



**Capital Area Trauma Regional Advisory Council
Executive Board
September 26, 2013
12:00 – 2:00 pm
CATRAC Offices
4100 Ed Bluestein Blvd Suite 207, Austin 78721**

Meeting Minutes

I. Call To Order –

- Roll Call of Executive Board –
 - **Phone:** Greg Knapp, Pat Pratt
 - **Present:** Kim Gill, Dr. Neel Ware, Scott Fernandes, Diana Kraus, Steve Garcia, Ben Oakley, Darlene Parker, Glen Germer, Sharon Muzny, Ken Strange, Mike Elliott, Kenny Schnell, Robin Wiatrek, Dr. Aydelotte
 - **Absent:** Dr. Steve Moore, Sylvin Mersiovsky, Annie Burwell
 - **Visitors:** Mike Hastings, Chris Alexander, Kit Thompson.
- Introductions – Meeting was called to order at 12:15
- Approval of minutes – Ken Strange made the motion to approve the minutes. Scott Fernandes seconded the motion. Motion passed 12-0.

II. Treasurer & Financial Report – Marilyn provided handouts and reviewed the data. FY13 Tobacco still had funds in it, but funds will be spent on time.

- FY13 OASPR ended up with \$2558.00 to return to state, with no time left to spend them by June 30. Sometimes, a freight charge gets lowered or a price break comes in late in the fiscal year, which makes the final number different than what was budgeted.
- FY14 HPP (Hospital Preparedness Program) grant, July spending. There are some accounting differences and changes with the new grant cycle. DSHS has added indirect costs and a cap. Still have some questions for DSHS and will have to update the cost allocation plan. Marilyn is checking as to if they will allow any Executive Director wages to be labeled “indirect”. We have to work everything we spend across 3 grants, including wages, but hadn’t separated out indirect spending before. Currently the cost allocation is based on how much time we spend on each grant. Also would like to add square footage component for rent, to reduce indirect costs, allowable by DSHS.
- FY14 RAC budget, July spending. Took a cut in this grant, but Tobacco went up. Working with Solinsky Group re: retirement. No matching funds for retirement plan at this time. Health Insurance costs went up 8%, well below national average. New CATRAC employee, Glenn Spradlin has health benefits elsewhere, so it won’t impact as much on us. His duties are also 100% HPP.
- The CATRAC Audit is finished and Marilyn is reviewing the draft. Randy Walker’s office sent letter of acknowledgement which is due back to them by Sept 30, 2013. Randy Walker’s office will come to discuss the audit in November as they have in the past. Nothing major, 2 issues: some old, outstanding checks; and a separate person must check deposits against what Marilyn mails in. Michelle did this before but as she is not in the office, but Ken could handle it.
- Mike Elliott motioned to accept the report and the motion was seconded by Dr. Ware. Motion passed 13-0.

III. Public Comments – None.

- IV. Chair Report** – Kenny Schnell reported that Williamson County is not participating in mandatory blood draws, after speaking with their county attorney, citing the 4th amendment. Scott Fernandes added, law enforcement agencies may not have been informed of your agencies position on blood draws in the field, so reach out to them to educate and coordinate with them for future. Let patrol officers know if your agency is not participating.
- V. DSHS Update** – Joe Schmider is new State EMS Director, comes from Pittsburgh, PA. Really involved, easy to work with. Kenny met him at GETAC.
- VI. Executive Director Update** –
- Dave Reimer reported on hiring Glenn Spradlin in the new planner position. Glenn starts on October 7, 2013 and has been associated with the CATRAC for a long time through his previous employment at St. David's North Austin Medical Center and the City of Austin Homeland Security & Emergency Management Office.
 - An EMTF equipment inventory was conducted with the EMTF-7 Coordinator and CATRAC stakeholders on the equipment that is housed in the CATRAC region. CATRAC acquired another vehicle, Ford F250, which was purchased in 2007 with Hospital Preparedness grant funds. The now re-tasked vehicle from St. David's North Austin will be used to pull trailers, generator, and other equipment as well as use for travel to meetings. The associated costs are title transfer and upkeep.
 - Regarding the HPP grant, there are many changes regarding documentation for this year. The contractors are being tasked with more deliverables and timelines. The contractors are being reminded and being provided further instructions to follow historically underutilized business (HUB) plans.
- VII. CATRAC Executive Board Open Positions:**
- Non-Lead Facility – This position is currently vacant as it was held by Traci Fox and will need an interim appointment.
 - Secretary – This officer role is also vacant as it was held by Traci Fox and will need a volunteer from the Board members.
 - Positions expiring Dec. 2013: Caldwell, Fayette, Lee, Llano, Trauma Physician, Registered Nurses, Consumer, Rural Physician. These will be voted on at the next CATRAC General Membership meeting in October.
- VIII. Trauma Centers Update** –
- a. University Medical Center at Brackenridge (UMCB): Dr. Jason Aydelotte introduced himself again to everyone. He said he is still learning the UMCB and CATRAC Region. The medical school still on track for 2016.
 - b. Seton Williamson: Dr. Ware said that they had a consultative visit from the college for re-verification, happening at the beginning of March. They did a thorough job and found a few weaknesses related to CMEs and peer review. Nothing in the system being problematic. Also listed 14-15 strengths. They didn't know they did the geriatric program, and had been doing videos. Looking for opportunities in future to expand, getting information to EMS, possibly host another CATRAC meeting there. A half day seminar on traumatic brain injuries is in the works. Designation on geriatric, but there is some criteria out there they'll need to address.
 - c. Dell Children's Medical Center (DCMC): Diana Krause introduced the new trauma program manager, Mike Hastings, who has been at Dell for about one month. DCMC is starting to see respiratory season in the hospital. Making plans on surge capacity. 3rd bed tower is now open. September was busy with respiratory kids. There are 250 beds, but they are staffed for 150. Census today is 130. Opened additional surgical floor, respiratory floor. Hired 10-12 nurses for seasonal critical care. In November, in collaboration with Cedar Park Regional Medical Center, they will add 4 Pedi beds, staffed with Dell physicians, with goal to ultimately have 8

pedi beds. Not intending to have really sick patients at Cedar Park. Also neuro rehab is open again as it was closed at one point. Construction is done, but they are still moving floors to update paint, cleaning, etc. There are plans for additional buildings on site at Mueller. They had a case of a young child with a gun shot wound and it was the first time they had to open a chest at Dell. It was a great teamwork environment with a good outcome.

IX. Emergency Medical Task Force (EMTF) Update – A lot of discussion occurred in pre-hospital committee about the reimbursement items that are missing in the MOA regarding Fire Departments and First Responder Organizations (FROs). Dave is following up with the EMTF Coordinator to help resolve this issue. Mike Elliott still going out to facilities to make sure the Ambus fits where it needs to go to drop off patients. Some agencies didn't receive MOAs via mail but the EMTF-7 Coordinator is working on sending out forms as he did not have all of the addresses and contacts. Dave added that the EMTF coordinator wanted a list of people to represent different positions/organizations from every participating RAC (e.g., RAC Director EMS Rep, RN rep, Physician Rep, local fire department rep, EMS Director rep, etc.). CATRAC solicited for names and provided them to the EMTF-7 Coordinator. We welcome any participation. Location of the EMTF-7 meetings will rotate to different RACs within EMTF region 7. CATRAC will host the November 2013 meeting.

X. County Representative Updates –

- **Hays County:** The county and EMS agencies are working on switching to all digital radio system, and how to make pagers work with that, etc.
- **Fayette County:** They anticipate a large influx of people in the area for the semi-annual antique fair.
- **Burnet County:** They are switching to Zoll monitors. Also having their bi-annual fish fry fund raiser on October 2 from 4-8 at the Bluebonnet Café in Marble Falls with proceeds going to training.
- **San Saba County:** Doing year end audits. Also in process of separating out volunteers, establishing the auxiliary.
- **Travis County:** ATCEMS is taking delivery of new Zoll monitors across the system. It will tie into EPCRs.
- **Blanco County:** Blanco EMS received 2 new ambulances in last week, giving them a whole new fleet in the past year. North Blanco EMS promoted a captain this week, starting Oct 1. Got another DSHS LPG grant towards apparatus which is the 2nd year in a row.
- **Bastrop County:** Corn maze kicks off in September which is off of FM969. Events will involve bands, food, etc., lasting for about 2 months (until November).
- **Llano County:** Participating in a drill. Got 2 inches rain in Buchanan.
- **Williamson County:** Williamson County EMS is moving forward with hospital data exchange. Sending RFP for monitors. Community paramedic program up and running and they are hiring some folks. Project is through regional healthcare part 8, through the Williamson County Cities Health District. New members start Oct 1. Planning on a CQI analyst. And in near future, a program manager for community paramedic program.
- **Caldwell County:** Lockhart/Caldwell County ordered a new ambulance, ETA November. They hope to display it at the EMS conference. In training at Lockhart to convert ESO to Zoll ePCR. Luling EMS has been using it for few months. Goal is by October to be up and running and standardized across their system.

XI. Committee/Workgroup Reports and Action Items

- **Air Medical:** The group is planning a meeting the week before General Membership in October.
- **Bylaws:** This group met last week and talked about revisions. Revisions will be presented at the General Membership meeting for approval. CATRAC staff will be sending out the

documents for review. During the Bylaws Committee meeting, a portion of discussion revolved around the fee structure, and how it might change. The plan is to get a workgroup together to review and propose changes during the year. Interested parties that want to serve on this group should contact Robin or Dave. Other things reviewed were changes to some wording for clarity, plus positions on the Board, wherein they propose changing “Consumer” to “At large” to make it more generic. For the section on Quorum, changed to 10 people instead of 9. Also looked again at committees and their mission.

- **Cardiac Care:** The app for STEMI guidelines is now operational and available.
- **Education:** A Community Medical Outreach Workshop is scheduled at St. David’s South Austin hospital for \$50 which includes lunch both days. Great speakers are lined up. Flier was distributed to membership and posted to CATRAC website. CEs available for EMS, but no nursing CEs. St. David’s South Austin donated the space. It is a RAC Education initiative, covering cost out of the education budget. \$50 fee is only to cover the food and beverages being provided.
- **Injury Prevention:** Safe Kids Coalition is working on partner coalition and updating their bylaws. September is car seat safety month. Last Saturday was the big car seat event, where they saw 120 people come out for it.
- **Performance Improvement Program - Trauma:** A meeting was held last week, but there were no PI cases to discuss. Dr. Aydelotte asked about the mechanism for bringing issues to the committee. Counties meet monthly with hospitals, and they bring up issues up in that meeting. Regional concerns can be discussed at the Board meeting. PI committee has a data call out to see who is using what registry software and where. Seen as a PI process issue, need to identify what are the barriers to digitally talking to each other and collecting data. Plan is to report on that over the next several months, and come up with solutions. Other is: will look into way group can bring up IP issues. Dave added that previously, we tried to fine tune the form on our website. The struggle is the perception is that if an issue is shared in the regional community, rather than internally, it’s a punitive action and airing “internal issues”. Need to be educated that this is not the case. Dr Ware added, there is confusion between PI and peer review, and while related, are not the same.
- **Pre-hospital:** Questions were presented to group to deal with regional ePCR and discussion of 12-lead monitors. Additional software and programming, health data exchange. With this, outcomes are pushed back to transporting agency. Allows for standardized set of information. Pre-hospital will be talking with trauma coordinators and looking at benefits of getting coordinated ePCR system region-wide. The First Responder Exposure Workgroup met several times recently. They have created a common affidavit for exposures, which is now going to regional health department’s legal teams for approval. The group will be developing education and SOP to roll out for agencies including EMS, Fire, other FROs and law enforcement. Also discussed development of mass casualty equipment cache to deploy in RAC. Have 10 sets of equipment. Looking for grant funds to get more.
- **Regional Preparedness & Response:** They are working on some assessments.
- **Stroke:** There will be a few workgroup meetings on October 17.
- **Trauma Coordinators:** They will meet at on October 24 before the CATRAC General Membership meeting.

XII. Events / Exercises –

- Circuit of Americas (COTA) Formula 1 race will be November 15-17 and the UT Football game is the same weekend. Regional EOC to start out with a 0600 – 2200 operational period with expansion as needed based on events. CATRAC may coordinate some of the Medical Operation Center (MOC) from CATRAC offices as well. Not as many helicopter visits are

expected. They are cutting shuttles down to 250, not using Travis County Event center as drop off. No drop off to public parking in the downtown corridor. A shuttle drop off will be at the Austin Convention Center. Robin & Dave, plus hospital reps, have been going to the planning meeting monthly at the COTA F1 track.

- ACL fest is this weekend and next. ATC plans 3-4 units on site.

XIII. Other Business – November and December meetings: EMS Conference goes from November 24-28. Ken Strange motioned to change November meeting to the 21st to allow for members to attend EMS Conference following week and forego December's meeting. Steve Garcia seconded the motion. November 21 was already on the calendar, December meeting to be cancelled. Motion passed 11-0.

XIV. Discussion / Scuttlebutt –

- a. Mike said he would like to get minutes and agenda sooner. There is also a recent issue which is the attachments that sometimes can't be opened on some iOS systems. "winmail.dat" coming instead of a word doc. Formatting issue and quicker posting of documents to be addressed.
- b. Glen said October is Cancer Awareness month. Support local fundraisers.
- c. Dell is having Light the Night over at Mueller, Diana will send the date (Nov). Survivors, supporters and those walking in memory, walk 1 mile around. Supporting Leukemia and Lymphoma. Also, Austin Heart walk: Dell team is Hearts of Trauma. Oct 19.

XV. Adjourn – The motion to adjourn the meeting was made by Ken Strange and Glen Germer seconded the motion. Motion passed 11-0.

Next Meeting Update:

- **Combined General Membership & Executive Board Meeting:** October 24, 2013 at St. David's MOB
- **Committee Meetings:** As Per Committee Chair/Co-Chairs