



**Capital Area Trauma Regional Advisory Council
Executive Board & General Membership**

July 28, 2011

1:00 – 3:00 pm

**St. David's Medical Center, Medical Office Building (MOB),
5th Floor Classroom
(Corner of IH-35 & 30th Street) 3000 North IH35, Austin, TX**

Minutes

I. Call To Order

Scott Fernandes called the meeting to order at 1:02 pm. It was determined that a quorum was present. The Vice-Chair was leading the meeting due to the Chair being out of town.

- Roll Call/Introductions
Scott called roll for the board members. The board and general assembly members were asked to introduce themselves.

II. Approval of Minutes:

- May 26, 2011, General Membership / Executive Board
Motion by Traci Fox
2nd by Charles Peeler
For: 37
Opposed: 0
- June 23, 2011, Executive Board
Motion by Gregg Knapp
2nd by Sylvan Mersiovsky
For: 13
Opposed: 0

III. Treasurer & Financial Report

Traci reminded the membership that the OASPR grant cycle ended June 30th. The Tobacco and EMS/RAC grants end on August 31st. Right now staff is closely coordinating all requests to ensure that the funds get spent down by the end of August. Traci asked the members to please be sure to supply the RAC staff with all the required paperwork to process these funds. Dave noted that the new cycle of the OASPR grant began on July 1st and they are awaiting formal final approval/signatures on the new grant cycle budget from DSHS.

Approval of Treasurer's Report

- Motion by Darlene Posey
2nd by Gregg Knapp
For: 11
Opposed: 0



IV. Public Comments

None were made.

V. Mission Lifeline/Cardiac Care Update – Dr. Wozniak

Dr. Wozniak shared a presentation on the Cardiac Care Workgroup. He detailed the Point-of-Entry (POE) Protocol which takes a “systems of care approach” (as opposed to an individual focus). The focus is on consistency of care regardless of location. Slides are on file at the CATRAC. The next Cardiac Care Workgroup meeting is Oct 19th at 8:00 am at the American Heart Association office. Contact Loni Denne or Dr. Wozniak if you are interested in participating. There is a Texas STEMI conference in Dallas at the end of August. Dave applauded the work of the committee and the commitment they have made to improving STEMI care in the region. Traci asked the members who have been participating in Mission Lifeline to stand so others can see who they can contact if they are interested or have questions. Dave encouraged members to view the Field Guide. The Field Guide is on the CATRAC website under the “Mission:Lifeline” tab. Kim reminded the membership that one of the metrics of interest is the field portion of how fast the patient is brought to an appropriate facility.

VI. Chair Report

Scott announced that Kenny was not able to be at the meeting. Scott reminded the members of the upcoming GETAC meetings the week of August 17th at the Airport Hilton. The RAC chairs meeting will also occur that week. Jackie provided an update from the DSHS Trauma Systems Committee. This group met recently and reviewed all the required criteria for the Level III's. They will be working on the Level IV's next week. They are taking input at this point in time to solicit ideas about what changes they can make in the rules to help them do their job better. Jackie invited members to share feedback with her today so she can pass it along next week at the meetings. Scott noted the importance of this opportunity to provide input on the rules. Jackie added that there is a Bat Cruise downtown that is a fundraising event sponsored by TETAF the same week of GETAC.

VII. DSHS Update

No one was available to provide an update.

VIII. Trauma Center / Pediatric Center Update

DCMC – Dave Golder reported.

Dave G. reminded the membership that plans are well under way to build a new bed tower with approximately 75 beds at Dell Children's. Current timelines have the new tower opening in 2013. The construction components that could potentially impact the helipad at DCMC will be completed in mid-October. The trauma patient census has continued to grow and is about 5% higher than this time last year. Dave brought copies of the DCMC Trauma Annual Report and placed them in the back for those that would like a copy. He thanked Michelle Fillman and Chris Parker for help co-sponsoring a pediatric educational offering at DCMC recently.

UMCB- Dave Reimer reported in Dr. Brown's absence.

Staff is preparing for their upcoming ACS visit. They are planning on hosting the Trauma conference again next year based on the successes of the past two years.

Dave Reimer added that all Level IIs and IVs are invited to add any updates in this section of the agenda.



Marsi Ferris announced that as of June 14th SMCW was officially designated as a level II trauma center.

Round Rock Medical Center is having their ACS survey Oct 6-7, 2011.

Scott and White in Taylor recently successfully completed re-designation for Level IV.

IX. Executive Director Update

Dave Reimer reported that as part of the Emergency Medical Task Force (EMTF), Mobile Medical Unit (MMU) training is currently underway in Waco. The purpose of the training is to become familiar with setting up a mobile medical unit. Several representatives from our RAC area participated in the same MMU training earlier in the month in Killeen.

Dave announced that they have successfully leased additional meeting room space in the current office building. This will help the committees by providing additional space for larger and multiple meetings. They are in the process of obtaining furnishings for the area. It is on the opposite side of the building where the previous offices were in Suite 207.

Dave reminded the membership that the FY12 grant year for HPP/OASPR has begun. He added that this is the last year of the current multi-year cycle. Beginning with the FY13 grant year all administrative organizations will have to respond to a request for proposal (RFP) for administering the grant funds.

Dave explained that recently DSHS completed a 2010 DSHS Audit Report for CATRAC. Three minor problems were noted during the audit. All have been corrected and no additional actions are required. A very good audit with minimal issues voiced by the audit personnel.

There is discussion about the concept of a Medical Operations area adjacent to the large room in the A/TC EOC. Some additional equipment has been added to help facilitate communication and visibility during an event. The RAC staff is working with the Public Health Coalition to conduct a hospital exercise in November. There is a Mass Fatality Workshop coming up in Williamson County.

X. Project(s) Update

- **EMTF-7 Nurse Strike Team** – Kelly Stowell, RN Scott & White-Temple

Kelly explained that previously the focus for this concept had been on training and equipment acquisition. The current focus is on making the teams functional. The coordinating body for EMTF-7 is composed of the Executive Directors from the 4 RACS (L,M,N,O), nursing representatives, EMS, Fire, and Emergency Management personnel. She announced that Guy Stevenson, St. David's North Austin Medical Center, will be the RN liaison for the CATRAC. There are two roles for RNs in the EMTF concept – Strike Team (provides relief support to the functioning hospital in an impacted area) and Field Hospital (function in a non-traditional environment- MMU). Each hospital has a Nurse Coordinator who is the site contact for EMTF-7. Kelly clarified that this is not intended to be deployed across state lines, but rather for short term deployment / duty. Reimbursement will be based on an MOU with DSHS that is currently being reviewed. The goal is to be functional by next hurricane season. Interested nurses can begin to participate in the workgroup conference calls – contact Guy Stevenson or CATRAC staff if interested. Right now the recruitment focus is on nurses affiliated with acute care facilities.



- **EMTF-7 Ambulance Strike Team** – Mike Elliott, A/TC EMS

The current focus is on the Ambus (multi patient vehicle) and Ambulance Strike Team concepts. For some the DSHS MOA is already in place and this will be the first step for interested EMS agencies which want to get involved so reimbursement paperwork is in place up front. The MOAs are available on the DSHS website and are for personnel time and equipment. Mike explained that when the Ambus arrives (in a few months) there will be “show & tell” opportunities to see the vehicle and the equipment. Austin Travis County EMS has dedicated time and personnel to maintain the Ambus. Mike commended the involvement the RAC EMS organizations have shown to date and encouraged continued interest and commitment. This work group is currently working on the contents of the “go-kits”, minimum training requirements, and FEMA typing (strike team types – related to capabilities). Mike added that close coordination through a communications plan is needed to be sure that all responding agencies that participate in a strike team can talk to each other.

XI. County Representative Updates

Travis County – Mike Elliot said that they are following development of tropical storm Don.

San Saba County – Charles Peeler said they are dealing with hot and dry conditions. The current EMS Director has resigned and they are in the process of recruiting a new director. Also, they recently raised enough fund to re-mount one of their ambulances.

Fayette County – Sharon Muzny recently sent 3 people to MMU training and that they are going through county budget process.

Llano County – Gregg Knapp had nothing new to report.

Lee County – Nothing new to report.

Burnet County – Darlene Posey said they are adding 6 new responders, sending 10 for additional training, and got new laptop and pulse oximeters. Spicewood Annual Destruction Derby (Sept 17th) is coming up as well as the Drag Boat Races in Marble Falls (August).

Caldwell County – Glen Germer had nothing new to report.

XII. Committee/Workgroup Reports and Action Items:

- **Air Medical** – Traci Fox

The workgroup recently looked at other RACS to help develop a mission statement and they are in the process of final revisions. There will be a DSHS workshop on EMS Research coming up and the Emergency Critical Care Conference is in August in San Antonio. The committee is looking at providing some regional helicopter safety training. The THAMES organization is holding work sessions in August to solicit input on helicopter safety training sessions they are developing. They are working on an educational offering regarding the transport form (justifying air transport vs. ground) to help enhance appropriate utilization of aircraft in the region. The next committee meeting will be at 11 am August 25, 2011 prior to the next General Membership Meeting.

- **Budget & Bylaws – Government Relations** – Juliette Brown

The committee has met about four times in over the last few months to make annual revisions to the bylaws. The committee is open and Juliette encouraged the membership to participate. Upcoming meetings are listed on the CATRAC website. Juliette added that the committee has



met more than usual this year due to conducting a review of the entire document, making some procedural clarifications, and formalizing a few informally accepted practices.

- **Cardiac Care** – Dr. Wozniak & Dr. Zidar – see above

- **Education** – Chris Parker

Ben Oakley (Co-Chair) reported for this committee. They are working on scheduling a standing meeting time/frequency. Recently a successful pediatric training was conducted at DCMC. The Brain & Spine Center is hosting training in October and Oak Hill Fire will be hosting EMT refresher classes. TETAF will be hosting neuro training this fall. SMCH will provide Advanced Burn Life Support Training in August – see the website for details. The CATRAC is subsidizing the cost to help lower the price for participants.

- **Injury Prevention** – Paula Yuma

Juliette Brown reported for this committee since Paula is on maternity leave. The committee met and discussed the progress of the grantees. Attendance was light today and Juliette encouraged all who are interested and all that have CATRAC injury prevention grants to attend the next meeting – held on the same day as the general membership meetings. See the CATRAC website for details. A/TC EMS is working with the Gabriel Project to provide education and injury prevention resources to families accessing this organization. The focus is on safe sleep, child passenger safety, and drowning prevention in young children. There was a staff change at SMCH and they are in the process of identifying a new injury prevention grant point person.

- **Performance Improvement Program** – Dr. Brown

The PI Committee meeting was cancelled due to scheduling conflicts. The group will meet again in August.

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

Darlene Posey reported in Mark's place. The group is under new leadership and is working on a draft survey to determine what assets are in the region, designing new triage tags, and has developed a new workgroup to put together regional guidelines for exposures in order to assist some of the smaller agencies with their protocols.

- **Regional Preparedness & Response Committee (RPRC)** – CATRAC Staff

The new grant year has just started. See above Executive Director Report and Project Updates.

- **Stroke** - Dr. Harding –

The next meeting is August 25 at 11 at CATRAC. They are looking for more EMS involvement on this committee. The new Co-Chairs are Remmy Morris & Rhonda Mackey. The committee has more stroke pamphlets – please contact a committee member if you would like pamphlets. Work continues on the regional stroke plan and they are considering possibly planning a stroke symposium over the winter.

- *Hospital Care & Mgmt- no chair presently*
- *Disaster Management- no chair presently*
- *Pediatric- no chair presently*



OLD BUSINESS:

XIII. Strategic Planning

Scott Fernandes reported that this work continues and will involve looking at the committee structure and possibly simplifying it.

NEW BUSINESS:

XIV. Executive Board Action Item: Approval of Revised Travel Policy (details on file at the CATRAC)

Motion by Traci Fox
2nd by Darlene Posey
For: 13
Opposed: 0

Discussion – Dave Golder noted that the link listed in the document is broken. Dave Reimer will make the correction.

XV. Executive Board Action Item: Approval of Revised Payroll Policy (details on file at the CATRAC)

Motion by Kim Gill
2nd by Charles Peeler
For: 13
Opposed : 0

XVI. Executive Board Action Item: Approval for CATRAC Obtaining a PayPal Account (details on file at the CATRAC)

Motion by Kim Gill
2nd by Darlene Posey
For: 13
Opposed: 0

XVII. Executive Board Action Item: Approval of Change of Executive Board Meeting Time (details on file at the CATRAC)

Motion by Gregg Knapp
2nd by Glen Germer
For: 13
Opposed: 0

XVIII. Discussion / Scuttlebutt

Scott Fernandes reminded the membership that the board meetings are open meetings and all are welcome to attend. They are posted on the CATRAC website.

There will be a Public Safety Emergency Symposium in Williamson County on Aug 3-5th.

Dave Reimer thanked St. David's for providing the food and the facility for the meeting today.



He reminded the membership to look closely at their DSHS grant requirements, especially regarding attendance.

XIX. Adjourn – meeting adjourned at 3:08 pm

HANDOUTS / Documents:

- Spinal Motion Restriction
- Adult Coagulopathy / Head Trauma
- Field Triage
- Burn Algorithm
- Airway Algorithm
- EMTF Map and EMTF Information Sheet

Next Meeting Update:

- **Executive Board:** August 25, 2011 at CATRAC
- **General / Executive Combined:** October 27, 2011 at St. David's Medical Office Building
- **Committee Meetings:** As Per Committee Chair



***** NOTE: COMMITTEE MEETINGS PRIOR TO GENERAL MEMBERSHIP MEETING *****

THURSDAY, JULY 21, 2011

Bylaws Committee	1100 – 1200	CATRAC Office
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TUESDAY, JULY 26, 2011

PI Committee	1000 – 1130	UMCB Trauma Services
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THURSDAY, JULY 28, 2011

CATRAC GENERAL MEMBERSHIP/EX. BOARD

NOTE: LOCATION
St. David’s Medical Center, Medical Office Building (MOB)
5th Floor Classroom
(Corner of IH-35 & 30th Street) 3000 North IH35, Austin, TX

MEETING	TIME	LOCATION
Injury Prev. Committee Juliette Brown	1000 - 1100	St. David’s Medical Center MOB – 5 th Floor Classroom
Air Medical Committee Traci Fox	1100 - 1200	St. David’s Medical Center MOB – 5 th Floor Classroom
LUNCH	1200 – 1300	St. David’s Medical Center MOB 5 th Floor Classroom
General Membership & Ex. Board Quarterly Meeting	1300 – 1500	St. David’s Medical Center MOB 5 th Floor Classroom



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	St. David's MOB 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			APRIL MEETING CANCELLED	
May 26, 2011	Lunch Gen. Memb./Exec. Board	12 pm-1 pm 1 pm-3 pm	Seton Administrative Office St. Vincent de Paul Room	
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	St. David's Medical Center Medical Office Building	
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	St. David's Medical Center Medical Office Building	
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 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

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 (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	Wimberley 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, MPH	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