



**Capital Area Trauma Regional Advisory Council
Executive Board
September 22, 2011
12:00 – 2:00 pm
CATRAC Offices
4100 Ed Bluestein Blvd Suite 200, Austin 78721**

Minutes

I. Call To Order

- Roll Call/Introductions
Kenny Schnell called the meeting to order at 12:04. A quorum was present.
Kenny asked all in attendance to introduce themselves.

II. Approval of Minutes:

- August 25, 2011 Executive Board Meeting
Motion by Mike Elliot
2nd by Sylvan Mersiovsky
For: 8
Opposed: 0

III. Treasurer & Financial Report

Marilyn provided a summary of FY10 funds disbursed for 911/1131/3588 that was submitted to DSHS. She also handed out the FY 11 summary for the same grants that indicates the allotments that will be mailed out to agencies in the next week.

IV. Public Comments

None were made.

V. Chair Report

Kenny reminded members that the Department of State Health Services (DSHS) Office of EMS/Trauma Systems Coordination (OEMS/TS) has updated the list of potentially eligible 911 Providers for the FY 12 EMS Allotments/Allocations. He suggested that organizations check with DSHS to ensure they are correctly listed as an eligible provider. Kenny will send the link to Dave to distribute to all board members.

Kenny mentioned that the 2011 Legislative Update – Surviving Family Violence – will be held Oct 13th in Killeen.

Kenny added that The Texas Department of State Health Services Office of EMS & Trauma Systems Coordination has announced that the Uncompensated Trauma Care Fund distributions will occur during the week of September 12th, 2011.

- **\$872,359** from the Designated Trauma Facility and Emergency Medical Services (DTF\EMS) Account (3588 Monies) will be distributed to 268 eligible hospitals. The grand total distributed to eligible hospitals since the inception of this funding source is approximately \$382,665,152.



- **\$848,862** from the Emergency Medical services, Trauma Facilities, and Trauma Care Systems Account (1131 Monies) and **\$539,766** from the Emergency Medical Services and Trauma Care Systems Account (911 Monies) was distributed to 256 eligible hospitals.

Dave explained that these funds are for trauma designated hospitals (or in pursuit). He added that some years they have done a 2nd or even 3rd disbursement depending on how many funds are coming in related to red light camera citations.

FEMA Assistance & Presidential Disaster Declaration - Kenny highlighted the sheltering assistance efforts and the three ways to apply for federal assistance. Kenny will send the link out that includes this information. There was general discussion about the counties affected by the recent wildfires and the type of assistance that they are eligible for from FEMA.

Flu vaccine for '11-'12 flu season – There is information available on the types of vaccine that will be used this year in the US.

NIMS Guidelines for Credentialing -The guidelines provide guidance on credentialing for federal, state, tribal and local personnel, non-governmental organizations as well as for persons affiliated with critical infrastructure. These are for different levels of your staffing in EMS for credentialing. There is also guidance for hospitals on which staff need to complete which NIMS classes.

VI. DSHS Update

No one from DSHS was available for an update. Dave is planning to meet with Anne Verstraete in the near future to discuss the “Desk Review” - an update provided to DSHS annually which focuses on RAC operations which is separate from the financial review.

VII. Trauma Centers Update

UMCB – Gaylen Tips shared that they have created a Seton outreach team regarding EMS to address communication issues. They are currently revising their hand-off process (relates to Highly Reliable Organization principals). They have seen positive changes already and are impressed that EMS (only involved with MF, Burnet, A/TC so far) was flexible and willing to work with UMCB on this. They have launched this as a pilot at several Seton sites with a focus on improving patient hand-off. They would like to eventually apply the improved process throughout the CATRAC. Richard Herrington will send the pilot program concept documents to the RAC for distribution to the board members.

DCMC - Dave Golder shared that the Trauma Service will be sending out letters to referring agencies last year with summary of total referrals. Juliette added that the DCMC Injury Prevention Program will be hosting a Child Passenger Safety Technician Certification course in the January-February time frame. She will share more information when the dates are confirmed.

VIII. Executive Director Update

OASPR – Dave explained that the FY11 End of Year report was already submitted to Ray at DSHS and was approved. The report includes best practices and a NIMS compliance update.



Dave added that each region is required to update their HVA (Hazard Vulnerability Analysis) at least every three years. Hospitals are required to submit an HVA to the RAC and then it rolls up to the state. Dave reported that the CATRAC OASPR-HPP FY 12 sub-recipient agreements and grantee documents will be distributed later this week. He is interested to see how at the federal level the hospital and public health grants/outcomes are going to be merged in the FY13 grant year. Dave reminded the board that all organizations that manage OASPR funds will need to respond again to an RFP in FY 13.

The EMS Conference will be held November 20-22, 2011. Dave is looking for volunteers to help at the CATRAC booth. Interested parties can sign up in on a worksheet located in Robin's office. Scott reminded Dave that after last year there was discussion about representing all the member organizations logos on the display at the booth. Dave thought that was a good idea. Traci agreed to send an email out asking members if they want their logo included. Traci will help coordinate the effort to display member organizations.

Dave asked the board for some further guidance regarding the furniture for additional meeting space at other end of the building. The board recommended setting a \$200 price limit / chair and \$300 price limit / table. Dave estimates that they need about 20 tables (18" deep). The board asked the CATRAC staff to get some bids and present and action item at the next board meeting.

IX. Project(s) Update

- EMTF

Dave reported that the coordinator position for EMTF is being managed out of RAC L (Central Texas RAC) and they are currently accepting applications and received five so far. A/TCEMS continues to work on the internal logistics of purchasing the Ambus. They are looking for an inter-local agreement that could help facilitate the purchase. Funding has already been dedicated through a Homeland Security Task Force Grant.

X. County Representative Updates

Fayette County – Sharon Muzny stated that the Antique Show is occurring in the next two weeks and brings an extra 30,000 people into the county. The County Judge just signed a declaration regarding BBQ and smoking to limit wildfire risk. They will be using one of the CATRAC Support trailers for their crews during the event.

Travis County - Mike Elliot said they finalized their budget which includes sixteen new staff, replace two ambulances and conduct repairs on existing equipment. They received good feedback on Seton UMCB pilot initiative and are working on paperwork to recoup some of the response costs for the recent fire operations. He noted that the EMTF rostered ambulances during the fires in case they were needed.

Lee County – No report.

Hays County – Ken Strange said that they are currently working on radio interoperability issues.

San Saba County – Charlie Peeler said the new re-mount ambulance is expected in mid-October. They are interviewing final candidates for EMS director and ordered an auto-pulse.



Burnet County – Darlene Posey said the big Spicewood fundraiser “Destruction Derby” went well. There is a change in the Spicewood general membership representative and a new one has not been identified yet. MFAEMS is looking forward to working with Seton UMCB on the pilot project and growing relationships with nursing staff and first responders.

Williamson County - Kenny Schnell stated that in October there will be a Level II ACS visit for St. David’s Round Rock. Williamson County EMS is hosting a car seat inspection event with Texans in Motion in Taylor today. They are working on finalizing contracts for the new medical director and will have six new staff members starting in early October.

XI. Committee/Workgroup Reports and Action Items:

- **Air Medical** – Traci Fox
The next meeting is at 11:00 a.m. on same day as General Membership Meeting.
- **Budget & Bylaws** – Government Relations – Juliette Brown
They will be meeting again before October Executive Board/General Membership meeting.
- **Cardiac Care** – Dr. Wozniak / Dr. Zidar
Traci reported that the field guide is being shared around the region at the Stemi committees at the area hospitals so they are familiar with it. It is posted on the CATRAC website.
- **Education** – Chris Parker
They are meeting on September 27th. On October 27th there is a St. David’s OB Crisis Management Conference at NAMC. Traci will ask for this to be posted to the RAC website. A Pediatric Care Symposium at Temple College Health Science Center is posted on the RAC website.
- **Injury Prevention** – Paula Yuma
Juliette reported that Paula will not be returning to her position at DCMC after her maternity leave. We will need a new chair for this committee. Juliette is serving as interim committee chair. The committee will meet on the same day as the General Membership meeting.
- **Performance Improvement Program** – Dr. Brown
Three new guidelines are on website. He reminded folks that the PI form is on-line. Dr. Brown has a general concern about communication in our region and how information is flowing from this and general membership meetings to the regional partners. Darlene suggested that the EMS break rooms in hospitals could post information. Dr. Brown is concerned about the disconnect between what is being discussed in the meetings and what people in the field know. Traci suggested that the Education Committee discuss this next week. Scott recommended that we create a communication checklist that can be followed when a new initiative/guideline needs to be disseminated.
- **Pre-Hospital Care & Trans.** – Mark Montgomery



They have had some recent demonstrations to determine the type of equipment we need for a new triage tag system and discussion about whether focus is on triage or documentation tracking. They are looking at what other RACs are using and learning from that also. Kenny asked if there are RAC funds to purchase new tags and Dave reported there are funds that can be dedicated to this in the RAC. They are also working on infection control / exposure reporting issue.

- **Regional Preparedness & Response Committee (RPRC)** – CATRAC Staff
See Director's report above, meets every 2nd Friday 0900 – 1100 CATRAC office
- Stroke - Dr. Harding
Traci reported that they are reviewing the stroke plan currently.
- *Hospital Care & Mgmt-*
- *Disaster Management-*
- *Pediatric-*

OLD BUSINESS:

XII. Strategic Planning

Recently held a meeting on August 29 and will be having another to continue discussions on CATRAC Strategic planning.

NEW BUSINESS:

XIII. Central Texas Wildfire Response Dialogue

Kenny thanked Scott for his team and their response recently. Kenny shared concern for all the affected families in the state. Scott seconded that sentiment and commended the services that responded with resources even when stretched incredibly thin. Scott advised all citizens to think about how to prepare for a rapid evacuation. Scott recommended looking at your HOA covenances as it relates to fire protection of your home. Dave added that it was a huge community effort on all parts and the assistance that was provided to neighboring communities was tremendous – especially in Bastrop. A fantastic regional effort overall. Scott appreciated the support the RAC provided to all the agencies and jurisdictions. Sharon added that Fayette County had a fire that came very close to St. Mark's Hospital. There was a nervous moment when they thought they might have to evacuate the hospital. Dave added that the Houston Ambus was used for firefighter rehab during firefighting operations in Bastrop County.

XIV. Discussion / Scuttlebutt

Urban Shield – Mike Elliot reported that planning continues on this initiative. A contractor was down recently to look at some of the sites. This is a drill set up with multiple sites and they are working to tie in the MOC and hospital parts. The pre-hospital committee is involved in this and is looking for agencies that want to participate. The goal is to hold it in fall 2012. ATCEMS used EMTrack patient tracking during the Austin City Limits (ACL) festival. EMTrack was used for 427 people at the on-site medical compound. They discovered some small glitches related to a



stationary field pre-hospital unit and its operations. They will share lessons learned with CATRAC.

XV. Adjourn

The meeting was adjourned at 2:12 pm.

HANDOUTS / Documents:

Next Meeting Update:

- **General / Executive Combined:** October 27, 2011 at St. David's Medical Office Building
- **Executive Board:** November 17, 2011 at CATRAC Office
- **Committee Meetings:** As Per Committee Chair

Juliette Brown, Secretary
Executive Board
Capital Area Trauma Regional Advisory Council

Date



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	12 pm-2 pm	CATRAC Office-Suite 200	
Sept. 22, 2011	Executive Board	12 pm-2 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	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

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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