



**Capital Area Trauma Regional Advisory Council
Executive Board
February 27, 2014
12:00 – 2:00 pm
CATRAC Offices
4100 Ed Bluestein Blvd Suite 207, Austin 78721**

MINUTES:

- I. **Call To Order** - Kenny Schnell called the meeting to order at 12:07pm
 - a. Roll Call of Executive Board & Introductions:
 - **Phone:** Pat Pratt, Ken Strange, Steve Garcia
 - **Present:** Kim Gill, Dr. Neel Ware, Karla Hosick, Dr. Jayson Aydelotte, Scott Fernandes, Diana Kraus, Ben Oakley, Darlene Parker, Glen Germer, Sharon Muzny, Sylvin Mersiovsky, Cristy Knapp, Annie Burwell, Kenny Schnell, Dave Reimer, Robin Wiatrek
 - **Absent:** Mike Elliott
 - **Visitors:** Summer Magotaux
 - b. Review of January 23, 2014 Ex. Board/General Membership with approval pending in April 2014 Ex. Board/General Membership meeting - The minutes were reviewed by the Executive Board. Kim Gill reported that Ken Strange was improperly recorded in the minutes as Ken Stranger and would need to be corrected. No other corrections were noted. No action was taken as these minutes will be formally reviewed and approved at the April General Membership meeting.
- II. **Treasurer & Financial Report** - Marilyn was not available for the meeting so the Treasurer/Financial Report was tabled until the March 2014 Executive Board Meeting.
- III. **Public Comments** - There were no public comments.
- IV. **Chair Report** - Kenny Schnell presented an update on the Hospital Data Exchange (HDE) project and wished to discuss funding. Kenny suggested that the first step be to roll out HDE to those agencies that are ready to go live with HDE, and to provide Basic ePCR for the 5 transport agencies that do not have ePCR at the present time. Kenny advised that Year 1 can be secured through Tobacco Funding and Year 2 can be combined with a percentage of the trauma distribution funding to pay for the project. Kenny wanted to secure the \$25,000 funding on a preliminary basis today with the stipulation that next month he will come back with firm numbers for the Executive Board to review for final approval. Ken Strange questioned whether the hospitals have bought in to this. Kenny explained that St. David's is already live on HDE, Diana is working on it from a Seton standpoint and Dr. Jarvis is working on it from a Scott & White/Baylor standpoint, and they reported that things are moving well and they expect it to happen. Diana explained that they presented it to a different committee who was very supportive. Dr. Ware asked about the cost to the hospitals, Diana explained that the price is volume dependent. A motion was made by Cristy Knapp to secure the \$25,000 funding for the project, seconded by Glen Germer. 17 voted in favor, none opposed. Motion carried.
- V. **DSHS Update** - No DSHS Representatives were present for an update.
- VI. **Executive Director Report** - Dave Reimer provided his Executive Director report. Dave reported that they just got through one audit last week and have another next week. DSHS was on site last week for 3 days for an audit, the audit went well. There was an issue in regards to gratuity that was accidentally charged to a grant item which was corrected on site. There were no payroll issues. There were no equipment issues. They recommended some more documentation in regards to vehicle usage logs. There were some issues with reconciliation in regards to outstanding checks that were never cashed. They wanted to

have volunteer sign in sheets for the mobile medical units. All in all, they were very pleased with the RAC's performance and preparedness for the audit. Next week's audit is in regards to the HPP grant. Dave also reported that they are looking into some upgrades on the server and some software and more will follow in regards to that. Dave also reported that the lease is up in June and the building is changing owners.

VII. Action Item –

- a. Accounting Policy Part 1 - Additional revisions to the Accounting Policy were received by RAC Staff and an updated document will be sent out to be reviewed by the Executive Board next month. No action taken.

VIII. Rural Physician position - Dr. Steve Moore sent an email to Dave Reimer explaining that he would like to continue to be involved in the RAC but not as a board member due to personal reasons and time constraints, and as such submitted his resignation. Kenny Schnell made a motion to accept Dr. Moore's resignation, seconded by Dr. Ware. 16 voted in favor, none opposed. Motion carried.

IX. Trauma Centers Update

- a. Dr. Ware reported that Seton Williamson is up for their Trauma Center Update on April 14th and 15th. Their recent Education conference went well and had 65 participants, and they are expecting to do another one in 6 months.
- b. Diana reported that Dell Children's is still opening 8 beds at Cedar Park Regional Medical Center in March. There will be admission requirements for what they are going to accept.
- c. Karla reported that St. David's Round Rock is in the process of submitting their application for re-verification.

X. Emergency Medical Task Force (EMTF) Update - No report

XI. County Representative Updates

- a. Caldwell - (Glen Germer) This weekend (March 1/2) are the go-kart races in Lockhart, over 240 entries so far. StarFlight and EMS will be standing by at the event.
- b. Lee - No report
- c. Llano - (Cristy Knapp) Working on Shattered Dreams which is happening on April 28th and May 2nd. S&W Llano is getting ready for their Level IV survey.
- d. Burnet - (Darlene Parker) Marble Falls Area EMS has Zoll X Monitors on the trucks, having issues with data transmission.
- e. Fayette - No report
- f. Blanco - No report
- g. Williamson - (Kenny Schnell) Back in budget process, working on new personnel requests, new facility requests. New community paramedic program goes live on Saturday morning (March 1st), 10 new employees starting on Monday March 3rd.
- h. Hays - (Ken Strange) Working on regional MCI plan, wants to put an agenda item for a MEDCOM Number on Pre Hospital Agenda. Working on Lifenet countywide.
- i. Bastrop - No report
- j. San Saba - No report

XII. Committee/Workgroup Reports and Action Items

- a. Air Medical – Traci Fox and Terri Thompson - No Report
- b. Bylaws – vacant - Dave Reimer reported that the Bylaws committee is going to meet in regards to dues structure as well as including other organizations that are wanting to get involved in the RAC.
- c. Cardiac Care – Dr. Wozniak & Dr. Zidar - Dave Reimer reported that he will get with Cardiac Care to get someone to come to the General Membership meetings.
- d. Education – Chris Parker - Karla reported on behalf of the Education Committee that she is working with Chris Parker for a mini-conference to be held on May 9th at St.



David's North Austin Medical Center regarding stabilization of Trauma transfer patients in rural facilities.

- e. Injury Prevention – Stewart Williams, Interim - Robin Wiatrek reported that Mini Grant applications are due Monday March 3rd, 2014. So far, only 1 application has been received.
- f. Performance Improvement Program – Dr. Aydelotte presented a report on the PI Committee. Dr. Aydelotte asked if CATRAC has a GoToMeeting account. Robin Wiatrek reported that CATRAC has a Join Me account which is essentially the same thing. Dr. Aydelotte reports that the PI Committee has not been having good attendance. He reported that he and Diana are the only active participants at the PI Committee and he feels that the physical presence is deterring attendance numbers and would like to have virtual meetings. Dr. Aydelotte would like all major medical directors from hospitals & EMS to be in an attendance (at least virtually) at least 50% of the time at the monthly meetings. There was much discussion regarding the future of the PI Committee. Dr. Aydelotte is going to work on a distribution list and have a meeting to discuss this by next month.
- g. Pre-Hospital – Jim Persons and Robert Hartigan - No Report
- h. Regional Preparedness & Response Committee (RPRC) – Freddy Krail and Mike Elliott - The next RPRC meeting will be held on Friday, March 28th.
- i. Stroke - Dr. Morton - No Report
- j. Trauma Coordinators/Registry – Karla Hosick - Karla reported that the registry part of the committee has fallen off due to lack of representation but she is working on fixing that next meeting. The next meeting will be on the day of the General Membership meeting, earlier in the day.

XIII. Events / Exercises

- a. The MS 150 is approaching which CATRAC will be supporting with the MMU to take patient load off of EMS and the local hospital, St. Mark's.

XIV. **Other Business** - Diana asked for an update on EMResource. Robin reported that Intermedix has made some initial changes on it with more to follow next month.

XV. **Discussion / Scuttlebutt** – None

XVI. **Adjourn** - A motion was made by Scott Fernandes to adjourn the meeting, seconded by Steve Garcia. 13 voted in favor, none opposed. Motion carried. The meeting was adjourned at 2:15pm.

Next Meeting Update:

Executive Board Meeting: March 27, 2014 at CATRAC