

**Capital Area Trauma Regional Advisory Council  
Executive Board Meeting  
May 23, 2019  
12:00pm – 2:00pm  
CATRAC Offices  
4100 Ed Bluestein Blvd Suite 207, Austin, TX 78721**

**Minutes**

**I. Call To Order**

The meeting was called to order by Ben Oakley at 12:05 p.m., and began with roll call of the Executive Board.

**A. Roll Call of Executive Board**

Dr. Ernest Gonzalez, Kimberly Gill, Karla Jones, Dr. Ben Coopwood, Scott Fernandes, Darlene Parker, Sharon Muzny, Ken Strange, Dr. Ira Wood, Adam Johnson, and Mike Knipstein, Ben Oakley, Jim Jewell, Dave Golder (CC), Dr. Bob Stewart (CC), and Rodney Mersiovsky (CC)

**B. Introduction of Guests**

Thomas Goodwin with Llano County EMS

**II. Minutes**

**A. Approve March 28, 2019, Executive Board Minutes**

A motion was made to approve the minutes as presented by Ken Strange. Dr. Coopwood seconded the motion and the motion carried (15/0).

**III. Public Comments**

None were made.

**IV. Financial Report**

April HPP Grant has been closed out. June 20<sup>th</sup> will be the end of the grant cycle for FY19. DSHS is allowing CATRAC to carry leftover funds through to FY20, but the goal is to try to make all purchases prior to June 30<sup>th</sup> to decrease documentation of having both grants open at the same time. Some of the funds were used to purchase the Emergency Management Plan App (My EOP). The app will allow any hospital employee to view their EM Plans via their phones. Hospitals are going to plain language instead of codes for tornados, danger, etc. Some of the funds are also being used to purchase PPE for hospitals. At the HCC-L meeting next week, they will be discussing their line items. They are looking into enhancements for radios purchased last year and DECON training. HCC-M is also using funding for DECON training. HCC-N is using funds to purchase radios.

There is funding available under the RAC grant for education and regional projects. The Board discussed the creation of a formal process for request for funds. Robin presented draft form to use to start the process. The group discussed having the form online. Dr. Gonzalez made a motion to create an online funding request form that will be sent to a committee first for approval before going to the Executive Board for a final vote. Ken Strange seconded the motion and the motion carried 15/0. Dr. Coopwood made a motion to combine separate RAC Grant Contractual Line Items into one Regional Project Line Item. Scott Fernandez seconded the motion and the motion carried 15/0.

**V. Chair Report**

Dr Gonzalez began a discussion regarding concern with variability of care verses a regionalized (similar) system of care. The Board discussed the authority of individual medical directors to choose what care they delegate their medics to provide and authority/resource availability of individual EMS Agencies to support education and training equipment. The Board decided to have a quarterly Medical Directors Committee Meeting to help ensure these physicians are communicating. The Board also discussed creating regional standards of care that don't mandate what interventions are done, but clarify how interventions are handled. Participation in the RAC includes medical director participation. Dr. Escott, with Austin/Travis County EMS, is the only full time medical director in our region. We are going to have to really work to get the physicians participating. The group also discussed needing to see consistency among emergency rooms also. During the July General Membership meeting, the Stroke Committee has a new revised protocol they'd like to have approved by medical directors, so this could be a good start. Dr. Gonzalez discussed changing the name Capital Area Trauma Regional Advisory Council to Capital Area of Texas Regional Advisory Council.

**VI. Executive Director Report**

Dave reported that the staff has been very busy since CATRAC lost several staff members. There are four positions still open with 30 applications. The Emergency Preparedness Planner position name changed to Emergency Preparedness Coordinator. The Valentine HR company is screening applicants first then Dave will begin phone interviews next week.

**VII. DSHS/HHSC Update**

No update was presented.

**VIII. TETAF/Legislative Updates**

CATRAC staff did not participate in their last conference call last Friday. Robin reported that TETAF is still working to ensure trauma funding.

**IX. HPP/EMTF Update**

EMTF-7 is working on holding classes and training for medical equipment (Zoll ventilators/iStats). The Deployment Basics for EMTF deployments is now an online self-paced course. There will be Ambulance Strike Team Leader courses in May/June located in Houston and Dallas. There will be an Ambulance Staging Manager refresher course on June 17<sup>th</sup> – 18<sup>th</sup> in San Antonio. There is TMORT orientation on June 6<sup>th</sup> in Houston. EMTF-7 needs more physicians involved. Preparations are under way with Seton Hospitals in Austin, TX to form the first EMTF IDRU Hospital teams.

**X. Action Item: LPG Funds Disbursement**

The LPG Workgroup would like pre-hospital providers to be eligible for funds based on 2018 Pre-hospital Committee meeting attendance, 2018 General Membership meeting attendance, and 2018 CATRAC membership dues payments. Approximately 20 agencies would be eligible. The LPG Workgroup would also like the creation of a project worksheet for vetting and approval of purchases. Ben Oakley made a motion to base eligibility on the above recommendation and to allow the LPG workgroup to vet and approve purchases. Mike Knipstein seconded and the motion carried 13/0.

- XI. Action Item: Movement from 403(b) to 401(k) Plan**  
CATRAC staff would like to switch from a 403(b) plan to a 401(k) plan and begin employer contribution of 3% of payroll beginning July 1<sup>st</sup>. Ken Strange made a motion to make the switch to include employer contribution. Mike Knipstein seconded the motion and the motion carried 11/0.
- XII. Discussion: Expenditure Planning for FY19 Tobacco/RAC Funds**
- A. Education  
The Injury Prevention Committee would like to spend funds on older adult falls prevention and child passenger safety initiatives. A worksheet was provided. The total cost of the requested funding is \$12,996. The Board meeting time had gone over. Board members requested that the purchases be discussed in June meeting and that the committee members vote and approve purchases prior to Executive Board approval.
  - B. ESO  
Ken Strange motion and Mike Knipstein seconded to pay \$6000 ESO bill out of RAC funds. The motion carried 10/0. The Board would like to discuss future payments in next meeting.
  - C. Equipment/Supplies  
The Injury Prevention Committee would like to spend funds on older adult falls prevention and child passenger safety initiatives. See above for Board's decision.
- XIII. Discussion: CATRAC Bylaws**  
Tabled for next meeting.
- XIV. Discussion: Membership Dues - Next Steps**  
Tabled for next meeting.
- XV. Discussion: Building a Donor Base**  
Tabled for next meeting.
- XVI. Other Business**  
None discussed
- XVII. Adjourn**  
The meeting adjourned at 2:25pm.