



**Brazos Valley Regional Advisory Council
Executive Board Meeting
Wednesday July 22, 2009
Washington County EMS, Brenham
10:00 AM - Noon**

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

1. Call to order

The meeting was called to order at 1010. Attending were Brenda Putz, Wanda Wiktorik, Tina Taylor, Kevin Deramus, John Tuohy and by conference call Rick Moore, Bev Welch and Amy Plotts.

2. Approval of June Minutes

The minutes were approved as written with a motion by Rick and a second by Amy. The motion carried.

3. Discussion and or Action of the following items:

□ FY 08-09 Grant Closures

i. EMS/Tobacco Re-Allocation

Tobacco money left, about 3000.00. John went over the money we have left to spend. We have bought a projector for the RAC. Rick suggested a laptop to stay with the projector and a screen. We could also spend money for more education. We actually have about 7000.00 to spend. Amy wants to do some PSA's on stroke and cardiac to spend her money. So that would leave us with 6200.00. John suggested we save back 1500.00 for A&M for an AED or whatever they need. Rick discussed educational opportunities available in August. Brenda has a new laptop that can be used to accompany the projector. Kevin suggested that we sponsor EMS personnel to go to Conference. That would need to go into next years

budget. Brenda suggested we buy car-seats for newborns. Rick stated that they had a need for preemie seats. Each TC will speak with their labor & delivery contact. That would leave about 1500.00 to be spent for education.

□ FY 09-10 Budget

John presented a tentative budget.

i. ED Salary

We have spent most of our allowable funds on the ED salary. We can use program money as long as time sheets are done. See proposed budget. We need to consider the travel expenses for TETAF and various other meetings. There was discussion about those TETAF and GEATC representatives actually attending their respective meetings. Tina suggested a pathway to let people know what is expected of them. Every RAC needs to send in the representatives to TETAF. We discussed developing a per diem. Rick suggested educating administration of the benefits so they would be more apt to allow the employees to attend as needed. Brenda suggested Rick develop a brochure for educational purposes. Participating will be Donna, Kevin, Tina and Brenda.

ii. Admin Cost (Cell Phones, Travel, COG Lease)

Brenda suggested that we keep a certain amount of cash up to 25,000.00 for operating expenses that is not allocated to a grant. This way we would not ever be without funds.

We discussed decreasing the things we spent money for this past year. We discussed the cell phone issue. Wanda was asked to pay her own cell phone bill once her contract expires. Brenda's contract expires in November, but Wanda's and the ED have a while before they expire. We discussed providing a monthly stipend instead of paying the bill. John will look into buying out of the contract or transferring contract to your personal bill.

We discussed keeping the BVRAC office at the COG. The motion to keep the current office space was made by Donna with a second by Rick. The motion carried.

- ❑ Executive Director Resume Review/Interview Scheduling
We have received several resumes. Brenda will confer with Billy Rice and set up interviews after the resumes have been screened for appropriateness.

- ❑ Approval of FY 09-10 Grant Contracts
We are waiting on new Tobacco deposit. Billy signed the EMS RAC grant and it was mailed. The EMS County grant has also been signed and we are waiting on the deposit. The LPG grant is still being reviewed at DSHS

- ❑ EMS Ventilator Loans from Regional Cache
We discussed the Auto Vents in the Regional Cache. Several of the EMS Services could utilize these vents and would also be able to do the preventative maintenance. We have 35 vents and there are 17 911 services. We could do a permanent loan to the 911 services and they would be responsible for the PM and replacement if they became non-functional. Kevin made the motion to do a permanent loan to disburse up to one auto vent out to each 911 service with a second by Donna. The motion carried. John will discuss the PM on the remaining vents with Christine to see if EPR could pay for it.

- ❑ Physicians Advisory Committee
The initial meeting of the Physicians Advisory Committee met last week. It was a good meeting with direction. The first meeting inviting all Medical Directors from EMS and hospitals as well as the ED Physicians will be scheduled soon. A voting member board will be developed as well as committee structure bylaws

- ❑ Approval of TETAF Fee and appointment of Representatives
John has the new TETAF packet. He will be sending a check for \$2000.00 for dues which will cover us through this year. A new formula will be developed for 201, which may be population based. Rick made the motion to pay the \$2000.00 fee for 2009 with a second by Wanda. The motion carried. We will discuss the TETAF committee representatives at the next meeting.

4. Chair Reports

- ❑ Acute Care

The Stroke Symposium will be held 9-14-09 in Waco at Providence Hospital. The brochures will be going out soon.

- ❑ Hospital Care and Management

No report

- ❑ Education

This committee will have a meeting this afternoon

- ❑ Injury Prevention

PSA's continue. Underage driving was suggested as a topic as there have been a few crashes involving underage drivers.

- ❑ Systems QI

Dr Wilke could not attend due to illness

- ❑ Pre-hospital

Kevin stated that the Hypothermia Program has been fully implemented in Washington County and they have had one patient. There have been some issues with the adaptors for the kits. Bev reported that there was a CEU article in the Nursing Management magazine this month.

5. Open Forum

No discussion

6. Adjourn

The meeting adjourned at 1205 with a motion by Amy and a second from Kevin.

Respectfully Submitted,

Wanda Wiktorik
BVRAC Secretary

