



**Capital Area Trauma Regional Advisory Council
Executive Board & General Membership
Meeting Minutes
May 26, 2011
1pm – 3 pm
Seton Administrative Offices
1345 Philomena Street, Austin, TX, 78723**

I. Call To Order

Kenny Schnell called the meeting to order at 1:00 PM. He called the roll for the Executive Board and CATRAC staff. Kenny asked all the members in attendance to introduce themselves.

II. Approval of Minutes

- January 27 ,2011, Executive Board & General Membership
Motion made by Scott Fernandes to approve January minutes
Seconded by Tim Vasquez
In Favor: 51
Opposed: 0
- March 24, 2011, Executive Board
Motion made by Kim Gill to approve March minutes
Seconded by Traci Fox
In Favor: 31
Opposed: 0

Meeting Changes:

- *February 2011* – In lieu of the Executive Board meeting in February 2011, approximately 90% of the board attended the GETAC meeting. Dave commented that those attending the GETAC meeting learned from it and he would like everyone to think about having one meeting a year dedicated to attending a GETAC meeting.
- *April, 2011* – The April General Membership meeting was rescheduled to May due to the Texas Emergency Management Conference taking place during that same week in which many Board members and General members would be attending.

III. Treasurer & Financial Report

A copy of the summary report was provided to all attendees. Traci Fox noted the upcoming end dates of two grants and reminded members to swiftly submit invoices for payment. There is approximately \$18,000 of Tobacco funds that needs to be used for EMS regional projects before the end of August. Potential projects to be funded can be submitted to the board in writing. Traci encouraged proposals especially for EMS equipment needs.

Motion made by George Bousquet to approve budget.
Seconded by Tim Vasquez
In Favor: 39



Opposed: 0

IV. Public Comments

None were made.

V. Chair Report

Kenny reported that the DSHS Registry Solutions Workgroup was formed by DSHS in January to conduct a cross comparison with NTDB and NEMESIS. Kenny began attending to help bolster the EMS representation on the workgroup. The workgroup is reviewing the mandatory data points and the other desirable data points. There will be future webinars on this topic. The new registry is expected to go live in June 2012. Kenny invited folks to get involved with this work group and suggested they contact him for more information.

Kenny recently went with Dave Reimer to Houston for a meeting focused on the ACS Trauma Systems review of Texas. There were also discussions on changes that may be suggested to certain RAC related language in Chapter 157 of the Texas Administrative Code which will be open for review before the next legislative session.

VI. DSHS Update

No one was present to provide an update.

VII. Trauma Center / Pediatric Center Update

Dr. Brown with UMCB reported that they are currently in their ACS review period prior to ACS re-designation. The annual Trauma Conference will be early June and they are currently waiving late registration fees for the conference. It is a good opportunity to provide trauma education for the region.

Dave Golder with DCMC said they are also in their ACS review period. Dell Children's is currently conducting a building expansion for a new bed tower with an estimated opening in 2013, (about 75 more beds) which will also include an in-patient rehab facility. Dave Reimer asked if the construction will impact EMS and flight crews bringing patients to DCMC. Dave Golder said construction will be on the south side of acute care hospital so it should not affect EMS or Air Medical traffic in or out. Dave Golder will provide an update as more information becomes available.

VIII. Executive Director Update

Deb Brown has had to step down as the Pediatric Representative on the Board due to some additional job duties at Seton and also time commitments. Dave thanked Deb for her service to the Board. Dave thanked Seton for the meeting space and St. David's for providing food for the meeting.

Dave introduced Robin Wiatrek, the new CATRAC Emergency Preparedness Coordinator. Robin comes from her previous role at CAPCOG and Dave stated he is glad to have her on board as she brings lots of knowledge to us.



Dave reported that quite a few funding cuts for Homeland Security grants will occur next year. The Urban Area Security Initiative (UASI) grant for the Austin/Round Rock area has been completely cut for FY12. Also, the CAPCOG regional homeland security grant allocation has been cut by 50% this year, which will have an impact on many regional projects. The grants that CATRAC manages look as though their funding is staying relatively level for the upcoming grant year.

The current OASPR grant ends June 30th. We are in a three year cycle which ends in June 2012 and we are currently using the same general work plan with changes based on tasks completed during the previous grant year. Dave mentioned that the work plan emphasizes coalitions, best practices, success stories, and spending accountability. In FY2013 the grant application process will require a Request for Proposal (RFP) including a new work plan. Dave is unsure if the funding for this grant will stay level – this remains to be seen.

EMResource is a notification system that has been in use in CATRAC and the state since 2003. The state has been paying for this resource in the RACs. The RACs in the state are considering if another system would fit better. CATRAC is also considering it. CATRAC is wondering if the state is going to continue to fund this resource in the future because some RACS rely heavily on this tool and others do not because they have other mechanisms for notification.

WebEOC is used pretty heavily as a documentation system in our region during events. The CATRAC is currently working with Williamson County, City of Austin, and CAPCOG in the region to enhance the health related boards in the system. The state has basically adopted it as their documentation system for events.

Lakeside Hospital abruptly closed its doors and remains closed. The future of the site is unsure. CATRAC is still pursuing how to get the remaining regional equipment out of the site.

Dave stated he has a goal of getting out meeting agenda item requests prior to the meetings and the upcoming agendas and minutes a week in advance of the meetings.

IX. Project(s) Update

Dave will try to keep project updates as a standing agenda item. Regarding the EMTF Project, this is a state concept to combine resources of several RACs together to enhance disaster response and limit reliance on out of state assistance. There are eight EMTF regions. CATRAC is in EMTF-7 which includes RACs L, M, N, O. Dave explained how each component of the concept will work (Ambulance Strike Teams, RN Strike Teams, Ambuses, Mobile Medical Units). (See handouts on file at the CATRAC offices.) Dave mentioned that forming the Ambulance Strike Team rosters in our region has gone well up to this point. Mike Elliot added that the EMS rostering continues and interested parties should contact him. The Ambus will be maintained by A/TCEMS. Mike said they are looking for people to help provide input on what to stock the vehicle with, along with the design and functionality of it. People can let Mike know if they are interested in this part of the project. Dave mentioned that CATRAC needs to identify nurses to serve on the RN Strike Team. The primary Mobile Medical Unit for EMTF-7 will be from the Brazos Valley RAC. As a backup, CATRAC will build off the tent system used at Dell during the H1N1 event.

Dave reported that EMTrack is a patient tracking system that CATRAC has had for a few years and has not been used much in the past. The last 3 months we have trying to be more effective in utilizing it in drills and real events. It was used at the MS150 and at the ABIA Airport Drill for



tracking patients and it will be incorporated again in our November hospital drill. It will also be used in an upcoming exercise with Seton Family of Hospitals to see how it can be utilized across RACs.

X. County Representative Updates

Travis County – Mike Elliot reported that they are heavily involved in the EMTF project. He thanked all the organizations that helped celebrate EMS week with pre-hospital first responders and those that provided food to their crews. There is a required exercise for communications interoperability called the National Emergency Communications Plan (NECP) Goal 2 Exercise being organized by CAPCOG in order to meet grant requirements for the region. The region will simulate a patient air evacuation from the coast to test interoperability between EMS organizations across the region. The NECP Goal 1 exercise, which required only the USAI area, was conducted in the fall during a UT football game and we passed.

Williamson County – Kenny Schnell reported that as of May 10 they are live with a CAD system and are working with other interfaces. They will also be adding First Watch. Their medical director, Dr. Stephen Benold, is retiring this summer after 35 years of service. They have just started the HR process to begin a search for a new Medical Director.

Hays County – No one was present to provide an update.

Caldwell County – Glen Germer said that at the March meeting they were looking at a centralized dispatch since CAPCOG was going to be cutting funds. This has been put on hold and the city is looking to find funding to keep the separate dispatch center open. Lockhart EMS is still without an EMS Director but Chief Jerry Doyle, Lockhart Fire Dept, is the interim. Glen introduced Dr. Joel Dowell as the new Medical Director for the City of Lockhart.

Bastrop County - George Bousquet said the Bastrop County First Responder Organization is trying to put together an ALS task force. He did not have an update from Guardian EMS or Smithville Hospital.

Burnet County – Darlene Posey stated that she had not had an opportunity to visit with Burnet EMS or Spicewood EMS. Marble Falls EMS will be involved in the communications interoperability exercise mentioned by Mike Elliott. They will also be participating in a fire department communications exercise in Burnet County on June 11. They are in the process of hiring 1 to 4 part-time employees as the Marble Falls department is growing.

Lee County – There was no report.

San Saba County – Charlie Peeler said they are now running MICU on all of their primary shifts. Wyman Kraft is EMS Director and has six part-time medics. They got a new restroom with shower and new stove.

Blanco County– Tim Vasquez said they are looking for part-time paramedic help in Blanco. They are looking at quotes to replace an ambulance. North Blanco County is looking at implementing Electronic Patient Care Reports (EPCR) by the end of July 2011. A third power stretcher was purchased. Emergency Operation Guidelines (EOG)'s for post-resuscitation cooling.

Llano County – Gregg Knapp said they had no report.



Fayette County – Sharon Munzy said they had an ambulance rollover wreck two days ago. The driver that hit them and the crew are all fine.

OLD BUSINESS:

I. Strategic Planning

The CATRAC strategic planning process has been on hold for a while. We have established a lot of objectives, goals and action plans and have looked at how that affects the bylaws, etc. The group will need to meet again and then we hope to have something for the membership in the near future.

NEW BUSINESS:

I. Committee/Workgroup Reports and Action Items:

- Air Medical – Traci Fox
Traci stated they met before the meeting and discussed that they want to see more participation from ground providers and hospitals in their committee. The group is formalizing policies and how they can best get notifications of changes out regarding helipad status, etc. They will be formalizing these goals and sending out to the membership. The group discussed the use of EMResource as a tool to track where air medical resources are and their availability. PHI and Air Evac have the ability to use it without any cost incurred because they are using it in other regions. They want to be fair to Star Flight because it will be an expense for them to buy in and if the State pulls the funding a few months down the road and we quit using it, it is not fair to them. Dave is working with EMResource to clean up the screen and make it less busy and easier to use. Everyone is welcome to attend their committee meetings. They are working on doing a better job on getting their agendas and minutes out two weeks before the meeting.
- Budget & Bylaws – Government Relations – Juliette Brown
Juliette had to leave early so Kenny Schnell discussed in her absence. Budget & Bylaws met this morning. The committee met to look at revisions to the membership section and it will be discussed as a voting action item later in the agenda.
- Cardiac Care – Loni Denne
Loni was not present so Dave reported. Dave said this is a very robust group and the main group meets quarterly. Dr. Zidar and Dr. Wozniak are the leaders. Loni is tasked with starting other cardiac care groups like the one she started with us. As a result she will be dividing her time between CATRAC and other areas. CATRAC will post their meetings on our website as well as other materials. The meetings are open and they are making a difference in cardiac care and cardiac guidelines in the region.
- Education – Chris Parker
Chris Parker was not in attendance so Ben Oakley reported. He stated that they would like to bring back miniconferences that are 4 hours long two times per year. They are working with Dell on a pediatric mini-conference coming



up in June which will have nursing and EMS CEs. The group sponsored an ABLIS class in Pflugerville this past quarter which was full. An ABLIS class in Kyle is being reviewed for funding.

- Injury Prevention – Paula Yuma
Injury Prevention met at 10:30 (always do at quarterly meeting). They awarded funding to Austin/Travis County EMS and Fayette County EMS. Funding will be offered again next fiscal year as available. St. David's North Austin Medical Center was added as a car seat provider because this had been previously granted to Lakeside at Bastrop which has closed. They will create a region-wide forum on sharing information about injury prevention activities and look at setting up a facebook page. Linda Sifuentes will be the interim chair while Paula is on maternity leave. The next Texas Injury and Violence Prevention Conference will be held June 20-22, 2012 so mark your calendars.
- Performance Improvement Program – Dr. Brown
The committee is meeting monthly and developing guidelines for the region. Included in the handouts is the burn guideline. Dave will get these posted to CATRAC website. They are currently working on prehospital airway management guidelines and Tourniquet. Dr. Henchy from Austin/Travis County EMS voiced his concern that the RAC has adopted the CDC guidelines, but what has done by the RAC to get that information out to the prehospital region providers. The CDC guidelines adoption will be pushed back to the pre-hospital committee for dissemination and education.
- Pre-Hospital Care & Trans. – Chair position pending
Scott Fernandes reported there was a committee meeting on 5/19/11. During the meeting they discussed roles and responsibilities of the pre-hospital committee in the RAC including goals and objectives. They will be identifying a chair and co-chair. They discussed the EMTF component and the need to review pre-hospital and trauma guidelines. The next meeting will be June 16 at Noon-2:00 PM at the CATRAC office.

Kenny stated if there was if anyone in the room that might be interested in chairing or co-chairing please share with Scott, Kenny or Dave. The Field Triage will be taken back to the pre-hospital committee.

- Regional Preparedness & Response Committee (RPRC) – CATRAC Staff
Dave reminded the membership that we meet the 2nd Friday of the month at 9:00 – 11:00 AM at the CATRAC office.
- Stroke - Dr. Harding
The committee did not meet this month, but will meet at 11:00 on June 23, 2011 at CATRAC office. Also need a co-chair and more EMS participation. We will look at funding more FAST brochures.
- *Hospital Care & Mgmt-*
Dave said that the Hospital Care, Disaster Care, Pediatric update are there as placeholders since they are in the current bylaws. The pediatric committee had been a part of Injury Prevention so it seemed to make sense

to separate it out. We need to look at direction for Hospital Care. Disaster melded into RPRC meetings. We welcome more EMS participation in the RPRC group as it is hospital and public health centric. If interested please attend the 2nd Friday of each month.

- *Disaster Management-*
- *Pediatric-*

II. Action Item: Board and General Membership Approval Regarding Alternate Voting Positions for Member Organizations

Kenny stated this action item related to the CATRAC bylaws under Article III: Membership, Section C. When CATRAC mailed the notice for membership renewal, they asked for a primary and alternate voting member. The bylaws would reflect that an alternate representative may vote should the primary representative not be able to attend. This also allows agencies to meet their attendance requirements. This affects Section 3, Part A #2, under Article III: Membership as well. Kenny suggested that under Section D, the “No proxy votes” sentence should be removed. Dr. Craun moved to accept the changes displayed on the screen and read aloud by Robin Wiatrek. Discussion ensued regarding whether this involves Board members, or only General Membership. Mike Elliott said he could see adding another action item to address the board issue. Dr. Brown thought the originally intent was for Board members to have alternates. Kenny stated that there will be another Bylaws meeting in June where we can address it. Kim moved to put before a vote, Traci Fox seconded. More suggestions were made for edits. Dr. Brown suggested the issue be tabled for further discussion, and Scott agreed. Kenny said to send emails to the CATRAC staff with recommendations. The item will be addressed again at the next Bylaws committee and will be tabled for a vote at a future Executive Board/General Membership meeting.

III. Action Item: Board Approval for Audit Engagement Letter

The membership was asked to consider continuing to use Randy Walker for CATRAC audits.

Motion made by Kim Gill made to approve.

Seconded by Charles Peeler

In Favor: 34

Opposed: 0

IV. Discussion / Scuttlebutt

Remmy Morris updated the group that DSHS is opening up Title 25, Chapter 157 of the Texas Administrative Code in full after the 2011 special session. This is unusual because DSHS usually only opens up a small section every four years. Stroke is included but no cardiac requirements are included. DSHS will undergo a Sunset Review in 2013 also. TETAF and other entities are forming a group to be part of discussions when it comes through GETAC.

V. Adjourn

A motion was made by Greg Knapp to adjourn and seconded by Charles Peeler. No one opposed. Meeting adjourned at 3:10PM.

HANDOUTS / Documents:

- Spinal Motion Restriction



- Adult Coagulopathy / Head Trauma
- Field Triage
- Burn Algorithm
- EMTF Map
- Conferences / Courses

Next Meeting Update:

- **Executive Board:** June 23, 2011 at CATRAC
- **General / Executive Combined:** July 28, 2011 at St. David's Medical Office Building
- **Committee Meetings:** As Per Committee Chair