

**Capital Area Trauma Regional Advisory Council
Executive Board Meeting
August 22, 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 12:09 p.m., and began with roll call of the Executive Board.

A. Roll Call of Executive Board

Kimberly Gill (CC), Dr. Bob Stewart (CC), Karla Jones (CC), Scott Fernandes, Dave Golder, Darlene Parker, Rodney Mersiovsky (CC), Thomas Goodwin, Adam Johnson, Mike Knipstein (CC), and Jim Jewell.

B. Introduction of Guests

Robin Wiatrek and Sam Schulman with Buda Fire Department

II. Moment of Silence – Dr. Drue “Neel” Ware

The Board held a moment of silence for Dr. Ware. His funeral is today and a memorial service will be held on September 11th.

III. Minutes

A. Approve June 27, 2019, Executive Board Minutes

A motion was made to approve the minutes as presented by Jim Jewel. Karla Jones seconded the motion and the motion carried (12/0).

IV. Public Comments

Buda FD has a new Chief, Sam Schulman. He has been with Buda FD for a year, and was with Wimberley EMS for 10 years prior.

V. Financial Report

Evelyn presented the document that the RAC submits to DSHS. DSHS has allowed us for the first time to allow us to carry over 2019 HPP funds for 2020. Carryover funds will be used for a server upgrade and Microsoft Office 365. Evelyn is available to explain further if anyone has questions.

VI. Chair Report

CATRAC is officially going by its new dba Capital Area of Texas Regional Advisory Council. The proper documentation has been filed with state and is in the process of being filed with the county clerk. Melissa worked with graphics designer to update logo and provided the Board with a preview.

VII. Executive Director Report

Dave provided a hiring update. The positions call “Planners” are now “Healthcare Preparedness Coordinators”. CATRAC is using Valentine HR to help with filling four positions. Trish Herbelin is the new Healthcare Preparedness Coordinators for HCC-M, and Chelsia Elmore is the new Healthcare Preparedness Coordinators for HCC-N. Both of them have hit the ground running and are doing well in their new

positions. Dave presented Robin Wiatrek with plaque/clock for appreciation of her work here at CATRAC.

VIII. DSHS/HHSC Update

DSHS has been experiencing some transition in past few weeks with hiring new personnel. Dave met a few of the new folks and introduced them to CATRAC.

IX. TETAF/Legislative Updates

Dave encouraged the Board to check out the TETAF website for information on new legislation.

X. HPP/EMTF Update

- EMTF - The TXEMTF Wildland Force Protection was activated for a couple of fires in the Lubbock area. After on-duty death (cardiac arrest) TDEM has tasked EMTF with ALS response (Medical Unit Leaders). MIST will be writing Medical Plans for IAPs. As lead RAC, we will have a workgroup meeting Tuesday at Georgetown FD to discuss MMU, logistics, medical cache, etc.
- HPP - National Disaster Medical System in San Antonio has had people at the HCC-O Coalition meetings. ABIA is able to land B-52s for training exercises and emergency events. They will be landing here in the next exercise practicing surge. Ron went over the ASPR deliverables for the next year which includes a pediatric annex needed for mass casualty event to support hospitals that don't have pediatric capabilities. CATRAC has been gathering bed report info and essential elements information from hospitals via Survey Monkey for hospitals, but will need to gather information for nursing homes (who haven't participated in the past). Surge Estimator will help us better prepare.

XI. Action Item: Approve Draft Audit Report

The Board reviewed the Draft Audit Report. All issues last year were corrected, and the audit was performed on time with use of timeline suggested. There were no findings this year and was a good audit. Evelyn worked hard to get this ready. Congratulations from board! A motion made to approve draft made by Adam Johnson and seconded by Scott Fernandes. The draft was approved 12/0.

XII. Discussion: RAC Data Collaborative

The concept of the RDC is a web-based platform maintained by the Southwest Regional Advisory Council (STRAC) for RACs to use to obtain data collection. The Perinatal Workgroup is interested in what reports could be run to get data back out of it. STRAC has billed CATRAC \$3,849.00/year to participate and be able to pull data. Currently it is only used for stroke. Perinatal data collection is just beginning. There is the ability to get information on cardiac (# of STEMIs, genders, etc.). Dave Golder made a point to ask what changes have been made based on the data that has been gathered and presented. What value does it bring? Are our hospitals willing to share data? If not, then it will not be valuable. The data will be de-identified, goal will be to show DSHS that we can do this on our own instead of using Trauma Registry/AHA Get With The Guidelines, etc. Information can be pushed straight to DSHS instead of having to do a Trauma Registry submission in addition to this. If all agencies and hospitals are not participating, it may not be helpful. This discussion item will be an action item next month.

XIII. Discussion: CATRAC Bylaws

October 31st is the last General Membership meeting of the year and the CATRAC bylaws will have to be reviewed and voted on. Melissa is going add in an option to have a tertiary voting member (instead of only two) that can vote. The Perinatal Workgroup should also be listed as a committee. Other suggested changes include defining committee attendance. Melissa requested that Board members email her any suggestions or concerns with the bylaws by September 19th.

XIV. Discussion: CATRAC Committees Overview

Dave is going to be meeting with CATRAC committee chairs. He would like to discuss with them if they want to remain the chair of their committees. At General Membership, the Chair should have to stay and present to the GM instead of leaving immediately after their committee meeting. We need champions on committees to be the Chairs. Chairs should also send reports monthly (this will encourage momentum and accountability to get things done). Board members suggested moving Committee Reports up on the General Membership agenda so they can have an opportunity to present earlier.

XV. Discussion: Building a Donor Base

No discussion

XVI. Other Business

Buda Fire Department has mass casualty boxes from CATRAC, but most of the items are expired. They would like to know what to do with it. If supplies and boxes have reached end of life, then we need to decide if it is viable program. Craig Maatta can help. Craig and Dave will discuss what to do with these supplies, and will present these questions in Pre-hospital Committee.

XVII. Adjourn

Adam Johnson made a motion to adjourn the meeting and Mike Knipstein seconded. The meeting adjourned at 1:43 pm.