
**Capital Area Trauma Regional Advisory Council
Executive Board
June 28, 2012
12:00 – 2:00 pm
CATRAC Offices
4100 Ed Bluestein Blvd Suite 200, Austin 78721**

Minutes

I. Call To Order

- Roll Call of Executive Board & Introductions – Kenny Schnell called the meeting to order at 1210. He combined the roll call with introductions. 12 Board Members were present constituting a quorum.

- II. Minutes - Review of Executive Board Meeting 5/24/2012** - A change was made by Gregg Knapp under the county report that the Seton Clinic is being built in Kingsland. Gregg made a motion to approve the minutes and it was seconded by Mike Elliott.
For: 11 Opposed: 0 Abstain: 0

III. Public Comments – None

- IV. Treasurer & Financial Report** – Marilyn Hollingsworth gave the report and said that there were some changes made to the spreadsheet that were suggested by Scott Fernandes. The injury prevention funds were all awarded. Marilyn will be cutting checks today. The furniture down payment was made. Scott thanked the staff for their diligence in getting bids for the furniture.

Charles Peeler made the motion to approve the budget as presented and it was seconded by Scott Fernandes. For: 11 Opposed: 0

- V. Chair Report** - Kenny mentioned that the state registry workgroup is ongoing and he encouraged members to participate. The data will be helpful and we want to be sure it works for our members. Kenny mentioned that more participation in the Prehospital Committee was noted so the forward progress is encouraging. He was glad to see the medical director participation.

- VI. DSHS Update** – Ann Verstraete, our DSHS representative, has taken another position. No one was sure who the new representative will be.

- VII. Trauma Centers Update** – Dr. Brown said that UMC Brackenridge is waiting to hear back on their ACS survey. The trauma conference was well attended. His group is working with F1 to get ready for the races. ESP, STARFlight, ATCEMS will be providing care for the events out there. Dr. Ware said that Seton Williamson is currently interviewing candidates for trauma program manager. Dr. Ware spoke with the chief of trauma from Lubbock and El Paso hospitals during trauma conference about implementing the senior program up there including the Physical Environment Assessment Tool (PEAT). He is working with Williamson County on a trial. His group has identified that Eldercare is present in many of the target counties and is hopeful that they will be a resource to assist once a deficit in the environment is noted. Scoring tool will be run and resources activated based on a particular score.

VIII. Executive Director Update – Dave Reimer said that staff was focused on completing the HPP workplan for FY2013. He said that CATRAC expended all our allocated FY12 HPP funds this year. CATRAC received level funding for 2013 and the workplan was approved by DSHS. CATRAC is waiting on the contract from DSHS and DSHS is running behind due to the large amount of contracts that occur during this time period. Vacant positions of the CATRAC Executive Board include the following:

- Bastrop County – George Bosquet has resigned due to family and job commitments.
- Consumer Position – Juliette Brown is moving out of state secondary to family commitment.
- Blanco County – Tim Vasquez has time commitment issues which has affected his attendance and will receive notice of his position being vacant.
- Lead Trauma Facility – Dr. Brown will be finishing the year and then will reassess his time commitment to continue to serve in that position.

IX. Project(s) Update – Regarding the Emergency Medical Task Force (EMTF), Mike Elliott said that during the prehospital committee they discussed the MOA between EMS agencies with DSHS. If there is not an MOA in place, the agency will not be able to participate. There is also talk of an MOA between EMS and the Lead RACs for the project, to cut down on points of contact for distributing funds for reimbursement. Dave said that the other thing that DSHS wants to do is to use the same MOA for the nurses on the Mobile Medical Unit. Mike said that the Ambus is in progress. It will be the only yellow one in the state as it will look like one of the ATCEMS ambulances.

The Urban Shield Exercise will be the first weekend of December. Mike said that there will be nine SWAT team scenarios with two of the scenarios involving EMS. Three hospitals will be participating in the SWAT host sites. Other hospitals will be involved with the CBRNE scenario. There is room for 18 ambulances participating along with the CBRNE scenario to surge area hospitals with actual patients, not paper patients.

X. County Representative Updates –

San Saba – Charles Peeler said everything is running smooth. They are 100 runs ahead of last year.

Fayette – Sharon Muzny had nothing to report.

Lee – Sylvin had nothing to report.

Llano – Greg Knapp said that Seton Clinic in Kingsland is to be completed. They had a fire.

Williamson – Kenny introduced Dr. Jarvis, Medical Director for Williamson County EMS & Marble Falls Area EMS. Kenny said that the outreach with Texans in Motion is going well. The monthly meetings with hospitals are very productive. Budget planning is in progress. They are looking to increase infrastructure to better support field staff. The First Responder Organization 24/7 continuing education program was purchased.

Looking to include paid EMS staff in the offerings to get their training out. They looked at various products from the technology aspect and it costs \$15 per person per year.

Travis – Mike Elliott said the Advanced Hazmat Life Support class well attended. They are conducting the 2nd round of EMT/Medic I process. They are looking at 40/60 ALS/BLS response levels. The F1 Track support may need additional outside assistance from area first responders/EMS agencies to help work events. Homeland Security Grants are being cut. ATCEMS has established a ChemPack mobile vehicle unit that can also be used as a pharmaceutical transportation unit. They are also experiencing a bed bug problem in the ambulances and have a system set up to decontaminate the units. Zimek is the disinfectant they are using.

XI. Committee/Workgroup Reports

- **Performance Improvement-Trauma Committee – Dr. Brown, Chair** – Gaylen Tips reported that the committee is working on obtaining email addresses for EMS and Trauma Medical Directors. The PI committee requested information regarding ISS scores and admissions from area trauma centers. Requests for the number of patients seen in those facilities with ISS scores greater than 16 for admissions or transfers and the outcomes are being requested. Part of trauma designation is to participate in PI committee. The data is going to be used to identify if patients are getting the appropriate level of care and to get an overall picture of the severity of injuries seen in our region as well as the number of trauma transfers occurring. Gaylen proposes that the board ask that the data be shared as a condition of getting their letter of participation for their designation. General agreement is it is in the best interest of the patients.
- **Air Medical Workgroup– Traci Fox, Chair** – No report.
- **Bylaws Committee – Juliette Brown, Chair** – No report.
- **Mission Lifeline (Cardiac Care) Committee– Dr. Wozniak & Dr. Zidar, Co-Chairs** – Traci said that updates are being done to protocols in the committee, invite list will be expanded. EMS STEMI Alert feedback process is moving forward.
- **Education Committee – Chris Parker, Chair** – Traci reported for Ben and Chris. The last meeting was June 26. The ABLS class attendance was discussed and it was a good class. Funding for injury prevention was discussed and brainstorming for the next mini-conference topics occurred.
- **Injury Prevention Committee – Juliette Brown, Interim Chair** – No report.
- **Pre-Hospital Committee – Mark Montgomery, Chair** – The triage tags were ordered and we are looking at training, with a train-the-trainer course. Discussed EMTF funding.
- **Regional Preparedness & Response Committee (RPRC) – Freddy Krail, Chair** – Dave mentioned the Urban Shield coordination. We are starting a new grant year (FY13) and the finance workgroup will be looking at projects.
- **Stroke Committee - Dr. Harding, Chair** – No report. The next meeting will be July 26th at 11 a.m.
- **Trauma Coordinators/Registry Workgroup – Gaylen Tips and Karla Hosick, Co-Chairs** – No trauma coordinators report.

OLD BUSINESS:

- XII. Action Item: TETAF/RAC Subscription Fees** – These fees were previously paid through trauma funds. Our annual fees are \$3600/year. We have subscribed in the past to get the discount on survey fees. Dave feels it is still important to obtain the discount for trauma facilities seeking designation. No action was taken. This item as tabled as no quorum was present.
- XIII. FY13 HPP Renewal Application** – The budget and workplan was submitted to DSHS. We are waiting for the contract.

NEW BUSINESS:

- XIV. Action Item: CATRAC Procurement and Travel Policies** – Dave mentioned that CATRAC staff updated both the procurement and travel policies to be in compliance

with DSHS requirements. Staff sent to DSHS as a draft, knowing it needed board approval. This item as tabled as no quorum as present.

XV. Discussion / Scuttlebutt – Juliette Brown left her position at Dell Children’s as she and her family are moving to Seattle. A thank you card for Juliette was being passed around for signature.

XVI. Adjourn – The meeting adjourned at 1345.

HANDOUTS / Documents:

- CATRAC FY13 HPP Renewal Budget, CATRAC Procurement and Travel Policies

Next Meeting Update:

- **General / Executive Combined:** July 26, 2012 at St. David’s Medical Office Building
- **Committee Meetings:** As Per Committee Chair
 - **Regional Preparedness and Response Committee:** July 13 at 0900 at CATRAC
 - **Performance Improvement - Trauma:** July 17 at 1000 at UMCB

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

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 – 2012

Position Representing	Name	Affiliate Organization
Registered Nurses	Kim Gill, RN	Hospital at Westlake
Rural Physician	Dr. Bob Harding	Seton Highland Lakes
Trauma Physician	Dr. Neal Ware	Seton Medical Center Williamson
Non-Lead Facility	Traci Fox, RN, EMT-P (CATRAC Secretary)	St. David's MC
Lead Facility	Dr. Carlos Brown	University MC at Brackenridge
Pre-hospital	Scott Fernandes, EMT-P (CATRAC Vice-Chair)	Travis County ESD #6
Pediatric Facility	David Golder, RN	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 (CATRAC Treasurer)	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 (CATRAC Chair)	Williamson County EMS
	Jackie Gondeck, RN *(CATRAC Immediate Past Chair)	St. David's Medical Center

*Non-Voting

CATRAC		
Executive Director	Dave Reimer, RN LP	CATRAC Staff
Emergency Prep. Coord.	Robin Wiatrek, MPH	CATRAC Staff
Accounting	Marilyn Hollingsworth	CATRAC Staff
Admin. Assistant	Michelle Fillman	CATRAC Staff