



**Capital Area Trauma Regional Advisory Council
Executive Board
November 17, 2011
12:00 – 2:00 pm
CATRAC Offices
4100 Ed Bluestein Blvd Suite 200, Austin 78721**

Minutes

I. Call To Order

- Roll Call/Introductions

Present board members included: Tim Vasquez, Sharon Muzny, Mike Elliot, Darlene Posey, Kenny Schnell, Kim Gill, Scott Fernandes, Traci Fox, Greg Knapp, Dave Golder, George Bousquet, Glen Germer, Ken Strange, Dr. Craun, Juliette Brown, Charles Peeler (via phone), Dr. Ware (via phone), Dr. Harding

II. Approval / Review of Minutes

- Review of October 27, 2011 Executive Board & General Membership

The Board reviewed the minutes only. Approval of the minutes will be conducted at the January 2012 Executive Board & General Membership meeting.

III. Treasurer & Financial Report

Traci asked the board about considering hiring temp help or part-time help for the RAC staff, particularly during the very busy times of the year. There was discussion about how this could be funded considering the various grants the RAC receives. Kenny asked the staff to take a look at the budget and prepare some information for the next Board meeting. Ken Strange asked that this be a formal board agenda item in the future.

Motion by:

2nd by:

For: 14

Against: 0

Motion passed.

IV. Public Comments

Remmy asked if anyone was aware of a recent grant application from the federal government for \$1 billion. This grant is focused on finding quick results and unique solutions for alternative health care – ways to reduce traditional health care costs.

Remmy added that you can ask Doug Jumper at DSHS to run a report of grants/notices that you are interested in and he can run a report. Juliette mentioned that you can customize the DSHS list-serve to get the exact notifications you want including grants available.

V. Chair Report

Kenny mentioned a hand out that from DSHS that highlights the Texas EMS funding streams, everyone got a copy. On November 21 from 1-4 pm DSHS has arranged a special training session entitled Highly Effective Board Members, in conjunction with the EMS conference. CATRAC has paid the registration fee for any interested board members to attend. Kenny reminded all that tomorrow is the deadline to review the updated trauma registry pre-hospital



data on-line on the DSHS website. He noted that the GETAC meetings start Saturday and Sunday including the Registry Solutions Workgroup – the meetings are being held in conjunction with the EMS Conference. The RAC Chairs meeting is on Sunday immediately following the aero-medical committee.

VI. CATRAC Annual Audit Review by Randy Walker & Associates

Natalie Luna from Randy Walker & Associates presented the CATRAC Audit Review for 2010. Natalie explained that CATRAC meets the requirements for a single audit (spends more than \$500K in Federal grants). Natalie provided handouts for all the board members to review. She explained that the audit went well and they were able to provide a favorable opinion on the organization after review. No major internal control deficiencies or material weaknesses were found. A few minor deficiencies were noted (many from 2009 were corrected by the time of this audit). See Board letter from Randy Walker to Board members for a listing of the three minor deficiencies that were noted. This is on file at the CATRAC offices.

Dave asked if we were in compliance with the regulation to switch auditors to prevent the same auditor from performing the audit every year. Natalie replied that yes, CATRAC is in compliance with that. She explained that they have a “sister firm” that switches off with them. Kenny thanked Natalie and the CATRAC staff for the work that went into the audit.

VII. DSHS Update

Anne Verstraete encouraged all to attend the upcoming GETAC and RAC Chairs meetings. She added that feedback from this RAC has lead to the addition of a Q & A session on Free Standing ERs on Sunday during the RAC Chairs meeting – it will be the first item on the agenda. She added that there is an awards luncheon on Tuesday during the conference to recognize all the outstanding work done in the field.

VIII. Trauma Centers Update

UMCB (I) – none available

St. David's Round Rock MC (II) - Dr. Craun reported that they expect the formal letter regarding trauma designation in mid-December. There were no deficiencies noted at the time of their trauma center review.

Seton Medical Center Williamson (II) - Dr. Ware stated there was nothing new to report

DCMC (I) - Dave Golder reported that the construction is continuing at Dell Children's as planned. The new bed tower is scheduled to be completed in 2013. He added a reminder that the Trauma Service is currently searching for an Injury Prevention Program Manager. Juliette Brown noted that the DCMC Injury Prevention Program will be holding a child passenger safety technician certification course in February at Dell Children's. Information will be sent to RAC staff for distribution when the dates are firm. She added that Dell Children's will be hosting a regional summit for stakeholders regarding pedestrian and motor vehicle injuries in the next few months. Juliette will forward more information to RAC staff when it becomes available.



IX. Executive Director Update

Dave reported that the region is wrapping up fire operations. During the response operations, the RAC was able to task a support trailer to Mike Fisher in Bastrop and that has been returned. It was a great asset for them to have. A support trailer was tasked to Lake Travis Fire Rescue for the Steiner Ranch Operations. Bastrop County emergency management personnel are busy working with FEMA on the recovery including tree cutting, documentation and working with homeowners to re-settle.

Dave shared that there was a weather-related regional exercise on Nov 10th and there will be an after action report this Friday at the Regional Preparedness Committee meeting. Robin reported there were approximately 22 hospitals that participated in the exercise. There were 3 different types of scenarios which included the hospitals becoming familiar with using EMTrack. One of the objectives of the exercise was to see how EMTrack could be used in the region and what tweaks might need to be made. Also tested was regional communications. The exercise included practicing the activation of one CHEMPACK (for organophosphate release) in the Georgetown area. The RMOC (Regional Medical Operations) was utilized to test procedural, communications and functionality. There was great participation from volunteers – especially area high school students.

Dave noted that recently the Austin OEM met with the DSHS Dialysis group who has a requirement to participate in emergency preparedness planning. Dave provided a brief overview of the CATRAC and the Labor Day Fires. This group also loads their assets in EMResource on a regular basis and increases data entry during events. He added that this is a great way to locate dialysis assets in an emergency– has a robust inventory.

X. Project(s) Update

- EMTF

Mike Elliot – reported that the AMBUS just received city council approval last Thursday. The funding has been available for quite awhile through the Homeland Security grant program but approval had to go through the logistics of the City of Austin. The builder in North Carolina has been contacted to begin construction. Mike added that schematics will follow as well as equipment lists and a training plan. They expect about a six month build out timeframe. The AMBUS can handle 14 – 20 supine patients.

For the Ambulance Strike Team, they are looking at coordinating ambulances for this effort and what training will be required.

XI. County Representative Updates

Bastrop

George reported that their FRO is recertifying in March.

Blanco

Tim reported that they are expecting their re-mounted ambulance soon. Round Mountain FD is working on getting their FRO.

Burnet



Darlene reported that they are just finishing up their DSHS license renewal paperwork - included updating quite a few of their clinical practice guidelines. This will mean a bunch of training should take place in January. Kenny noted that all the FROs get combined under the same Medical Director and same license.

Caldwell

Glen reported that they are working on updating their protocols and license too. They recently participated in a disaster drill at Seton Edgar B. Davis with nursing students out of Victoria.

Fayette

Sharon reported that their EMS department got recognized by TOSA (TX Organ Sharing Alliance) recently for their donor referral process they have in place. Marble Falls has just begun to look into this. Kenny noted that NYC has a "procurement team" model that their EMS service uses to maximize their donations.

Hays

Ken reported that Wimberley EMS is getting a re-mount back in at the end of the month. They have already sent in their licensure paperwork to DSHS. They participated in a large regional exercise by the CBRNE teams (RESET). There are 4 CBRNE teams throughout Central Texas. An ambulance is part of each of the four teams for the medical component. The drill went very well – included two scenarios (the bomb squad was involved). Ken Strange noted that the dispatchers discovered in this drill that they need to improve their regional communication. Ken is hoping to plan another exercise for the county in the spring. Mike Elliot added that this region is considering a 24/7 Med Com model to help coordinate communication during disasters. This function could also stand up the RMO. Right now in this region Dave Reimer and CATRAC staff have been informally fulfilling the Med Com notification role to the best of his availability. The region wants to help Dave and create a more formal Med Com system.

Lee – no report

Llano

Greg reported that they are breaking ground on the new Scott and White facility in Llano. They are building a new clinic in the Kingsland area that includes a new EMS office.

San Saba

Charles reported that they have hired a new EMS Director, Patricia Pratt, who has over 25 years of experience. She is in the process of assessing current skill levels, conducting inventory, and staffing to ramp up to MICU capability. They are bringing on part-time medics to help conduct training and also exploring how to outsourcing billing.

Travis

Mike reported that they are pushing the EMT service model; they will begin to hire more paramedics in addition to EMTs. They are exploring different staffing models to gain more flexibility.

Williamson

Kenny reported that they have had a very successful partnership with Texans in Motion to provide child safety seats to families in Wilco. They have radio re-banding coming up. He added that six new employees made it through the first stage of credentialing.



XII. Committee/Workgroup Reports and Action Items:

- **Bylaws** – Juliette Brown

Juliette will send an email out with the remaining parking lot items. Dr. Craun mentioned a concern about the board make up and having representation from all the major trauma centers on the board.

- **Cardiac Care** – Dr. Wozniak / Dr. Zidar

No update – This committee is working on goals for 2012. The new stemi guidelines are out. The committee will be meeting again in January.

- **Education** – Chris Parker

No meeting since the October meeting.

- **Injury Prevention** – Juliette Brown, Interim Chair

No meeting since the October meeting. Juliette provided an injury prevention grant update and noted that she has reached out to the three hospital sites that have had their car seat inventory for two years. She is hoping to find ways to help them distribute the seats more efficiently or re-allocate the car seats to areas with greater need.

- **Patient Care & Management** – pending

- **Performance Improvement** – Trauma – Dr. Carlos Brown

Dr. Craun reported that they were reviewing the pedi burn guidelines and found that the current regional burn guidelines violate the ABA burn guidelines. This impacts DCMC and the 10% - 20% TBSA burn patients and where they must go. They also reviewed the need for more data to conduct PI processes. Dave Reimer added that the region is really promoting organizations sending PI cases for the PI committee to review. There is a new form on the website for this. He added that there is discussion about limiting the current PI committee to just trauma PI issues and having the Cardiac and Stroke groups conduct their own PI reviews. Dave Golder asked for clarification about when the PI committee and trauma medical director committees meet or if they are the same group. Dave Reimer clarified that they are not the same group. Traci asked the RAC staff to send out the committee meeting notices/agendas to the entire General Membership so they are more aware of what they can attend. RAC staff agreed that they could do this.

- **Pre-Hospital Care** – Mark Montgomery

This committee is looking at how to push out information to all the pre-hospital providers in the region and how to vet it through hospitals, medical directors, etc. before it becomes CATRAC policy. They are working on a draft process flow for this to share. The group is still working on exposure guidelines that pertain to all of public safety.

- **Regional Preparedness & Response Committee (RPRC)** – Chair pending

This group instituted a finance workgroup and has used it for OASPR funding projects discussion and feasibility.

- **Stroke** – Dr. Harding

There is nothing new since the last meeting. Their work on the regional stroke plan continues and they just formed a workgroup to address this.



OLD BUSINESS:

XIII. Strategic Planning

Dave Reimer reported that this group will be meeting again after the holidays.

XIV. Attestation signatures and documentation

Dave Reimer reminded all board members who still need to complete the attestation process to remain after the meeting adjourns to do so.

XV. EMS Conference

Dave Reimer mentioned that they are still looking for volunteers to help staff the CATRAC booth at the conference.

NEW BUSINESS:

XVI. Discussion / Scuttlebutt

Sharon was able to attend the recent EMS conference for Transporting Children with Special Needs. Darlene also attended and some of Glen's staff went too. All thought it was very good. They are looking to put it on again next year. It was provided due to a grant from EMSC.

Greg went to the pre-hospital committee meeting and realized how much he needs to solicit the FROs in his county to participate.

Ken Strange reported that Wimberley EMS has a new medical director that is very excited to participate.

Mark Montgomery announced that there will be a meeting regarding a unified credentialing system that works across state lines to assist with those responders who get deployed out of their home jurisdiction. RAC staff will send out information about the work group. The next meeting of the Statewide Texas First Responder Credentialing Sub Committee is December 12th at 10:00.

XVII. Adjourn

Kenny adjourned the meeting at 2:34 p.m.

HANDOUTS / Documents:

Next Meeting Update:

- **Executive Board:** December 15, 2011 1200 – 1400 CATRAC Office
- **General / Executive Combined:** January 26, 2011 1300 – 1500 St. David's Medical Office Building
- **Committee Meetings:** As Per Committee Chair



2011

Executive Board & General Membership

Nov. 17, 2011	Holiday Schedule	Executive Board	12 pm-2 pm	CATRAC Office-Suite 200
Dec. 15, 2011	Holiday Schedule	Executive Board	12 pm-2 pm	CATRAC Office-Suite 200

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

Executive Board – Meets 4th Thursday of the month (Exception: Thanksgiving & Christmas Holidays)
Combined General Membership & Executive Board – Meets the 4th Thursday of January, April, July, and October.

For further information call (512) 926-6184, or email apassistant@catrac.org

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



2012

Executive Board & General Membership Meeting Calendar

DATE	MEETING TYPE	TIME	LOCATION	
Jan. 26, 2012	Lunch General Member/ Exec. Board	12 pm-1 pm 1 pm-3 pm	St. David's Medical Center Medical Office Building	
Feb. 23, 2012	Executive Board	12 pm-2 pm	CATRAC Office-Suite 200	
March 22, 2012	Executive Board	12 pm-2 pm	CATRAC Office-Suite 200	
April 26, 2012	Lunch General Member/ Exec. Board	12 pm-1 pm 1 pm-3pm	St. David's Medical Center Medical Office Building	
May 24, 2012	Executive Board	12 pm-2 pm	CATRAC Office-Suite 200	
June 28, 2012	Executive Board	12 pm-2 pm	CATRAC Office-Suite 200	
July 26, 2012	Lunch General Member/ Exec. Board	12 pm-1 pm 1 pm-3 pm	St. David's Medical Center Medical Office Building	
Aug. 23, 2012	Executive Board	12 pm-2 pm	CATRAC Office-Suite 200	
Sept. 27, 2012	Executive Board	12 pm-2 pm	CATRAC Office-Suite 200	
Oct. 25, 2012	Lunch General Member/ Exec. Board	12 pm-1 pm 1 pm-3 pm	St. David's Medical Center Medical Office Building	
Nov. 15, 2012	Holiday Schedule	Executive Board	12 pm-2 pm	CATRAC Office-Suite 200
Dec. 20, 2012	Holiday Schedule	Executive Board	12 pm-2 pm	CATRAC Office-Suite 200

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Executive Board – 2011

Position Representing	Name	Affiliate Organization
Registered Nurses	Kim Gill, RN (interim)	Hospital at Westlake
Rural Physician	Dr. Bob Harding	Seton Highland Lakes
Trauma Physician	Dr. Michael Craun	St. David's Round Rock MC
Non-Lead Facility	Traci Fox, RN EMT-P	St. David's MC
Lead Facility	Dr. Carlos Brown	University MC at Brackenridge
Pre-hospital	Scott Fernandes, EMT-P	Travis County ESD #6
Pediatric Facility	David Golder, RN (interim)	Dell Children's Medical Center
Bastrop County	George Bousquet, EMT	Bastrop County 1 st Responders
Blanco County	Tim Vasquez, EMT-P	North Blanco EMS
Burnet County	Darlene Posey, EMT-P	Marble Falls EMS
Caldwell County	Glen Germer, EMT-P	Luling EMS
Fayette County	Sharon Muzny, EMT-P	Fayette County EMS
Hays County	Ken Strange, EMT-P	Wimberly EMS
Lee County	Sylvin Mersiovsky, EMT-P	B&M Ambulance Service
Llano County	Greg Knapp, EMT-P	Scott and White Healthcare Llano
San Saba County	Charles Peeler, ECA	San Saba County EMS
Consumer	Juliette Brown	Dell Children's Medical Center
Travis County	Mike Elliott, LP	Austin Travis County EMS
Williamson County	Kenny Schnell, LP	Williamson County EMS
Immediate Past Chair	Jackie Gondeck, RN	St. David's Medical Center
Executive Director	Dave Reimer, RN LP	CATRAC
Emergency Prep. Coord.	Robin Wiatrek, MPH	CATRAC
Accounting	Marilyn Hollingsworth	CATRAC
Admin. Assistant	Michelle Fillman	CATRAC