



**Brazos Valley Regional Advisory Council
Executive Board Meeting
Wednesday, September 23rd 2009
Brazos Valley COG, Admin Conference Room
9:00 AM – 12:00 PM**

**Call in Bridge if needed
Dial (641) 715-3630
Enter Code 299759#**

1. Call to order

The meeting was called to order at 0915.

Attending: Wanda Wiktorik - Secretary, Donna Gomez - EMS Committee, Bev Welch - Hospital Committee, Doug Chung - EPR, Amy Plotts - Acute Care Committee, Rick Moore - Vice Chair, Matt Rushing - Treasurer, David Rogers - Exec Director, Kevin Deramus - EMS Committee and Anne Verstraete - DSHS.

2. Approval of August Minutes

The minutes were reviewed and approved as written. The motion to approve was made by Amy with a second by Donna. The motion carried.

3. Discussion and or Action of the following items:

- ❑ FY 09-10 Budget Approval/\$10,000 more on TOBACCO grant/\$31,494 David passed out the proposed budget for 09-10 and the reports from 08-09 for review. All grants are now closed and all items have been ordered. The car seats are in and will be distributed. We need to submit reports once all checks clear. We actually got a little more Tobacco money so next year's budget has been revised. We added \$2000.00 to EMS Projects, \$2000.00 to Hospital Projects, \$2100.00 to travel allocation and the entire phone bill.

Falls County sent in receipts and proof of payment and they have been paid.

Special Projects- The data therm kits have been paid for (859.00) from the Special Projects fund.

The Stroke Prevention magnets for stroke awareness are in and will be disbursed today.

Shawn Carters hotel fee will be taken out of 2010 Injury Prevention fund.

The motion to accept the revised 09-10 Budget was made by Bev with a second by Kevin. The motion carried.

- ❑ more for H1N1 preparedness

We will spend the extra money on pedi vents and we are waiting on submission of requests from all facilities.

- ❑ Approval of Draft Employment Policy

This policy was reviewed by the Board. The motion to accept was made by Donna with a second by Wanda. The motion carried.

- ❑ Pre-travel Authorization form

The Pre-Travel authorization form was reviewed by the Board. The motion to accept was made by Wanda with a second by Bev. The motion carried.

- ❑ Next years meeting schedule

The Board decided to table this topic until General Session so we would have more input from others.

- ❑ Allocation of vents/cots/vital sign machines

The vents to be allocated were discussed. It was decided that they would be allocated as follows:

Trinity Medical Center

4

| | |
|--------------------------------|----|
| The Physicians Center | 1 |
| College Station Medical Center | 4 |
| St Joseph System | 16 |

The motion to approve was made by Matt with a second by Bev. The motion carried.

Cots

The cots will be allocated as follows:

| | |
|--------------------------------|-----------------------|
| Trinity Medical Center | 50 |
| College Station Medical Center | 40 |
| St Josephs System | 125 |
| The Physician Center | has not requested yet |

The motion was made by Amy with a second by Kevin. The motion carried

Vital sign machines, we have 50

The vital sign machines will be allocated as follows:

| | |
|--------------------------------|----|
| Trinity Medical Center | 10 |
| College Station Medical Center | 4 |
| St Josephs Regional | 18 |
| The Physicians Center | 2 |
| Grimes St Josephs | 7 |
| Madison St Josephs | 3 |
| Burleson St Josephs | 6 |

The motion was made by Bev with a second by Rick. The motion carried.

Car seat disbursement

| | Convertible | Combination |
|---------|-------------|-------------|
| The Med | 4 | 0 |
| Trinity | 4 | 3 |

| | | |
|----------|---|---|
| SJR | 5 | 3 |
| Grimes | 1 | 3 |
| Madison | 1 | 3 |
| TPC | 0 | 0 |
| Burleson | 1 | 3 |

The motion to approve was made by Rick with a second by Donna. The motion carried. A suggestion was made to draft a letter to all facilities to accompany the arrival of the items and that pictures be taken for the website.

❑ Community Foundation Grant

There is \$1000.00 available for regional activity. Rick suggested we do an ad backing the grass roots effort for the Red Light Camera Running Program. The motion was made by Rick with a second by Bev. The motion carried.

4. Chair Reports

❑ Acute Care

Amy reported that we had not heard back from the Foundation that is reviewing our plans for Acute MI. She submitted data to them.

The STEMI Alert protocol for pre hospital providers is being developed. This protocol will also target Strokes. There will be a Conference Call soon to complete this protocol.

The State STEMI conference will be held next Friday in Bastrop. Amy will be submitting expenses for reimbursement.

The Stroke Symposium was held last Monday and was a great success. It was very well attended. There will be a letter from DSHS out soon addressing the level 3 Stroke application.

The Stroke Awareness magnets will be disbursed to each facility. There are English and Spanish magnets and each facility will get 500 magnets.

We plan to bring Marta Cortez here in May for a community presentation in Spanish.

Rick stated that his facility has named a Stroke Coordinator and will be pursuing Stroke Designation.

❑ Hospital Care and Management

Bev stated that the previously arranged Conference Call for this committee had to be cancelled and she will be re-scheduling the call soon. She discussed the need for regional TNCC courses. She will set up a meeting with all of the teachers in the Region. She also wants to get ENPC classes started but we will have to certify instructors first.

❑ Education

Rick discussed support of the Red Light Camera project. He has draft resolution and wanted support from the RAC. He is working on a full page Ad to air in mid October. The motion to support was made by Rick with a second from Bev. The motion carried.

Rick asked David to assist him in finding a location for the Symposium in march. David will contact some large churches. Billy Rice has asked for a timeline for the symposium.

❑ Injury Prevention

Tina could not be here today but she e-mailed the itinerary for Shawn Carter's speaking sessions.

❑ Systems QI

No report

❑ Pre-hospital

Kevin stated that this committee had completed 4 of 5 of the short term goals that were developed. This committee will develop more short term goals and present at General Session next month.

They are working on the STEMI Alert program addressing pre-hospital providers at this time. Washington County EMS has started a research project on CPAP that they hope to make region wide.

Kevin stated that the committee also wanted to update the bypass protocols and would need to know what things hospitals in the Region could not handle. Kevin will send out a survey monkey to gather this data.

Bev suggested that he also look at SIRS which requires pre hospital starting of fluid resuscitation. Bev shared the signs which included hypotension, tachycardia and signs/symptoms of infection.

□ Disaster Committee

Doug reported that Christine Reeves had left her position and is no longer affiliated with the HOTRAC or BVRAC. Doug will be our representative and will be supplying us with financial reports frequently. Jerry Loden is the Interim Director for the HOTRAC. Bev suggested that the EPR contact be reviewed. Kevin suggested we have the COG apply for and administer the grant next year. Another option is mentoring our ED to administer the grant next year when it comes up for application.

5. Open Forum

Oct 13, 2009 is the Open House for the new St Josephs facility. Invitations will be sent out.

Brian Brumfield is available to come out to each facility and show what WebEOC can now do. Facilities should contact Brian to set up an appointment.

David asked that we schedule an appointment with him to come and pick up the items to be allocated.

The motion to adjourn was made by Amy with a second by Kevin. The motion carried and the meeting was adjourned at 1215.

Respectfully Submitted,

Wanda Wiktorik
BVRAC Secretary

