EMS conference.

State budget cuts will likely result in less received for uncompensated care.

Joe Granbury & Dave Reimer added that there are more and more free standing ERs opening up and they are forcing the issue regarding how they are set up to receive patients. Many are not set up to receive stretcher patients off an ambulance. Not all of them will accept Medicare/Medicaid. They are mainly set up for treat & release situations/patients. Joe mentioned a recent successful meeting with leadership and some of these establishments in his area that resulted in a productive dialogue.

#### **VI. DSHS Update**

No one was available to provide an update. Dave mentioned that Kathy Moon has taken a position with DSHS related to hospital designation.

Two new stroke surveyors have been selected from the Austin area.

Lauren Brandt

Marilyn Kasj

Dave is meeting with OASPR folks this afternoon to demonstrate some of the equipment that has been purchased with the grant funds. So far the folks have been impressed with how TX has used the grant funds and the level of cooperation/coordination.



## **VII. Trauma Center / Pediatric Center Update**

Dr. Brown couldn't be here today because he is receiving an award from TOSA for being an organ donor advocate.

Gaylen Tips provided the following update:

UMCB is in the 2<sup>nd</sup> year of the General Residency Program and in 3 years it will develop into a Critical Care & Trauma Fellowship.

There is an upcoming ATLS course Nov 18/19– Katie Foarde is the contact for more course information.

Deb Brown- Dell Children's Medical Center

The DCMC 2009 Trauma Annual Report is out. It provides a great snapshot of trauma data. Deb has provided copies for members by the sign in table.

The trauma program has a few new hires as the program grows and the census is increasing. They have hired Elsa Alejandro – Trauma Coordinator, and are in the process of hiring a Grants Administrator and second Research Scientist.

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

Emerg Medical Task Force – This concept involves ambulance and RN strike teams and mobile medical capacity. The CATRAC is part of EMTF 5 – a conglomerate of several RACs. Dave announced that he is going to be hosting a meeting for EMS folks to delve deeper in the EMTF concept.

EMTrack & EMResource

A rep will be coming down in Nov. to provide one-on-one training on the bed tracking tool. We have an agreement with SETRAC and RAC L (Belton area) to view patients in real-time. Traci asked about information from the state regarding continued funding for EMTrack and EMResource. Dave responded that there is nothing right now that indicates the state is not going to continue to fund it for the short term.

OASPR – the sub-recipient agreements will include an EMS equipment focus this year. The deadline for agencies to return them is Nov 10<sup>th</sup>.

Emergency Preparedness Coordinator Position- Dave has requested funding for this in the budget that has been approved. This position will be posted on the CAT-RAC website. There are some individuals who have expressed an interest in this position to Dave.

TETAF – Dave encourage members to check out the monthly updates prepared by TETAF – he finds them to be very useful.

The RAC will have an EMS booth at the state EMS conference this year. Traci Forister noted that anyone can come view the booths in the exhibit hall – they don't have to be conference attendees. She encouraged the membership to come by the booth. Scott Fernandes added that the conference is a very good place to network and learn about the industry.



## **IX. County Representative Updates**

**Travis-** Jackie Gondeck: There are two more hospitals looking at trauma designation South Austin Hospital and North Austin Medical Center.

**Williamson-** Kenny Schnell. They will have a booth at the EMS conference too. Kenny thanked the first responder organizations that performed rescues during the recent floods – especially Star Flight. They just completed construction on Station #17 in Liberty Hill.

**Hays-** Tom Partin: The County has a new EMS provider – Buda Fire Dept began service on Oct 1<sup>st</sup>. They cover the City of Buda and the Hays County ESD 2 area. Daniel Baum was present – Chief of Buda Fire Dept

**Caldwell-** Glen Germer: Seton in opening a new internal medicine clinic.

**Fayette-** Sharon Muzny: They are hosting intermediate paramedic course and will also have a booth at the EMS conference.

**Bastrop-** John Banning: The Bastrop Co. First Responder Org is finishing the paperwork to become ALS. Traci –PHI will be moving the Helicopter Base from Williamson County to Bastrop County.

**Burnet-** Scott Gillaspia: They Burnet Fire Dept. has an EMT-I class starting Saturday, and EMT-B class starting Monday. They are preparing to buy some new equipment.

**Blanco-** Tim Vasquez: They are working together with San Saba County to complete all the necessary training for the fire departments to become FROs.

**Llano-** Gregg Knapp: Scott and White has purchased additional property, in July 2011 they will start construction on outlying buildings. In 2012 hospital construction will begin.

**San Saba** – Charles Peeler: They are working on hiring paid staff – 3 EMTs and one Medic – per the County Commissioner's decision.

### **OLD BUSINESS:**

#### **I. Miscellaneous**

An item from the Strategic Planning meetings was brought up for discussion to see if the direction the Strategic Planning workgroup is proposing is the direction the general membership wants to go in. Jackie Gondeck reminded everyone that every time we change committees we have to change the bylaws, so we are looking at a smaller amount of committees with the workgroups under the committees. Cardiac Care, Stroke and Trauma Registry/Trauma Coordinators meet monthly under the Hospital committee. The Regional Preparedness and Response group meets every month. That group is carries out the provisions of the OASPR grant, and under that group would be EM Assets and EM Track. The Bylaws Committee and Public Information were not changed.



Discussion ensued on the difficulty of determining when the various committees and workgroups meet. Dave explained that all committee meetings used to be held in one day. The responsibility of running the committee and scheduling the meetings was given to the chairs and there has been some disconnect. From our standpoint we need to do a better job of announcing the meetings. We need to get a set date, or the committee chair needs to let us know ahead of time to put it on the calendar. We are planning to put the committee chairs' contact information on our website. Also, we will have a committee area that says this is when it is meeting. Committees need members; we can't exist without the participation of our members. If you are interested in being on a committee, let Dave, Jackie or Marilyn know. Just remember as chair or co-chair, there is quite a bit of time involved.

With no further discussion, Nancy Garza made a motion, and Marci Faris seconded the motion to change the Organization Chart to reflect the smaller number of committees with their attendant workgroups. The motion carried by a verbal vote.

Dave reminded everyone the Strategic Planning workgroup is also looking at the mission and message and to make sure we are still on track with the bylaws. If we are not heading in that direction, we need to change it.

## **NEW BUSINESS:**

### **I. Education Quarterly – Review:**

**Field Triage** - The State of Texas has adopted this as the protocol for the state. There was some opposition several months ago to the RAC adopting the CDC Field Triage criteria. There was concern that the Level 2 hospitals would be bypassed for the Level 1 facilities. In order to not change the format or the actual sheet of the CDC Field Triage form, we sent out a letter that clarifies the difference in Level 1 and Level 2 trauma centers. Joe Granberry of the Pre Hospital Committee drafted a letter and also reminded everyone that the other part of the training that he thinks is important is if the patient is not ill at the time of transport, but is likely to become ill, they need to be transported to a Level 1 or Level 2. The key is the last page of the document; local protocol dictates how you manage your trauma patients. There is a tremendous amount of literature on the CDC website and it is free; all you have to do is ask for it.

Dave added that we want to put it out and not push it; protocol means a lot of things, especially from the EMS standpoint. The big discussion comes in transferring to the "highest Level". The letter was self-explanatory. He also recommended that providers get the CDC booklet as it gives a better understanding of the guidelines.

**Adult Coagulopathy/Head Trauma** – Dave states it has not changed. We are trying to keep it out in front of people and keep reemphasizing changes or guidelines that we adopt throughout the region. He urged everyone to post it on bulletin boards, etc. If people see something that needs changing, let us know. If you have any problems opening anything on the website, let us know. If you need hard copies of anything on the website, let us know.

### **II. Committee Reports and Action Items:**

**Performance Improvement Program** - They are working on a Prehospital Airway algorithm. Dr. Kempema is bringing a draft for discussion to the next Performance



Improvement meeting. The group is also working with the Trauma Coordinators in their data collection efforts. The next project the committee will work on is a Burn transfer algorithm.

**Injury Prevention** – Car seat training will be held at Seton Edgar B. Davis Hospital, Lakeside Hospital, Seton Hays, and St. David's Georgetown. By mid-November all sites will have a certified tech on hand to administer. They will all be contacting the RAC office on their own to arrange for delivery of car seats. A standard process for giving out injury prevention funds has been great. Middle of November will be first process for this year, and anyone can apply. Their recommendations: intoxicated driving, unrestrained kids and adult and senior falls. If it is one of those three areas, that is great, but if not, just need to support what you want to do. Farm injuries, prevention of head injury in sports. Will be due in mid-Jan. 2011. They want to be able to review the applications at their next meeting which will be 10:00 before the next quarterly CATRAC meeting. Meet in coffee shop and if there are a large number of participants they will go to a room. They will put out another call for proposals in the spring for the continuation of the car seat program. They would like to increase EMS representation on their committee – they do not have anyone right now.

**Stroke** - Dave reported that Dr. Harding is going to try to have a meeting the afternoon of our Executive Board Meeting in November from 3:00-4:30. He will post it after confirming with him. The meeting would be at the CATRAC office. Dave is still working on a trip to San Antonio to visit with the STRAC committee on issues in general; possibly the 2<sup>nd</sup> week in December.

**Budget & Bylaws** - Juliette had to leave; working on some changes to the by-laws. Dave brought up that we are looking at changing when the annual membership dues are billed. We would like to change the bylaws to have the dues notice go out the first of January and be due February 1.

The other change which we would like to propose has to do the voting representative from each organization. In the interest of time and participation, would like to change that to allow two eligible people from each organization; only one would get to vote. We are trying to make it easier on the organizations. We would still have to have the names on file.

Discussion ensued on waiting to make all of the bylaw changes at one time later. It was finally decided to ask for a motion to change the date the membership dues are billed. Gregg Knapp made the motion, Traci Forister seconded. The motion carried by verbal vote.

Dave will put out an e-mail to schedule a meeting of the Budget and Bylaws Committee. It is an open meeting, and anyone who wants to participate is welcome.

Dave mentioned he would also like to look at making the officers' term coincide with their election term. The way it is now does not coincide with the continuity of that office.

Also, in our by-laws our Treasurer can sign checks, and that was mentioned in our audit as a weakness in our separation of duties. He will send out an e-mail for discussion and comments.

Jim Allday asked that for any future by-laws and changes can we have the exact language in front of us?

Dave said yes - apologies for our computer problems this week; he will send out any changes ahead of time.

**Prehospital** – no meeting

**Air Medical** – Traci Forister- For both hospitals and EMS, one of the things they have been working on is a tracking tool. Is there a need for an easy way for an online type tool





for providers, whether hospital or EMS to be able to pull something up and see if there is an aircraft available? They will be sending out a survey to solicit input to see what kind of information is needed. There is a portion of EM Resources that can do this, but if this is not meeting the needs they will look at something like Fleet Eyes. They want to make sure it is something that is wanted and will be used because it will involve an investment by the providers. The group would like to have the surveys back in 30 days.

Traci said St. David's is planning with Austin Fire and some others to do a full-on disaster; extensive media coverage. She expressed appreciation to St. David's and Star Flight. There is a rural medical form that they will be rolling out to the membership. For EMS providers, they would liken it to a Medicaid form that they have to get signed, or like an MOT. They are finding it is necessary to justify their CAAMTS accreditation and will help educate about when and where to call an aircraft. For example, if they are being called out unnecessarily and creating a financial burden for the patient.

The PI Committee is asking for some information also, and they will be working with them by tracking some specific data.

Star Flight is now parking their 2<sup>nd</sup> shift at Dell CMC. More information will come on that as it is available.

They will share the Air Medical forms and it is something that they will be asking to get signed at some point – not at the scene, but by fax later. They have to justify why helicopter was called.

### III. Executive Board Elections

**Non-Lead Facility** –Traci Forister was nominated. No other nominations. Traci Forister remains as Non-Lead Facility Representative.

**Lead Facility** – No Nominations. Dr. Brown remains as Lead Facility Representative.

**Pre-Hospital** - Scott Fernandes was nominated. No other nominations. Scott Fernandez remains as Pre-Hospital Representative.

**Bastrop County** – Nominations: George Bosquet & John Banning. Nominees left the room and eligible members voted by a show of hands.

George Bosquet – elected as Bastrop County Representative.

**Blanco Co.** - No nominations – Tim Vasquez remains as Blanco County Representative.

**Burnet Co.** - Darlene Posey was nominated. No other nominations. Darlene Posey becomes the Burnet County Representative.

**Hays County** –Ken Strange was nominated -No other nominations – Ken Strange becomes Hays County Representative.

**San Saba** –No nominations. Charles Peeler remains as San Saba County Representative.

**Travis Co.** – Nominations: Mike Elliott and Jackie Gondeck. Nominees left the room and eligible members voted by a show of hands.

Mike Elliott was elected as Travis County Representative.

**Williamson Co.** –Kenny Schnell was nominated. No other nominations. Kenny Schnell remains as the Williamson County Representative.

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IV. Executive Board Elections for the following positions:

**CATRAC EXECUTIVE BOARD POSITIONS: January 1, 2011 to December 31, 2013**

Position	Name	Affiliate Organization
Non-Lead Facility	Traci Forister, RN EMT-P	Lakeside Hospital
Lead Facility	Dr. Carlos Brown	University MC at Brackenridge
Pre-hospital	Scott Fernandes, EMT-P	Travis County ESD #6
Bastrop County	John Banning, EMT	Bastrop County 1 <sup>st</sup> Responders
Blanco County	Tim Vasquez, EMT-P	North Blanco EMS
Burnet County	Scott Gillaspia, EMT-P	Burnet EMS
Hays County	Tom Partin, EMT-P	San Marcos / Hays County EMS
San Saba County	Charles Peeler, ECA	San Saba County EMS
Travis County	Jackie Gondeck, RN	St. David's Medical Center
Williamson County	Kenny Schnell, LP	Williamson County EMS





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V. Discussion / Scuttlebutt  
There was none.

VI. Adjourn

**HANDOUTS / Documents:**

- Handouts at Sign in Table
- Voter sign in at Table outside Auditorium

Next Meeting Update –

- **Executive Board:** November 18, 2010 CATRAC office
- **General / Executive Combined:** January 27, 2011 Dell Children's
- **Committee Meetings:** As per Chai

**Thursday October 28, 2010**

**COMMITTEES**

MEETING TYPE	TIME	LOCATION
Air Medical	1000 – 1100	Dell Children's MC Auditorium
Injury Prevention	1030 - 1200	Meet at Coffee Shop at 1030 for meeting location
Emergency Medical Task Force Presentation	1130 - 1230	Dell Children's MC Auditorium
Lunch	1200 – 1300	Dell Children's MC Auditorium
Executive Board	1300 – 1500	Dell Children's MC Auditorium



**2010 Meeting Calendar**  
**Executive Board & General Membership**

DATE		MEETING TYPE	TIME	LOCATION
Oct. 28, 2010		Lunch Gen.Memb./Exec Board	12 pm-1 pm 1 pm-3 pm	Dell Children's Hospital Auditorium
Nov. 18, 2010	<b>Holiday Schedule</b>	Executive Board	1 pm-3 pm	CATRAC Office-Suite 200
Dec. 16, 2010	<b>Holiday Schedule</b>	Executive Board	1 pm-3 pm	CATRAC Office-Suite 200

*\*CATRAC Committee scheduling will be based on need and the discretion of the Committee Chairperson.*

**Exec. Board** – Meets 4<sup>th</sup> Thursday of the month (Exception: Thanksgiving & Christmas Holidays)

**Combined General Membership & Executive Board** – Meets the 4<sup>th</sup> Thursday of January, April, July, and October.

**For further information call (512) 926-6184, or email [apassistant@catrac.org](mailto:apassistant@catrac.org)**