



**Brazos Valley Regional Advisory Council
Executive Board Meeting Minutes
Tuesday, March 31st, 2009
Washington County EMS, Brenham
9AM – 12PM**

1. Call to order – Brenda

The meeting was called to order at 0905. Those present were Wanda Wiktorik, Brenda Putz, John Tuohy, Kevin Deramus and Tina Taylor. Those participating by conference call were Amy Plotts, Donna Gomez, Bev Welch and Rick Moore.

2. February Minutes – Wanda

The minutes were not available for review and will be reviewed at the next meeting

3. Reports

□ Financial/Director – John

John opened up a savings account where the unrestricted funds will be placed. We will move special projects money into this account in August after all grants are closed out

We reviewed membership dues. Some entities still have not paid their dues. SJRHC, Grimes St Joseph and The Physicians Center have not paid and neither has Guardian EMS. John will follow up with these entities.

The trauma conference totaled out to a positive \$190.85 and we are still waiting for Boundtree to reimburse us for lunch at \$948.75.

The Special Projects funds are still present. See spreadsheets. The spreadsheets were reviewed as well as balances and items to be paid.

Ems Project: 15k was budgeted to support the Hypothermia Project. The EMS Committee will do a new needs assessment to determine what the needs are in the Region. Brenda felt that some of the services may want to opt out of the hypothermia project so we should make sure they don't have another need. Kevin suggested that the individual wish list cannot exceed the amount they would be allotted for the Hypothermia Project. Brenda said we also need to do a needs assessment for the LPG Grant which is also funding the STEMI Project.

John said once we get the needs assessments back we can all sit down and make decisions. Kevin will send out the needs assessments and the amount can be no more than 800.00 per entity. But we need to know what other needs there are so we can apply them to the LPG Fund.

The Trauma Coordinators need to decide what they plan to spend their education money on. Amy can't travel right now so she is not going to use her 1000.00. John will send out an e-mail reminding the nurses to make plans early

The EMS/RAC fund will be paying for half of John's salary. These funds need to be encumbered for the different grants that are slated to pay for half his salary.

LPG Grant

We have been reimbursed and checks will be cut

Kevin provided a template for the hypothermia project that included all needed aspects. Each entity will have to have all aspects in place before they can get funded. We discussed if we should reimburse or RAC should pay and do a transfer of ownership. Donna suggested they present their plan and the RAC buy equipment and then do a transfer of ownership. Kevin suggested the unit that had the temp on the outside of the box is the best one to purchase. John felt that the needs assessments should be turned in by a certain deadline so we

can order in bulk to save on shipping and the total cost. Kevin suggested we do it in phases as everyone won't be ready at the same time. The Med is ready to receive. The hospitals will be phased in later. SJRHC will be ready in about 6 months. The Med needs to turn in their proof of being ready. The hospitals should share policies, etc with each other. John will send Rick an email to turn in his stuff. We will also ask him to share his policies with the other hospitals. Kevin will send something out today with a deadline of 4-15-09.

John added that the accountant's reports need to be signed off and Brenda felt that the Executive Director and another Board Member need to sign.

Kevin made the motion to accept the Financial Report with a second from Donna and the motion carried.

❑ Injury Prevention – Tina

Tina discussed PSA's and what she wanted to spend her funds on. She will have a report ready at the next meeting and will most likely center around kids in cars and around cars and maybe water safety.

Promotional items with logos might be considered. Brenda suggested armbands before prom about not drinking and driving. Wanda reminder the Board of the Child Safety Seat Check Up Event in Brenham on April 21, 2009 in Brenham.

❑ Education – Rick

No Report

❑ Acute Care – Amy

John presented updated pre hospital bypass guidelines. Amy will add Trinity to the > 7 hour ago stroke symptoms treatment

The protocols will be voted on at the next Hospital Care & Development meeting next month.

Brenda gave a report on the Stroke Support Facility Workgroup. Most of the items have been developed and they are currently working on developing a conference for stroke designation. There will be a conference call on Thursday addressing these items. They are waiting for TDSHS to review the process and get things into place. Stroke PI will be developed. Amy asked for a template that was used for trauma Kevin will e-mail the EMS form and Wanda will e-mail the hospital form to Amy.

□ Systems QI

Brenda spoke with Dr Lewis and he was very excited to be part of this. We need to vote to approve the new chairs. Brenda recommends Dr Wilke and a motion was made by Tina and seconded by Rick to appoint Dr Wilke as the chair of this committee. The motion carried. Each entity should make a list of which physicians will participate and their contact information and send to John by 4-15-09. John went to the Excel Steakhouse and talked to them about having the first Systems QI meeting there. He said they have a large room with complete AV capabilities. Rick suggested that John also check with Christopher's. and they had a nice group room with full av. John will check with Christopher's. Messina Hoff was also suggested.

□ Hospital Care and Management

Bev reported that she was working on the structure of this committee. She feels that we need to look at Acute Care issues through this committee. The motion to accept Bev as the chair was made by Kevin and seconded by Amy. The motion carried.

□ Pre Hospital – Kevin/Donna

i. STEMI/Hypothermia Workgroup Update

Most of the hypothermia discussion occurred earlier in this meeting. A STEMI meeting was held this month in Brenham. They discussed the STEMI Alert program and EKG transmission. Each entity should contact their vendor to determine the cost and feasibility of EKG transmission with their current equipment.

Kevin mentioned that he was able to FAX and EKG from the field to most of the hospitals at this time. SJEMS is getting new modems and working out their issues. Kevin stated that Medtronic will attend our next STEMI meeting. Brenda feels we should start the STEMI Alert process using the fax mode now. Kevin stated that not all services have the capability to fax and that the cost to upgrade might be the same as if we did the receiving station program. In the meantime we could launch the project using fax capability and we could upgrade later. Services would need a mobile computer and bluetooth on board. Rick suggested that we do a regional test to see what the needs are and then negotiate with Medtronics.

John wants to do a data presentation also. Kevin will send out some dates for the next meeting.

Brenda wants to increase the Pre-Hospital participation at Systems QI. Bev suggests that we send cases in advance so they can bring their accounts of the event. John feels that SQI will be overhauled in the next few months once we get the Physicians on board. There needs to be loop closure.

- EPR Update – Disaster/ACS Workgroup Update - John
 - i. Development of MOU

This was developed using the TDSHS MOU as a guide. Will develop a county and hospital MOU. The Disaster trailers are being plated, lettered and insured.
 - ii. Strike Team Course / ICS-300 Training

TEEX will put on a Strike Team Leader course for the Brazos Valley. ICS 300 a pre requisite and will be offered in may in Bryan.

4. Discussion and/or Action on the following items:

- Hospital Care and Management Chair Appointment

See above.

- ❑ Systems QI Chair Appointment

See above.

- ❑ FY 2010 LPG RFP Release

See above

- ❑ Unrestricted "Savings" Account

See above.

- ❑ EMS/Tobacco Expenditure Plan

See above

- ❑ Physician Advisory Dinner

See above

- ❑ Proposed Bylaws Amendments

John will make a few discussed revisions and present at next general session

- ❑ Trauma System Plan

The proposed draft is out and the Exec Board and General Membership need to approve. Amy made the motion for the Exec Board approval with a second from Kevin. The motion carried.

- ❑ PHI Med 12 Memorial Symposium Review

Tina reported that we had 73 participants. She will go over the evaluations in detail at the next meeting. One consideration is doing a nursing track and an EMS track. We came out \$190.85 in the black and once BoundTree pays for lunch we will have over \$1000.00 profit.

- ❑ PHI Memorial Fund

PHI has monies that they would like to donate to the Symposium so we could handle the scholarship. We will meet about this and make a decision at a later date.

5. Open Forum

Brenda wants to do some research to see what the steps to handling the PHI Scholarship would entail. Brenda and John have discussed the purchase of a granite stone to be placed at the PHI station. We are trying to get all of the approvals needed. We will get the budget together for memorial and may do the scholarship next year.

Rick suggested maybe funds to an EMS person in need

It was also suggested that if we allow people to participate in Board meeting by conference call that documents needs to be in hand of those who are on the call

6. Adjourn

The meeting adjourned at 1135

Respectfully Submitted,

Wanda Wiktorik
BVRAC Secretary