



**Brazos Valley Regional Advisory Council  
Executive Board Meeting  
Wednesday, December 9<sup>th</sup> 2009  
BVCOG Brazos A/B, Tx 10AM – 12:00 PM**

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1. Call to order

The meeting was called to order at 1000. Attending were: Billy Rice, PHI, Amy Plotts, SJRHC, David Rogers, ED, Wanda Wiktorik, TCMC, Kevin Deramus, WCEMS, Donna Gomez, SJEMS, Matt Rushing TAMU EMS, Doug Chung, EPR. Dr Lewis, SJR, Tina Taylor, Injury Prevention & Dr Wilke, CSMC

2. Approval of November Minutes

The minutes from the last meeting were approved as written. The motion to approve was made by Matt with a 2<sup>nd</sup> by Kevin. The motion carried.

3. Discussion and or Action of the following items:

□ Financial Report

Several checks were signed including: \$165.00 to Hilltop Lakes for EMS Conference Fee, \$165.00 to John Neukom fro the EMS Conference, \$106.00 to BVCOG for postage, \$853.35 to David for his paycheck, \$330.00 to Washington County EMS for the EMS Conference fee, \$6629.00 to Washington County EMS for EMS County reimbursement, \$170.36 to University Copy Center for the Save the Date cards, \$3087.60 to Washington County EMS for their LPG award and \$277.15 to ATT for the phone bill.

David reported on the budget and the spreadsheets. The spreadsheets will be revised to match the budget. David will present the revised product at the January meeting. He is also ensuring that the bank account and the spreadsheets are reconciled.

See spread sheets for each grant.

We will pay for the survey monkey out of the Trauma Conference budget. We will use Special Projects funds to pay for Christmas

Party expenses which should be less than \$700.00. Amy will present the receipts for reimbursement. The money collected for dues will be combined with the Special Projects funds. David will be contacting VFIS to see when our premium is due.

❑ Interim Vice President Appointment

Billy appointed Kevin as interim vice chair. The vote carried. Donna will step up to chair of pre hospital.

We are waiting for the HOTRAC to make a decision on hiring David as a part time employee as they did with John Tuohy. We have funding to support him fulltime until May. The motion was made to bring David on fulltime until May be Wanda with a second by Matt. The vote carried.

❑ CPAP for new St. Joseph ED

The new St Joseph ER in College Station wants a CPAP machine. Donna stated that there was discussion several months ago but it is not in any of the minutes. Dr Lewis discussed that this ER was an extension of the big hospital. He would like to see the equipment in the hospital. Kevin felt that they should get one. Tina stated this would provide for better patient care. The funds would come from the Tobacco grant. The motion to fund a CPAP machine was made by Tina with a 2ns by Kevin. The vote carried.

❑ Trinity Medical: 25-30 more cots, 4 portable toilets, Oxygen Generator

Trinity has requested 30 more cots, 4 potties and an O2 generator. The motion to award these items was made by Donna with a 2<sup>nd</sup> by Matt. The motion carried.

#### 4. Chair Reports

❑ Acute Care

The final drafts of the STEMI & Stroke alert criteria are ready. Transfers out of the region should be included on QI sheet.

- ❑ Hospital Care and Management  
no report
  
- ❑ Education  
Tina gave a report on the symposium progress. She is trying to get a work group together. She is working on getting the needed speaker items. She reported that the vendors are taken care of but the location is still pending. Tina will take over this committee since Rick has left. She is hoping the brochure will be ready in January.
  
- ❑ Injury Prevention  
The workgroup is working on bringing Shawn Carter back to the region in the spring. Plans are for him to present in Washington and Robertson Counties.
  
- ❑ Systems QI  
  
Dr Wilke will send invitations by January to Physicians to attend another meeting. He is still waiting on spread sheet. He will send out the latest paper version while we are waiting on the spreadsheet
  
- ❑ Pre-hospital  
Donna reported that the short term goals had been reviewed as well as the STEMI alert criteria. The criteria was sent out to the membership. The LPG grant was reviewed for reimbursement. There was discussion on educational needs and a needs assessment will be done using survey monkey.
  
- ❑ Disaster Committee  
Doug reported that the EPR committee may purchase Bioseal. The PPE conversion kits will be delivered next week. Kevin will be ordering the radios for Trinity Medical Center. The hygiene stations will be purchased soon. The Homeland Security Conference was discussed. The pedi vents are on order and the glide scope has been received. The Web EOC presentation will be at CEOC on 12-16-09.

5. Open Forum

Wanda asked to be funded to attend a trauma symposium in March. This will be brought to General Session for approval. Tina suggested that the IP chair go to the Injury Prevention conference in Austin in February. The cost is \$125.00. The motion to send the Injury Prevention chair to this seminar was made by Tina with a 2<sup>nd</sup> by Donna. The vote carried. Billy discussed the TETAF dues increase. The dues changed to subscription fees. Our dues will be paid out of the Tobacco Grant. We will ask Brenda to give a presentation of the benefits of TETAF to our Executive Board.

6. Adjourn

The meeting adjourned at 1200. The motion to adjourn was made by Donna with a 2<sup>nd</sup> by Amy. The motion carried.

Respectfully Submitted,

Wanda Wiktorik  
BVRAC Secretary