



## MEETING MINUTES FOR NOVEMBER 18, 2010

### Capital Area Trauma Regional Advisory Council Executive Board Meeting Minutes

November 18, 2010 1 – 3 pm

CATRAC Office  
4100 Ed Bluestein Blvd. Suite 200  
Austin 78721

#### I. Call To Order / Introductions / Sign In

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

#### II. Approval of minutes:

October 28, 2010 Ex. / General Membership

Tabled until the next meeting due to late entry.

#### III. Treasurer's Report

Marilyn provided a financial summary highlighting all the grants & totals spent. Deb Brown suggested adding income to this version and then it would be more complete. Several Board members agreed that they liked this new format better.

Motion - - Charles Peeler

2<sup>nd</sup> – Kenny Schnell

Approved

Dave noted that there will be an amendment from DSHS for the OASPR grant since DSHS covered the expected matching funds this year again. There was general discussion about rent and the cost of storage space for the RAC. Dave has a consolidation plan in mind that would ultimately eliminate the off-site storage units, moving much of the material to a portable storage pod that would be kept on the parking lot across the street from the RAC offices. The parking lot across the street is already being leased by the RAC for large vehicle storage.

Randy Walker presented the results of the 2009 annual audit. He highlighted the Prior Year Control Deficiencies and the recommended corrective actions. All documents are on file at the CAT-RAC office.

Randy suggested that the RAC management report back to the Board with a timeline and projected completion date for all recommended corrections. Dave agreed to provide that by the January meeting. Dave will send out electronic copies of the audit financial statements.

#### IV. Public Comments

None were made.

#### V. Chair Report

Jackie reported that GETAC meetings are this weekend. There will be a CATRAC booth at the upcoming EMS conference at the Austin Convention Center. Traci noted that the exhibit hall is free.

A bill has been filed to repeal the Driver Responsibility Act/Fines. This directly affects the amount of funding available for uncompensated care that hospitals provide. There is a Trauma Day at the Capitol planned for February.

Juliette requested that strategic planning be added to the agenda as a standing discussion item on its own. She also requested that the board have a chance to review the Emergency Preparedness Coordinator draft job description. Dave said he will send it out by email. Deb Brown asked about where they plan to post the position. Dave said it will go on the CAT-RAC website and Ray Apodoca at DSHS will put it out on the list-serve that DSHS manages.

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

There was no one available to provide an update.

#### **VII. Trauma Center Updates**

Gaylen provided an update re: UMCB

They participated in the regional drill recently. Different organizations identified skills and processes they wanted to test and sharpen during the drill. Gaylen felt that the drill was helpful in identifying areas that need strengthening.

Deb Brown – DCMC

Third year surgery residents will be starting at DCMC in July. The disaster drill was informative as the organization tested patient tracking. They have added a new pedi neuro surgeon making 3.5 total on the service.

Jackie asked if there was a way that the CATRAC can sponsor or host some car seat check events. Juliette suggested that they coordinate with an organization that is already doing this such as Safe Kids Austin. Ken from Wimberley stated that some of the techs in Hays County are struggling to keep their certification current and find events to participate in. Juliette suggested that they check their on-line profile at Safe Kids Worldwide and get involved with Safe Kids Austin and their CPS Task Force. Deb Brown mentioned that the DCMC Injury Prevention Program is mapping where the collisions involving kids happen and targeting those areas for car seat checks. Juliette reported that Dell Children's maintains a regional online calendar where they will post car seat check events for anyone.

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

Dr. Craun reported to Dave that they recently had their trauma center consultation interview and it was very positive.

EMTF – Dave reported that this project is moving forward; had a little bit of a setback in that the Houston RAC was taking the lead for the state and they had some staff changes and are regrouping. Dave added that he thinks STRAC will be taking it over as lead for this project for the state. The CATRAC is in discussions with the NERTCE part of TEEEX organization to provide some alternate care site equipment. This will probably put us ahead of other RACs as far as resources.

The recent disaster drill was very successful. The drill began at St. Mark's in Fayette County with a CBRNE type event which ended up with an anthrax event on Nov. 3 which trailed over into the 2<sup>nd</sup> portion of the drill that involved about 19 hospitals and also involved Public Health. St. Mark's was the only hospital involved during the CBRNE part. They did a great job. They held an AAR (After Action Review) yesterday for the CBRNE portion. The actual hospital drill AAR is still to be completed. Communications was a big issue.

EMTrack – patient tracking module. Mark Montgomery & Dave spent a day with a rep from EMSystems and they had a preliminary “scratch the surface” meeting.

EMS Conference – if you are interested in helping, get with Marilyn H. after the meeting and we’ll put you on the roster.

Dave asked board members to reference information printed on the back of the agenda. He explained that this is a follow-up to the dues recommendation change brought up in the General Membership meeting in October. We changed our dues to be due annually in Feb. and prorated by quarter when a new member comes on board. Dave added that he has quite a few bylaw changes that we’ll get the Bylaw Committee to address before the end of the year if possible to be presented to the board in January. Jackie asked that Dave e-mail out a notice of the meeting.

Dave will send out an e-mail for a stakeholder group that he received from Emily Parsons addressing 24-7 ER physician coverage. Jackie thinks it is Nov. 30 with RAC Chairs meeting.

Dave explained that he felt the RAC needed a PTO Sick Leave Bank Policy. He presented a draft for board review and added that the staff have a situation going on currently that brought to light the need for a policy such as this at the CATRAC. The draft Dave presented was a compilation put together using examples from some other organizations. Glen said it looks very similar to Seton and offered to get a copy. Mike said it is very similar to their policy. Mike said what if Dave needed to use time from the Sick Leave Bank? Tim suggested Executive Director would approve the awarding of time if it involved a staff member and the Executive Board Officers if it involves the ED. If o.k., Dave will send out by e-mail and get their approval. Greg suggested including that this is after all PTO is exhausted.

Dave added that if anyone finds anything wrong with the website, to please let us know of any problems. Michelle is our website person.

## **IX. County Rep Updates**

**Travis** – Dec. 8 in conjunction with Star Fight St. David’s is doing a disaster drill on their helipad. Helicopter is supposed to crash on their helipad. They needed an elevated helipad. No impact to the ER; pilot and medic would sustain some injuries and should show up in the ER.

**San Saba** – about to start hiring 3 or 4 more EMT’s and try to get MICU maybe in the next couple of months. There is a 3 person volunteer team to do the initial interviews and they are supposed to give their results this week.

**Blanco County** – Dave asked Tim for update on Blanco Vol. EMS – they were trying to get a new medical director. Tim understands they met with DSHS. They have a good working relationship.

**Fayette County** – participated in the CBRNE Drill that was hosted in LaGrange. They learned some things they need to educate their staff on; but it went well.

**Williamson County** – They will have booth at the EMS Conference and will be recruiting for the hiring process beginning in January. They are opening a new station in Liberty Hill. They are tracking their trauma calls and it is running very equally between the two trauma hospitals in Williamson Co.

**Hays County** – a lot of newly elected positions – Sheriff, County Judge, Mayor of San Marcos.

**Llano County** – everything good in Llano. The white tail deer is the number one killer in the county, (animal).

## **Caldwell County – No new updates**

**Burnet County** – Marble Falls EMS is looking for a new medical director, and they are in contract negotiations with Dr. Jeff Jarvis from Scott & White. Dr. Madrigal will keep medical direction over City of Marble Falls FD and Spicewood VFD-EMS. Granite Shoals Fire, Horseshoe Bay FD, Cottonwood FD and Marble Falls Area VFD will be under Dr. Jarvis. He works out of Scott & White in Round Rock and also does medical direction for some of the Stat Air units.

### **OLD BUSINESS:**

I. TETAF – Refer to tetaf.org for informational updates.

II. Trauma Registry

Our Trauma Coordinator Workgroup is still moving forward and is currently working on coming up with some aggregate data via Excel spreadsheets.

III. Other

### **NEW BUSINESS:**

I. New Members

Jackie discussed the vacancy for Kat Gann's position. Traci Forister (Fox) agreed to be Treasurer to help out until next month when officers will be elected. Jackie introduced Kim Gill and would like to appoint her to the RN position vacated by Kat Gann. Jackie stated Linda Galvan submitted a letter and resume for the position. Jackie asked for the board to vote rather than her appointing anyone. The position is an interim one for a one year term. Kim Gill was elected by verbal vote.

New Members – Mike Elliott, Darlene Posey and Ken Strange will take office in January. They got a packet with the bylaws and Board Attestation form. We will be electing officers in December. George Bousquet is out of town. The new member's terms will run for two years.

II. Proposals / Requests

Gaylen is pushing a request to the Education Committee for an Excel workshop.

III. Committee updates

Air Medical – came to a consensus looking at EMResource vs. Fleet Eyes – varying opinions about whether it is wanted by the ground providers. They will send out a 10 question survey and then move forward. The survey will first go to the Board for their approval so it can be sent out.

PI Committee - We had brought a request for data on transfers in and out of the RAC. Jackie asked if the data could also be forwarded to Gaylen because that is something the Trauma Coordinators are looking at. Traci thinks it is going to be forwarded to the RAC because they agreed to share the data with a mutual party and then the RAC can do what they need to do with it.

IV. Discussion / Scuttlebutt

Traci will be leaving PHI soon and still work part-time at Lakeside; she will be keeping her flight status, but will be with the St. David's NICU transport team. Traci got married and her last name is Fox.

Traci spoke with Rodney and he said Sylvain is doing well; he is at home.

Mike Elliot reported that he going to start a push in January to get the Disaster Committee working and will be looking for volunteers. Dave says we are looking at merging the Disaster Committee with the RPR Group and possibly having Disaster be formed as a workgroup. Multitransport buses are one of the things that DSHS is pushing. Jackie asked if the state requests it because it's a state asset and we are using it at the same time, do they supersede our need? Dave said No if it is currently being tasked on another mission.

**V. Next Meeting Update –**

- Executive Board: December 16, 2010 1300 – 1500  
CATRAC Office

**VI. Adjourn 1530**

**HANDOUTS:** For New Members

## 2011 Executive Board & General Membership Meeting Calendar

DATE	MEETING TYPE	TIME	LOCATION
Jan. 27, 2011	Lunch Gen. Memb./Exec. Board	12 pm-1 pm 1 pm-3 pm	Dell Children's Hospital Auditorium
Feb. 24, 2011	Executive Board	1 pm-3 pm	CATRAC Office-Suite 200
March 24, 2011	Executive Board	1 pm-3 pm	CATRAC Office-Suite 200
April 28, 2011	Lunch Gen. Memb./Exec. Board	12 pm-1 pm 1 pm-3 pm	Dell Children's Hospital Auditorium
May 26, 2011	Executive Board	1 pm-3 pm	CATRAC Office-Suite 200
June 23, 2011	Executive Board	1 pm-3 pm	CATRAC Office-Suite 200
July 28, 2011	Lunch Gen. Memb./Exec. Board	12 pm-1 pm 1 pm-3 pm	Dell Children's Hospital Auditorium
Aug. 25, 2011	Executive Board	1 pm-3 pm	CATRAC Office-Suite 200
Sept. 22, 2011	Executive Board	1 pm-3 pm	CATRAC Office-Suite 200
Oct. 27, 2011	Lunch Gen. Memb./Exec. Board	12 pm-1 pm 1 pm-3 pm	Dell Children's Hospital Auditorium
Nov. 17, 2011	Holiday Schedule Executive Board	1 pm-3 pm	CATRAC Office-Suite 200
Dec. 15, 2011	Holiday Schedule 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.*

Executive 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)**

**4100 Ed Bluestein Blvd., Suite 200 Austin, TX 78721 Phone 512-926-6184 Fax 512-926-2777**