

**Capital Area Trauma Regional Advisory Council
Executive Board
August 23, 2012
12:00 – 2:00 pm
CATRAC Offices
4100 Ed Bluestein Blvd Suite 207, Austin 78721**

Minutes

- I. **Call To Order**
 - **Roll Call of Executive Board and Introductions** – Kenny Schnell called the meeting to order and called for roll of the CATRAC Executive Board and for introductions of guests.
- II. **Approval of Minutes**
 - None
- III. **Public Comments** – No comments.
- IV. **Treasurer & Financial Report** – Robin stated that Ken Strange was unable to attend.
- V. **Chair Report** – Kenny reported that Dave and James Reimer's father passed away this week. We will do something as a board after the meeting. Kenny will work to, stay on track with agenda during meetings and will be more proactive in moving the meeting along if comments run long. Urban Shield. There is an upcoming AMTRAK training through the EOC in San Antonio in September. If interested, go to preparingtexas.org to get more info. The CATRAC First Responder Exposure Workgroup through CATRAC Pre-hospital Committee will be held in Pflugerville on August 29th, 11a-2pm. Attendance is encouraged and registration is due on August 28th. Stakeholders include EMS, EMS medical directors, ED leadership. There is a meeting next week at Love Field (Dallas), organized by the RACs, regarding the Hospital Preparedness Program (HPP) funding. The RACs will be discussing the ideas to keep funding managed by the RACs.
- VI. **Action Item: Vacant CATRAC Executive Board positions – Consumer, Bastrop, Blanco** – Kenny reviewed the vacant board positions. CATRAC received interest from Ben Oakley to fill the remainder of term for Blanco County position. Steve Garcia with Guardian EMS has indicated interest in Bastrop County position. No consumers have indicated interest. Robin suggested we look at the consumer position and maybe change the description. Kenny made motion for Ben Oakley to fill the remainder of Blanco County term until end of 2012. Motion seconded by Darlene Posey Parker. Motion passed 12 (for) and 0 (opposed).

Kenny made a motion for Steve Garcia to fill the Bastrop County position until the end of the term, through December 2012. Glen Germer seconded the motion. Motion passed 12 (for) and 0 (opposed). Action item: Kenny wants board recommendations to him on recommendations to fill the consumer position. Glen Germer asked that Robin be sure to notify Steve Garcia of his position.

- VII. Action Item: CATRAC Procurement and Travel Policies** – Kenny led the discussion about limitations prior to changing policy. Robin mentioned that the policies were changed slightly to reflect the new guidance from DSHS per submission of the HPP budget. Darlene moved to accept travel policy and Kenny seconded the motion. Discussion included asking if that policy follows the template for our other policies. It was noted by Robin that we need to standardize the formatting of our policies. It was suggested by Gaylen Tipps that all policies should be reviewed by the Bylaws committee annually. The travel policy was passed 13 (for) and 0 (opposed).

Procurement Policy: Robin reviewed changes. The board had several questions. Scott asked for clarification regarding the different sections (i.e., officers versus board) on the procurement policy. Per Dave, the board section is required. The officers section is due diligence on the part of the admin staff to keep the officers included. The board agreed to table it for one meeting for the board to be able to review it more thoroughly. Robin asked for any examples of procurement policies from agencies. The action item for the next board meeting is to review procurement policy.

- VIII. Action Item: TETAF/RAC Subscription Fees** – Previously these fees have been paid by grant funds. We are not able to pay them with grant funds now and they will need to come out of general funds. These dues/fees help the participating hospitals pay lower fees for surveys. The discounts per survey for each hospital are \$2000 each. The dues are \$3600 annually. It was discussed that we fund this year and then review annually. There was discussion about possible dissatisfaction with services TETAF provides. Kenny Schnell made a motion to pay these fees this year and Glen Germer seconded the motion. The motion passed with 13 (for) and 0 (opposed).

- IX. DSHS Update** - None. Motion passed 12 (for) and 0 (opposed).

- X. Trauma Centers Update – Levels I, II, and IV**

UMCB - Gaylen Tipps gave the report for UMCB. There is ongoing discussion regarding the medical school. She states it will happen, unsure what timeline is right now. It depends on the bonds, which would give taxing authority, if passed this fall during elections. There have been discussions with other healthcare districts across the state about taxing rates, etc.

Seton Williamson Medical Center - Dr. Ware with Seton Williamson reported that trauma numbers are increasing. Geriatric Service Power Plan is being rolled out at Seton Williamson Sept. 1st. He discussed the differences in physiologic reactions of geriatric patients. P.T. automatic consult and rehab consult will be automatic; O.T. consult, R.T. seeing patients. He met with Dr. Jarvis discussing PEEP scores, not changing right now. Eldercare is still wants to be involved. He will be visiting with Sun City next week. Geriatric trauma patients are about 36-38% of total trauma visits. The difficulty in these patients previously is that they have been admitted to medical service, not trauma services and he is looking to change that. Scott Fernandes mentioned that the education committee is wants to have a mini conference in the spring, possibly in March/April. Dr. Ware said the geriatric program is a great opportunity to highlight then. Dr. Ware is looking for CATRAC to be the lead RAC in the state for this cause. Dr. Ware looking to roll this out in Williamson County, then the RAC, then statewide (GETAC). Jim Persons mentioned that their demographics would be a great fit for this.

- Dell Children's Medical Center – Dave Golder said that trauma volumes increased 18%. The official survey notification was received, but they have not received the letter in the mail yet. The construction of the additional tower is on schedule and they anticipate the first patient in beds in September 2013.
- XI. Executive Director Update** – Kenny reported for Dave and introduced Jeff Solinsky who was at the meeting to discuss medical and other benefits of the CATRAC staff, as well as discussing comparison of how our benefits compare to other positions. Mr. Solinsky said there is a 7.1% rate increase on healthcare, but this is about 3 points below trend. Dave asked the Solinsky Group for a comparison and analysis of benefits from various providers. United Healthcare, which the staff is currently using, responded and remained competitive. Mr. Solinsky referenced the benefits comparison packet. The monthly premium is going up to \$52.55 based on 7.1% increase. Only alternate 1 could be considered to be comparable on coverage we currently have, but is not identical. Preventive care is covered 100% currently. Alternate plan covers preventive at 80%, so savings are negligible. No change on vision or group term 1. Dental came in above trend but is most likely the place to try and save if shopping for better rates. Overall increase is about 6% for benefits (\$4000/yr, approx \$350/month health; dental \$23.04/month increases) to keep coverage the same as is. Renewal is set for September. Staff shared that their dental plan \$50.00 applies to preventive, as well as other services. If we did away with that deductible, it would increase total premium paid by \$16.45/month (\$197.43/yr) for the group. We have an increase this year in our RAC grant, in which the funds are unrestricted so we are able to absorb these increases. Kenny made motion to approve to accept United Healthcare, vision coverage and change the dental plan to remove the preventive deductible and the motion was seconded by Glenn Germer. Discussion occurred. Scott asked about payroll changes. The OASPR grant is locked and no contractors will receive any pay increases from those funds. Marilyn is not sure about the other grant funds. Kenny asked if the staff has the option of purchasing additional life insurance policy themselves. Jeff said yes, they can and there are other options available to them as well. The motion passed 12 (for) to 0 (opposed), and 1 abstained. Jeff offered an update on national healthcare if we have time/interest but Kenny asked that we move on to other business.
- XII. EMTF** – Robin reported that Mike Elliott was at Texas Disaster Medical Services (TDMS) meeting and Chief Nim Kidd mentioned that Governor Perry wanted inquired if any of the EMTF assets, especially the MMU, was going to be used during Formula One. This was discussed Monday at the EMTF-7 meeting. There has not been any state request for use of the MMU. An MMU could be used as a training exercise. Mike Elliott is working to see if there is a location downtown to set it up. More details will be forthcoming.
- XIII. Project(s) Update** – Robin said that the regional project request deadline is this Friday for the HPP project worksheets. The CATRAC MMU and EMTrack program were used at the Marble Falls Lake Fest event and patient tracking was tested.
- XIV. County Representative Updates**
Burnet County – The Marble Falls Lake Fest went well. Their budget is being finalized. They are getting new monitors and changing billing and ePCRs. Four new employees were being oriented and are starting next week. Seton Highland Lakes had no update. Spicewood EMS got monies from Texas Forest Service for new brush truck.

Fayette County – Sharon reported that they are ramping up for their county fair next week. They are in budget process.

San Saba - Charles Peeler reported that they had a radiothon and it raised \$5500. Morale is good.

Caldwell County - Glen Germer said that they had a big meeting in Lockhart regarding the opening of SH130 and the F1 impact. There were over 300 attendees. They are anticipating large positive impact from SH130.

Blanco County - Ben Oakley said that they had the Blanco County Fair & Rodeo and there was more people than ever but it went well. Their new protocols will be coming out on October 1.

Lee County – Sylvin Mersiovsky had no report.

Williamson County – Kenny Schnell said that the hiring process is in progress. They are working with DSHS Region 7 for about 1115 waiver.

XV. Committee/Workgroup Reports

- **Air Medical – Traci Fox, Chair** – The next meeting is set for Sept. 13 at CATRAC. They will be reviewing inbound communications policy, helipad camera project, F1 effect on helo traffic, and NOTAMS communication policy.
- **Bylaws – Chair Vacant** – Gaylen Tipps is considering being interim chair. She will discuss with Robin. October is our date for adopting them at the CATRAC General Membership meeting.
- **Cardiac Care – Dr. Wozniak & Dr. Zidar, Co-Chairs** - Traci said the protocols committee met and are reviewing regional treatment guidelines. They would want more medical director/EMS involvement.
- **Education – Chris Parker, Chair** – Ben Oakley, Co-Chair said they had a great meeting on Tuesday. They reviewed the NREMTP course being offered by Lake Travis Fire & Rescue. They discussed the designated infection control officer and possibly bringing a speaker in from out of state to hold a course. They are getting data and hope to bring proposal to board next month. They are looking at a Mini-Conference on geriatric trauma in the Spring.
- **Injury Prevention – Stewart Williams, Interim Chair** – Renee Buhman from SAMC will be co-chair of this committee. Jackie Gondeck will also chair.
- **Performance Improvement-Trauma – Dr. Brown, Chair** – Gaylen Tipps reported that the committee is looking at a streamlining process for collecting data. They are testing the data request list and there still appears to be poor response to survey.
- **Pre-Hospital – Mark Montgomery, Chair** – Jim Persons, Co-Chair, reported that the triage tag training and implementation date were discussed. The tags are coming in. Jim Soto will be doing train the trainer classes and we are looking at Sept 27-29 as possible dates with varying locations across the region on those dates. Potential locations are Marble Falls, Bastrop and CATRAC offices with two classes per day to give more options to attend. The cost of training was covered by the purchase of the tags. The First Responder Exposure Workgroup meeting is coming up as mentioned by Kenny. A survey was sent out by the committee regarding infection control educators and 22 responses were received so far.
- **Regional Preparedness & Response Committee (RPRC) – Freddy Krail, Chair** – Robin Wiatrek reported that CATRAC has to close out the HPP grant by the end of August so staff is tying up loose ends. CATRAC has to report a list of equipment purchased with HPP funds during the last 3 years of the grant cycle which is due next Friday. The RAC has to submit a an

assessment of the region regarding the HPP capabilities which will be conducted next month.

- **Stroke - Dr. Harding, Chair** – No report.

XVI. Discussion / Scuttlebutt – Scott Fernandes mentioned that Lake Travis Fire & Rescue is having a hiring process for approximately 8 firefighters. There are extra points for paramedic and military and have to be Texas Fire Commission Certified. Marilyn Hollingsworth reported that the EMS County funds disbursement is here. The formula and worksheets are due on August 31st. Robin said Dave wanted to pass along his thanks for the kind words and thoughts during his dad's passing.

XVII. Adjourn – Kenny made a motion to adjourn and it was seconded.

HANDOUTS / Documents:

- CATRAC Procurement and Travel Policies; TETAF Subscription Fees

Next Meeting Update:

- **Executive Board:** Thursday, September 27, 2012 at CATRAC
- **General / Executive Combined:** Thursday, October 25, 2012 at St. David's Medical Office Building
- **Committee Meetings:** As Per Committee Chair
 - **Regional Preparedness & Response Committee (RPRC):** Friday, September 7, 2012 from 0900 – 1200 at CATRAC

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. Neel 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	vacant	
Blanco County	vacant	
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	vacant	
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