



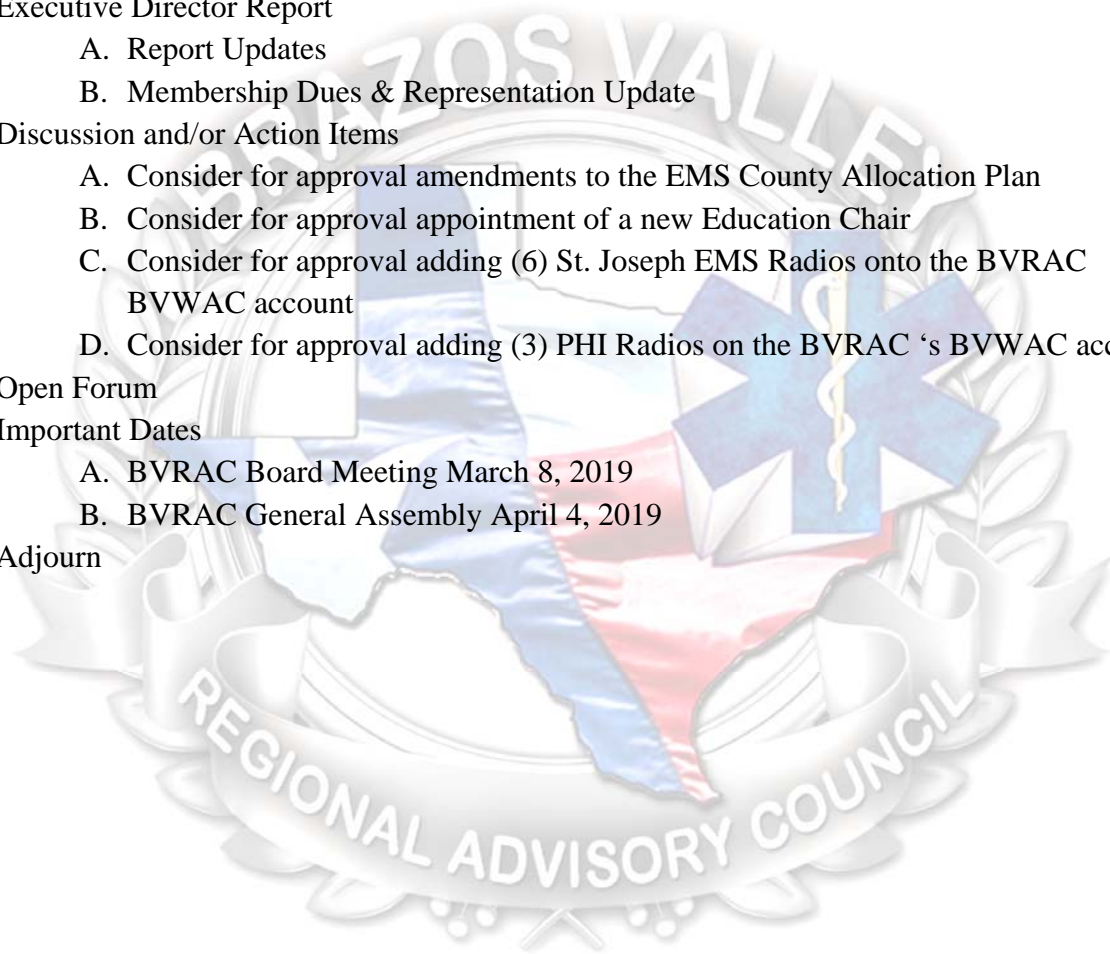
**Brazos Valley Regional Advisory Council
Board of Directors Meeting
February 7, 2019**

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AGENDA

**Brazos Valley Regional Advisory Council
Board of Directors Meeting**
0900 February 7, 2018
CENTER FOR REGIONAL SERVICES BUILDING
3991 E. 29TH ST. BRYAN TX

- I. Call to Order
- II. Introductions
- III. Approval of Board of Director's January 11, 2019 Meeting Minutes
- IV. Financial Report
- V. Executive Director Report
 - A. Report Updates
 - B. Membership Dues & Representation Update
- VI. Discussion and/or Action Items
 - A. Consider for approval amendments to the EMS County Allocation Plan
 - B. Consider for approval appointment of a new Education Chair
 - C. Consider for approval adding (6) St. Joseph EMS Radios onto the BVRAC BVWAC account
 - D. Consider for approval adding (3) PHI Radios on the BVRAC 's BVWAC account
- VII. Open Forum
- VIII. Important Dates
 - A. BVRAC Board Meeting March 8, 2019
 - B. BVRAC General Assembly April 4, 2019
- IX. Adjourn



Minutes
 Brazos Valley Regional Advisory Council
Board of Directors Meeting
 1000 January 11, 2019
 Brazos Valley Council of Governments Building
 3991 E. 29th Street, Bryan, Texas 77802

Members Present

<u>Position</u>	<u>Board Member</u>	<u>Agency</u>	<u>Absent/ Present</u>
Chair	Billy Rice	CHI St. Joseph Health EMS	Present
Vice Chair	Amanda Lugar	CAPROCK	Present
Secretary	Brandy LaPaglia	CHI St. Joseph Health Regional	Present
Treasurer			
Injury Prevention	Ashley Johse	College Station Medical Center	Present
Stroke	Rebecca Hickman	CHI St. Joseph Health Regional	Absent
Education	Patti Parks	Baylor Scott & White-Brenham	Present
Hospital & Acute Care	Erin Gaas	CHI St. Joseph Health Regional	Present
Systems QI / Physician's Advisory	Dr. Vincent Ohaju	CHI St. Joseph Health Regional	Present
DEPC/BVHCC*	Cory Matthews	Bryan Fire Department	Present
Pre-Hospital	Kevin Deramus	Washington County EMS	Absent
Perinatal	Dr. Reddy	CHI St. Joseph Health Regional	Absent
Perinatal	Dr. Daniel Dawson	CHI St. Joseph Health Regional	Absent
EMC at Large	Bryan Ruemke	Washington County OEM	Present

Staff Present

<u>Position</u>	<u>Name</u>	<u>Agency</u>	<u>Absent/ Present</u>
Program Manager	Roger Sheridan	BVCOG	Present
Planner	Rebecca Hill	BVCOG	Present

Guest Present

<u>Position</u>	<u>Name</u>	<u>Agency</u>	<u>Absent/ Present</u>

- I. **Call to Order** – The meeting was called to order at 10:02 A.M. by Mr. Rice
- II. **Introductions** – No introductions required.
- III. **Approval of November 9, 2018 Meeting Minutes** – Mr. Ruemke motioned to approve the November 9, 2018 meeting minutes. Ms. Johse seconded; motion carried.
- IV. **Financial Report** – Mr. Sheridan presented the November and December financial reports as referenced in the Board of Directors packet on pages 7-24. In the December report (pages 15-24), the only new item beside staff salary is reimbursement for staff travel to cover Ms. LaPaglia and Ms. Ponzio's travel to meetings and EMS conference. In the unrestricted account, BVRAC has received 100% reimbursement of \$7,502.22 for the BVWACs radio invoices. This is the first time that all invoices have been paid within a couple of months of being requested. There are two items that did not get added to the check register on page 16,

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which include Ms. LaPaglia's travel reimbursement and Robertson County EMS' reimbursement request for EMS County.

Ms. Parks motioned to approve the financial report as presented. Mr. Matthews seconded; motion carried.

V. Executive Directors Report

- A.** Agency Representation Forms and Membership Dues Update – Agency representation forms have started coming in after the last email reminder. There are several EMS agencies, which include Allegiance, City Ambulance and Midwest Medical, which are not expected to submit their forms or dues. Notices have been sent out to all agencies several times. Signature Care is a new agency that will be added to the list once their form and dues are received. One of the discussion items for this meeting is to drop those who cannot send in information by the end of the month.
- B.** EMS RAC Reports – All quarterly reports have been submitted. They are financial reports for the first and second quarter. Narrative financial report is due by the end of this month that is the minute highlights for the last few months.
- C.** EMS County Report – Washington County, Bryan Fire Department and Robertson County are the only agencies that have submitted a complete request.
- D.** Stroke Review Course – Class is on the 17th. Pre-travel form for instructor needs to be signed by a couple of officers.

VI. Discussion/Action Items –

- A. Consider for approval removing agencies/organizations from membership who have not submitted representation forms** – Agencies will be taken off the membership as of January 31, 2019 if forms are not submitted. Mr. Matthews agreed that representation forms should be easy to get in on time but that some consideration should be given for the dues payments since the payment process for some agencies can be tedious.

Motion approved by all members present.

- B. Consider for approval reallocating Allegiance's EMS County allocations to other Leon County EMS providers if no usage response by January 31, 2019** – Allegiance is owned by three different companies. If any of those companies participate in RAC meetings, they are eligible for funding. They submitted a request for reimbursement that was incorrect and lacking appropriate documentation. Several requests have been sent for correct information and no response has been

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given. Mr. Sheridan confirmed with the state that their allotment can be reallocated to other agencies within the county.

Mr. Matthews made a motion to reallocate the funds if no responses is received by January 31st. Ms. Lugar seconded; motion carried.

VII. Committee Reports

- A.** Education – The Stroke Review Course is ready to go next Thursday and Friday here at BVCOG. There are 26 or 27 people that have signed up. Mr. Sheridan said that 30 meals will be ordered for both days and if the number needs to be increased, BVCOG has to know by noon on Monday, January 14th. Mr. Rice shared a concern over not knowing the content of the training for the stroke review class. There are issues with getting patients assessed and triaged properly in stroke patients and he is concerned the instructor will confuse some people.

Ms. Hickman wants to meet soon and work on the Stroke Symposium in May. Plan to include sepsis as well as stroke and cardiovascular.

- B.** Pre-Hospital – No report

- C.** Hospital Care and Management / Acute Care – Ms. Gaas asked if there was any outcome to the mental health data that was sent. Ms. Lugar said that there was a lack of response and the issue was dropped but would like to try again. Joint Commission has a rule that goes into effect on July 1, 2019 which increases the standards for suicide and mental health from three to seven. She wants to review this data and continue collecting.

Ms. Gaas also asked which facilities have moved to a one hour sepsis bundle from a three hour.

Ms. Gaas also wants to get with Mr. Deramus on rescue pumps and get data on what is happening with those. Ms. Parks shared that her staff had not had a lot of success with them.

- D.** Stroke – Ms. Parks shared the updates during the Education update. Mr. Rice said that Ms. Hickman wants a new stroke criteria for the region. The current regional protocol is old and dated. The one that gets credited as the regional protocol is actual CHI St. Joseph Regional.

- E.** System QI / Physicians Advisory – No updates.

- F.** Injury Prevention – Ms. Johse shared that several people have come to request to use the kit and have checked it out and given her the sign in sheets. Mr. Rice said that

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the committee should look at getting some more kits but they are \$2,000. Board members present discussed the idea of putting kits together as a group from extra supplies.

Mr. Sheridan said that Agrilife is asking for money for infant seats at local ERs for parents who do not have seats to take their baby home. Mr. Sheridan will bring the request with the number of seats to be purchased to the February meeting.

- G.** Disaster / Emergency Preparedness – The Brazos Valley Health Care Coalition held a brief meeting during this time to ensure meeting requirements are met.
- H.** Perinatal – No report. Mr. Rice shared that they have had a major problem ventilating children under three but it has been solved. They can do a few modifications to the same ventilator that is on the helicopter.

VIII. Open Forum –

- A.** Ms. LaPaglia gave an update on the TETAF meeting in San Antonio. TETAF voted in new board members and most had already been serving. There is a lot of activity in the legislature but it is still vague due to the session just starting. The group discussed the issue of whole blood being given to patients prior to arrival at a hospital and discussed the benefits of doing so. Mr. Rice shared that the aircraft in the San Antonio RAC are required to carry whole blood if they are responding to a call in the RAC. The concern is that aircraft that never carried blood before are now required to and those that had carried different blood products before were not allowed to. The RAC presented the great results to doing this to the group and compared the results to patients receiving whole blood versus those that did not receive any blood, not including those who received some kind of blood product. Mr. Rice is concerned that it is gaining momentum and it is not proven that it really improves outcome.
- B.** Mr. Rice has appointed Ms. Parks to be the Treasurer for the Board. It will go before the General Assembly in February for approval.

IX. Important Dates

- A. BVRAC Board & General Assembly Meeting February 7, 2018**

- X. Adjourn – Meeting adjourned at 10:54.**

BVRAC FY 19 EXPENDITURES 9-1-18 to 1-31-19

	TOBACCO (FUND 8072 - \$60,316)									EMS RAC (FUND 8073 - \$22,629)	COUNTY (FUND 8074)	UNRESTRICTED FUNDS (FUND 8001)							
	8072	8072	8072	8072	8072	8072	8072	8072	TOTAL 8072			Total 8073	Total 8074	8001	8001	8001	8001	8001	TOTAL UNRES. 8001
	NOT APPLICABLE	EDUCATION	INJURY PREVENTION	STROKE SYMPOSIUM	BOARD TRAVEL	GETAC TRAVEL	STAFF TRAVEL	PRE HOSPITAL COMMITTEE				NOT APPLICABLE	COUNTY FUNDS	NOT APPLICABLE	MANAGEMENT COMMITTEE	EDUCATION	STROKE SYMPOSIUM	PALS / ACLS	52,662.52
	9999	8001	8004	8016	8017	8018	8019	8022	TOTAL			9999	8005-8011	9999	8023	8001	8016	8014	TOTAL
REVENUES																			
State Grant Revenue (4211)	15,079.00																		
Other Revenue (4251)		-	-	-	-	-	-	-	-										
TOTAL REVENUES	\$ 15,079.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,079.00			\$ 7,150.00	\$ -	\$ -	\$ -	\$ -	\$ -	
													\$ 7,502.22	\$ -	\$ -	\$ -	\$ -	\$ -	
													\$ 14,652.22	\$ -	\$ -	\$ -	\$ -	\$ 14,652.22	
EXPENDITURES																			
Salaries (5110)	6,558.15																		
Fringes (5151-5152, 5180, 5182-5183, 5192, 5194)	1,277.56																		
3rd Party ISF (5645-5647, 5918, 6150, 6153)										2,370.05									
Fixed ISF (5411,5643,5644)										1,005.42									
Travel (5310)	106.75	2,025.92						370.93											
Training (5798)		450.00																	
Prof Fees (5215)																			
Supplies (5510)																			
Phone (5648)										607.84									
Insurance (5771)																			
Membership Dues (5790)																			
Other (5791, 5762, 5950)																			
Pass Thru (6178)																			
Outreach (5722)																			
TOTAL EXPENDITURES	\$ 7,942.46	\$ 2,475.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 370.93	\$ -	\$ 10,789.31	\$ 3,983.31	\$ 12,478.00	\$ -	\$ 8,517.19	\$ 399.10	\$ -	\$ -	\$ 8,916.29	
NET INCOME (LOSS)	7,136.54	(2,475.92)	-	-	-	-	-	-	-	4,289.69	(3,983.31)	(12,478.00)	14,652.22	(8,517.19)	(399.10)	-	-	5,735.93	
BUDGET	33,316	10,000	8,000	2,000	1,000	4,500		1,500	10,789	22,629	61,889	-	-	-	-	-	-	-	
TOTAL EXPENSES FROM ABOVE	\$ (7,942)	\$ (2,476)	\$ -	\$ -	\$ -	\$ -	\$ (371)	\$ -	\$ (10,789)	\$ (3,983)	\$ (12,478)	\$ -	\$ (8,517)	\$ (399)	\$ -	\$ -	\$ -	\$ -	
TOTAL NET REMAINING	\$ 25,374	\$ 7,524	\$ 8,000	\$ 2,000	\$ 1,000	\$ 4,500	\$ (371)	\$ 1,500	\$ 49,527	\$ 18,646	\$ 49,411	\$ -	\$ (8,517)	\$ (399)	\$ -	\$ -	\$ -	\$ -	
PENDING CHECK REQUESTS																			
TOTAL REMAINING AFTER PENDING REQUESTS									\$ 49,527	\$ 18,646	\$ 49,411								

Brazos Valley Council of Governments

Statement of Revenue & Expenditures - Unposted Transactions Included In Report
8001 - Brazos Valley Regional Advisory Committee Unrestricted
From 10/1/2018 Through 2/5/2019

		<u>Current Quarter Expenses</u>
Revenue		
Other Revenue	4251	7,502.22
Annual Membership Dues	4511	7,150.00
Total Revenue		<u>14,652.22</u>
Expense		
Other Expense	5791	1,015.00
Training and Meeting Expense	5798	399.10
Total Expense		<u>1,414.10</u>
Net Revenue (Expense)		<u>13,238.12</u>

Brazos Valley Council of Governments

Statement of Revenue & Expenditures - Unposted Transactions Included In Report

8072 - FY19 TOBACCO RAC HHS000124600006 \$60,316

From 10/1/2018 Through 2/5/2019

		<u>Current Quarter Expenses</u>
Revenue		
State Grant Revenue	4211	15,079.00
Total Revenue		<u>15,079.00</u>
Expense		
Salaries	5110	6,558.15
Payroll Taxes FICA	5151	386.23
Payroll Taxes Medicare	5152	90.33
TCDRS Retirement	5180	416.71
Contribution Expense		
Dental Insurance (JP)	5182	1.81
Vision Insurance (Vision Care)	5183	4.96
Hospitalization	5192	352.75
Term Life Insurance	5194	24.77
Travel	5310	2,503.60
Training and Meeting Expense	5798	450.00
Total Expense		<u>10,789.31</u>
Net Revenue (Expense)		<u>4,289.69</u>

Brazos Valley Council of Governments

Statement of Revenue & Expenditures - Unposted Transactions Included In Report

8073 - FY19 EMS RAC HHS000124600006 - \$22,629

From 10/1/2018 Through 2/5/2019

Current Quarter Expenses

Expense		
Space Costs	5411	409.77
Third Party R.I.P.	5643	196.68
Third Party System Admin	5644	398.97
Third Party Copy/Fax	5645	9.25
Third Party Accounting Service	5646	1,995.79
Third Party Postage	5647	30.19
Third Party Telephone	5648	607.84
Third Party Indirect	5918	334.82
Total Expense		<u>3,983.31</u>
Net Revenue (Expense)		<u>(3,983.31)</u>

Brazos Valley Council of Governments

Statement of Revenue & Expenditures - Unposted Transactions Included In Report

8074 - FY19 COUNTY FUNDS HHS000124600006 - \$61,889

From 10/1/2018 Through 2/5/2019

		<u>Current Quarter Expenses</u>
Expense		
Supplies	5510	<u>12,478.00</u>
Total Expense		<u>12,478.00</u>
Net Revenue (Expense)		<u>(12,478.00)</u>

Brazos Valley Council of Governments
 Check/Voucher Register - BVRAC Unrestricted Ck Reg
 From 10/1/2018 Through 2/5/2019

Check Number	Document Date	Effective Date	Name	Check Amount	Transaction Description
124994	10/10/2018	10/10/2018	SECRETARY OF STATE	15.00	SOS Directory Address Change
125005	10/10/2018	10/10/2018	WASHINGTON COUNTY	7,502.19	BVRAC BVWACS Radios for DEPC (15), SJEMS (3), & S&W CS (4)
125007	10/10/2018	10/10/2018	WASHINGTON COUNTY EMS	7,602.00	EMS County Grant HHS000124600006 Reimbursement
125401	12/12/2018	12/12/2018	AMY PONZIO	966.56	Attended GETAC/EMS Conference in Fort Worth (11/16-20/18)
125417	12/12/2018	12/12/2018	BOUND TREE MEDICAL LLC	2,811.00	For EMS/County Grant HHS000124600006-Medical Supplies
125461	12/12/2018	12/12/2018	VERIZON WIRELESS	151.96	VERIZON BILLING CYCLE 10/26/18 - 11/25/18
125525	12/19/2018	12/19/2018	PATTILLO, BROWN & HILL, L.L.P.	1,000.00	Form 990-Return of Organization Exempt from Income Tax-2017
125572	1/3/2019	1/3/2019	BRANDY NICOLE LAPAGLIA	370.93	TETAF Annual Meeting & RAC Development-San Antonio-12/13-14
125595	1/3/2019	1/3/2019	KATHERINE FAULK	882.31	Texas EMS Conference-Fort Worth-November 18-21, 2018
125598	1/3/2019	1/3/2019	MARCUS TUREK	627.05	Texas EMS Conference-Fort Worth-November 18-21, 2018
125602	1/3/2019	1/3/2019	ROBERTSON COUNTY EMS	9,667.00	EMS County Grant HHS000124600006
125671	1/9/2019	1/9/2019	VERIZON WIRELESS	151.96	VERIZON ACCT # 320449593-0001 CYCLE 11/26/18 - 12/25/18
125805	1/30/2019	1/30/2019	CHI ST. JOSEPH HEALTH	500.00	REIMB. FOR DUPLICATE PAYMENT FOR BVRAC DUES
125820	1/30/2019	1/30/2019	JASON'S DELI	399.10	Box Lunches for Stroke Certification Review Class
EFT110...	11/7/2018	11/7/2018	ROGER SHERIDAN	<u>106.75</u>	Attended Preparedness Symposium in Galveston-10/23-26,2018
Report Total				<u>32,753.81</u>	

AGENCY MEMBERSHIP DUES AND FORMS 2019

1.22.19

<i>ENTITY</i>	<i>Date Paid</i>	<i>Pymt</i>	<i>Paid Y/N</i>	<i>Rep Form Y/N</i>	<i>Received</i>
<i>Hospitals</i>					
Baylor Scott & White Brenham	11/7/2018	\$500.00	Y	Y	11/14/2018
Baylor Scott & White College Station	12/28/2018	\$500.00	Y	Y	1/3/2019
CAPROCK	10/31/2018	\$500.00	Y	Y	10/23/2018
CHI St Joseph Health Regional Hospital	10/23/2018	\$500.00	Y	Y	1/7/2019
CHI St. Joseph Health Burseson Hospital	10/26/2018	\$500.00	Y	Y	10/10/2018
CHI St. Joseph Health Grimes Hospital	10/23/2018	\$500.00	Y	Y	10/9/2018
CHI St. Joseph Health Madison Hospital	10/23/2018	\$500.00	Y	Y	10/5/2018
College Station Medical Center	10/16/2018	\$500.00	Y	Y	11/8/2018
Healthsouth Rehabilitation Hospital	1/15/2019	\$500.00	Y	Y	10/23/2018
The Physicians Centre	10/15/2018	\$500.00	Y	Y	12/4/2018
<i>EMS Agencies</i>					
Allegiance Mobile Health					
Bryan Fire Department	1/10/2019	\$250.00	Y	Y	12/3/2018
City Ambulance					
College Station Fire Department	12/4/2018	\$250.00	Y	Y	11/21/2018
Hilltop Lakes VFD	11/27/2018	\$250.00	Y	Y	10/29/2018
Jewett EMS				Y	1/8/2019
Midwest Medical					
PHI, Inc				Y	1/4/2019
Robertson County EMS	10/19/2018	\$250.00	Y	Y	12/13/2018
St. Joseph EMS	1/10/2019	\$250.00	Y	Y	1/30/2019
Texas A&M University EMS	1/10/2019	\$250.00	Y	Y	12/13/2018
Washington County EMS	12/20/2018	\$250.00	Y	Y	1/3/2019
<i>FRO's/ Other Institutions</i>					
Brazos County Health Department	10/23/2018	\$50.00	Y	Y	1/3/2019
Washington County First Responders	10/19/2018	\$50.00	Y	Y	1/8/2019
Washington County OEM	11/27/2018	\$50.00	Y	Y	11/8/2018
<i>Colleges</i>					
Blinn College EMS Program				y	1/8/2019

DISTRIBUTION PLAN
EMS/COUNTY

Date Completed:	2.7.19	Person Completing Form:	Roger Sheridan
Grantee Name:	Brazos Valley Reginal Advisory Council		
Grantee Address:	3991 East 29th St		
	Bryan, TX 77802		
Phone Number:	979.595.2800	Contract No.:	HHS000124600006
Contract Year:	FY2018	Contract Term:	5/01/2018 - 08/31/2019

Provider Receiving Funds	County	Amount of Funding to EMS Provider
Bryan Fire Department	Brazos	\$2,811
College Station Fire Department	Brazos	\$2,811
CHI St. Joseph regional Health Center EMS	Brazos	\$2,811
Texas A&M University EMS	Brazos	\$2,811
CHI St. Joseph Regional Health Center EMS	Burleson	\$7,492
CHI St. Joseph Regional Health Center EMS	Grimes	\$9,081
Hilltop Lakes VFD	Leon	\$5,742
Allegiance Ambulance	Leon	\$0
Jewett EMS	Leon	\$5,743
CHI St. Joseph EMS	Madison County	\$5,321
Robertson County EMS	Robertson County	\$9,667
Washington County EMS	Washington County	\$7,602
		\$0
		\$0
		\$0
		\$0
Brazos & Jewett-rounding errors: reduce by .50		\$0
Hilltop Lakes add .50		\$0
		\$0
PAGE TWO TOTAL		\$0
TOTAL		\$61,889

Brazos Valley Regional Advisory Council 2019

1.25.19

Board of Directors Participation

	Board Members	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	Total Attended
1	Billy Rice Chair	X	X		X												
2	Amanda Lugar Vice Chair		X		X												
3	Brandy LaPaglia Secretary	X	X		X												
4	Amy Ponzio Treasurer	X	X														
1	Cory Matthews DEPC	X	X		X												
2	Patti Parks Education	X	X		X												
3	Dr. Vincent Ohaju Systems/ QI/PA				X												
4	Ashley Johse Injury Prevention	X	X		X												
5	Kevin Deramus Pre- Hospital	X	X														
6	Erin Gaas Hospital/Acute Care	X	X		X												
7	Rebecca Hickman Stroke	X															
8	Bryan Ruemke EMC at Large	X	X		X												
9	Dr. Geddie Perinatal																
10	Dr. Ransom Perinatal		X														
	Roger Sheridan Public Safety Manager	X	X		X												
				Pres. Bush Funeral													

X= Attended meeting.

**= Call In

New Appoinments

O= Substitution

— No meeting

?= Absent