



**Brazos Valley Regional Advisory Council  
Executive Board Meeting  
Wednesday, November 18<sup>th</sup> 2009  
Washington County EMS Station  
Brenham, Tx  
9AM – 12:00 PM**

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1. Call to order

The meeting was called to order at 0900. Attending were: David Rogers, Rick Moore, Wanda Wiktorik, Kevin Deramus, Billy Rice, Patrick Braly, Linda McGill, Doug Chung & Brenda Putz. On conference call was Tina Taylor, Amy Plotts & Eric Wilke.

2. Approval of October Minutes

The October minutes were approved as written. The motion to accept was made by Rick, with a 2<sup>nd</sup> by Matt. The motion carried

3. Discussion and or Action of the following items:

□ Financial Report

Tobacco Grant

We received the first deposit today. We have spent some funds from this grant on postage, the phone bill, the accountants David's paycheck, the grant writing training David attended and the hotel for Billy for GETAC. Ed Erp, John Neukom, Leita Poteet, Willie Code, and 2 employees from SJEMS and Wash Co EMS will be reimbursed for the Texas EMS Conference fees.

We have also received receipts for county money from some services who will be reimbursed. All services with money left to spend were sent e-mails so they know what they have left to spend.

All LPG recipients were urged to spend their LPG awards even if it is not what they really wanted the most. We will use the EMS County money to get the rest. Brenda stated that they could also use EMS project money.

Hypothermia project: The committee discussed how we would each service what they need to proceed. Kevin thinks we should use the EMS project money to get the hypothermia equipment to all services.

## EMS RAC

We have used funds from this source to pay part of David's paycheck and taxes. Also reimbursed David's hotel expenses from the Grant Writing course.

See spreadsheets

## Special Projects

There is a \$10.00 fee to Wells Fargo for each time they issue a check and we will cancel this service.

## Checks Signed

We signed checks reimbursing from the EMS County Grant and a check to the Accountants.

We discussed the check that was written to John Tuohy instead of BVRAC for 600.00 for overpayment over a period of time of federal taxes. John reimbursed BVRAC for this 600.00 payment. This was an error from HOTRAC. The money is all correct but the paper trail is confusing.

We will be meeting with the Accountants soon to reconcile the checking account. David has talked with them this week. David will give them the budget and contracts so they can align them in the same manner we do. We may need to look for an accountant service that is more versed in grant reconciling.

### ❑ Linda McGuill-COG management of OASPR

Linda McGuill discussed the EPR grant if overseen by the COG. She presented 2 examples for us to consider. We plan to ask HOTRAC what their plans are in relation to this grant. Doug reported that he was not sure what the HOTRAC plans are for this grant. The decision to let the grant come back to use lies with HOTRAC right now. Jerry Loden is still the acting Executive Director as they have not hired a new Executive Director yet. We should table until we have talked to HOTRAC. Billy & Brenda will talk with them Saturday.

### ❑ TETAF dues Increase

There is an increase plan and we would like some explanation about what the funds would be used for.

### ❑ Symposium Registration

We will activate the on line registration. We will have the same rates as last year, \$50.00 for non RAC members and \$25.00 for RAC members. The motion to leave the rates the

same as last year was made by Rick with a second from Matt. The motion carried. Brenda suggested survey monkey as a way to register. Rick made the motion to purchase survey monkey, with a second by Matt. The motion carried.

❑ Capnographer Distribution

Hill Top Lakes has turned in the Capnography machine they ordered. The committee discussed it and decided to use it for training for the region and for the disaster trailer. The motion was made by Matt with a second from Kevin. The motion carried.

❑ CPAP for new St. Joseph ED

SJRHC is requesting a CPAP fro their new ED. The grant closed so we need to find the money from elsewhere should we decide to do this. There was discussion of the wisdom is placing a CPAP patient into a freestanding ER without inpatient capabilities. The Physicians Center should be considered also but they don't meet requirements of attendance. Rick made a motion to table until the December meeting, with a second by Kevin. The motion carried.

❑ Christmas Party Budget

We discussed the BVRAC Christmas party. The motion to approve a budget for up to 1000.00 for meal, awards , decorations was made by Rick with a second by Matt. The motion carried.

#### 4. Chair Reports

❑ Acute Care

The Stemi Alert criteria was sent out recently. We will add transfer of STEMI and Stroke patients out of the RAC to the agenda fro the next meeting. Amy received an e-mail from AHA. They will give an update at the Cardiac Care committee. Amy will bring info back to us

❑ Hospital Care and Management

The all day meeting will re-scheduled.

❑ Education

The Education committee met and firmed up the schedule of presenters. The Stroke presentation was discussed and will be split between Dr Degioanni and Dr White. Dr Degioanni will talk on stroke care in a rural facility. Other speakers are Dr Greenberg, Dr Williams on advanced pre hosp care from Afghanistan and Dudley Wait. The Save the Date cards have been sent. If an entity registers five or more people, they will get one free

registration. They must register by their organization. We have two vendors signed up, Boundtree and Physio.

❑ Injury Prevention

We will bring Shawn Carter back next spring. Tina is working on setting this up.

❑ Systems QI

Dr Wilke stated that he was waiting on the spreadsheet. He would like the Advisory Board to meet right after the first of the year. The tracking form should have STEMI and Stroke patients transferred out of the RAC added to it. Dr Wilke brought up no Ophthalmology call in B/CS. Billy stated we need to pick dates for the meetings for 2010.

❑ Pre-hospital

Kevin did a survey monkey and compared regional stats to Amy's mission lifeline stats. Our Region looked good compared to the Texas Stats. Kevin would like to see what other RAC's look like. Amy will present to Cardiac Care Committee and challenge other RACs to see what their numbers are.

There will be an education needs assessment coming out soon.

❑ Disaster Committee

Doug handed out the new proposed budget. The categories were discussed. The radio frequency will change to 700 mgh by the end of Feb in Brazos and Washington counties.

Brenda discussed an upcoming Disaster Education in Dallas on 12-2-09. This course will help facilities meet the new Joint Commission disaster requirements. The cost is \$150.00.

## 5. Open Forum

The recipient of the BVRAC annual award has been decided and will be awarded at the next meeting.

EMS disposal of substances was discussed. Each entity should be in touch with their local DEA and share their policy

Billy asked that everyone please fill out and submit the Survey Monkey for advance education.

TETAF is meeting Saturday night in Fort Worth, We have submitted the names to TETAF for our representatives. There will be no division meetings.

The BVRAC hand sanitizer has arrived and will be distributed at the next meeting.

Rick announced that he was leaving CSMC and will be working at St David's Round Rock next month. He will step down from his RAC duties the last day of December. He asked that we contact Marie Craig for any issues concerning CSMC.

6. Adjourn

The meeting was adjourned at 12:05. The motion to adjourn was made by Rick, with a second by Amy. The motion carried.

Respectfully Submitted,

Wanda Wiktorik, RN

BVRAC Secretary