



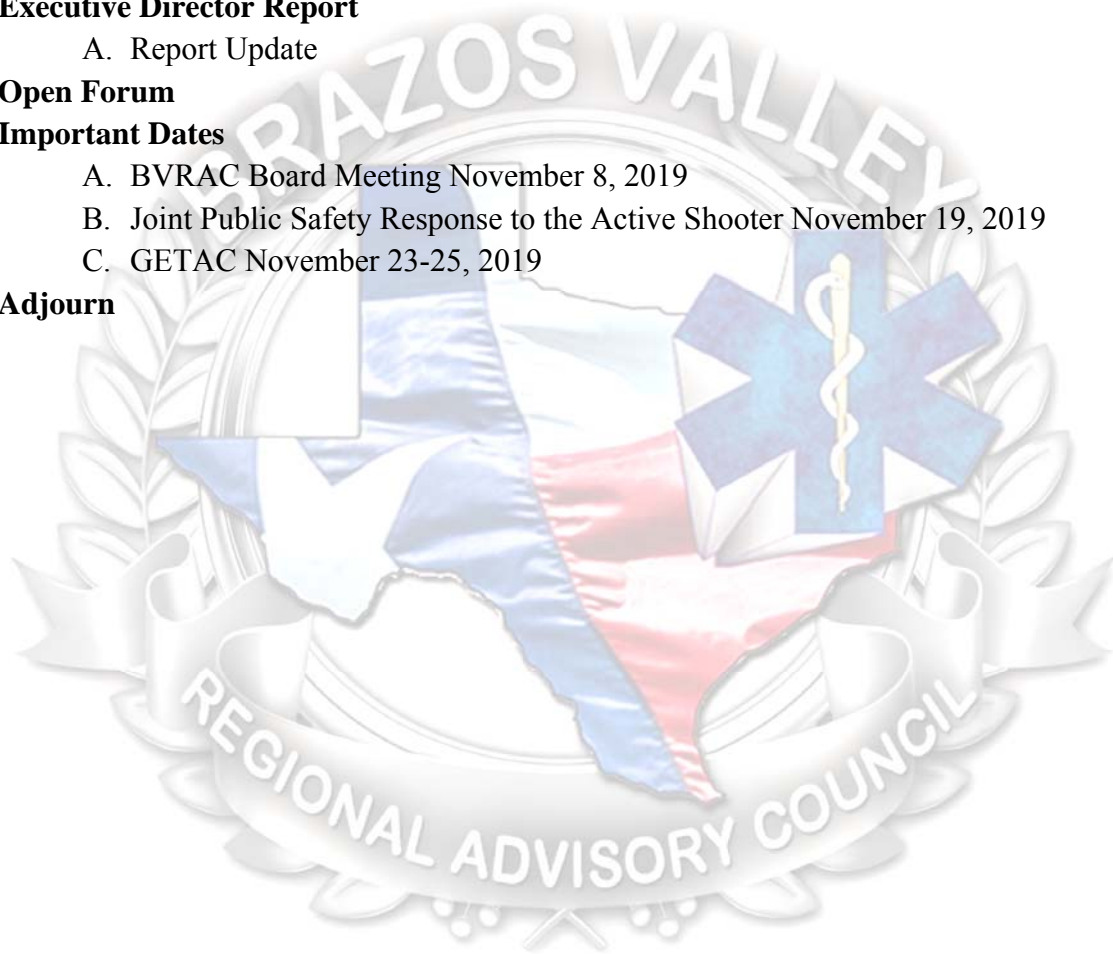
**Brazos Valley Regional Advisory Council  
Board of Directors Meeting  
October 3, 2019**

<b>Agenda</b>	<b>1</b>
<b>September 13, 2019 BOD Meeting Minutes</b>	<b>2-6</b>
<b>Financials</b>	<b>7-8</b>
<b>Board of Directors Participation Tracker 2019</b>	<b>9</b>

# AGENDA

**Brazos Valley Regional Advisory Council  
Board of Directors Meeting**  
0900 October 3, 2019  
CENTER FOR REGIONAL SERVICES BUILDING  
3991 E. 29<sup>TH</sup> ST. BRYAN TX

- I. Call to Order**
- II. Introductions**
- III. Approval of Board of Director's September 13, 2019 Meeting Minutes**
- IV. Financial Report**
- V. Executive Director Report**
  - A. Report Update
- VI. Open Forum**
- VII. Important Dates**
  - A. BVRAC Board Meeting November 8, 2019
  - B. Joint Public Safety Response to the Active Shooter November 19, 2019
  - C. GETAC November 23-25, 2019
- VIII. Adjourn**



**Minutes**  
 Brazos Valley Regional Advisory Council  
**Board of Directors Meeting**  
 1000 September 13, 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	Patti Parks	Baylor Scott & White-Brenham	Absent
Injury Prevention	Ashley Johse	CHI St Joseph Health – CS	Present
Stroke	Rebecca Hickman	CHI St. Joseph Health Regional	Present
Education	Ashley Kopech	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	Absent
DEPC/BVHCC	Cory Matthews	Bryan Fire Department	Present
Pre-Hospital	Kevin Deramus	Washington County EMS	Absent
Perinatal	Dr. Daniel Dawson	CHI St. Joseph Health Regional	Absent
EMC at Large	Bryan Ruemke	Washington County OEM	Present

\*called in

**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>
Stroke Vice Chair	Amy Jackson	CHI St Joseph Regional	Present
	Lori Lagrove	CHI St Joseph EMS	Present

- I. Call to Order** – The meeting was called to order at 10:22 A.M. by Mr. Rice
- II. Introductions** – All members introduced themselves.
- III. Approval of August 1, 2019 Meeting Minutes** – Ms. Hickman motioned to approve the August 1, 2019 meeting minutes. Mr. Matthews seconded; motion carried.
- IV. Financial Report** – Mr. Sheridan directed the board's attention to pages 5 – 28 of the packet to review the financial report. FY19 is fully expended on all items. Not all receipts and purchases have hit the system yet so that is why there is a balance shown on the forms. If there is any balance that is off, the budget will be balanced out with any eligible items from unrestricted.

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

The FY20 budget has been approved by the Board and General Assembly. There is a full balance in all areas and no expenses have been made.

**V. Executive Directors Report**

- A. BVRAC Taxes** – Taxes have been completed and with the officer’s signature, they will be submitted and contractor paid.
- B. EMS County Update** – FY 19 EMS County funds have been fully expended. The notice went out that FY20 funds are available earlier this month. Reminders will continue to go out each quarter.
- C. Required Reports Update** – The 4<sup>th</sup> quarter report, supporting documents and LPG reports have been submitted. Some agency input will be needed for completion of the Annual Report. There are several quarterly reports due by October 15<sup>th</sup> to finish out the current fiscal year.
- D. BVRAC members non-participation status update** – By October 1<sup>st</sup>, BVRAC has to submit agencies that have met meeting requirements and are participants in the BVRAC. Discussion on this item will continue in the action items.
- E. Membership Dues Payment method** – Membership Dues are collected at the end of every calendar year. Input is needed on how payments can be made. The options are that payments can be made by check, Eventbrite or BVCOG website. Mr. Matthews pointed out that different agencies have different processes and requirements. Mr. Sheridan will build an option on the BVCOG website for those who want to pay electronically and invoices will be sent out for those who want to do a check.
- F. Registration Forms** – Registration forms are also due from all member agencies by December 25<sup>th</sup> for voting members.

**VI. Discussion/Action Items**

- A. Consider for approval BVRAC membership dues** – Mr. Matthews mad a motion for BVRAC membership dues to remain the same. Ms. Lugar seconded; motion carried
- B. Consider for approval BVRAC meeting dates** – Mr. Sheridan directed the committee’s attention to page 30 in the packet for proposed meetings for BVRAC Board of Directors and General Assembly. Ms. Lugar made a motion to keep the

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meetings the same and approve the schedule of dates as presented. Mr. Matthews seconded; motion carried.

- C. Consider for approval non-participating members losing voting and funding privileges until meeting BVRAC participation requirements** – Mr. Sheridan shared that the requirement for BVRAC members is participation in 4 out of 6 General Assembly meetings. There is a primary agency that has not met the requirements. Based on the bylaws they would not be eligible for voting requirements or funding. The impact is that this agency is a primary player and there would be a great reduction in EMS funding in the region. Corrective actions have been put in place for the agency and attendance should not be an issue in the future. There are two other agencies that are getting close which include Blinn College and Washington County First Responders. The Board can put requirements on the agency or revoke the agency based on participation requirements. Based on this discussion, Mr. Sheridan has to report to the state by October 1<sup>st</sup> on what agencies are participating members of the RAC. If the agency is reported as non-participating, they lose all funding next year. Members present agreed that the agency should not be removed but there should be requirements on the agency for attendance. Ms. Lugar made a motion that the non-participating agency has to attend the two remaining General Assembly meetings for 2019 and they have to attend all General Assembly meetings for 2020 for a total of 8 meetings. Ms. Kopech seconded; motion carried.
- D. Consider for approval non-participating members membership status revoked** – Action item retracted. No action by the board.

**VII. Committee Reports**

- A. Education (Ashley Kopech)** – Ms. Kopech requested clarification on the CNE certification course. The online option has 10 slots available for \$1,000. Another option is to bring someone in to teach the review in person. Ms. Kopech will review the options and let the board know the cost.

Ms. Kopech asked about the Washington County Active Shooter Course. The Board did not make a decision on providing assistance with the course costs. Mr. Sheridan let several law enforcement agencies know about the course and they may not be sending anyone to the course due to the agency using a different policy. Mr. Deramus shared that the training is 6-8 hours. The training is focused on the continuum of care from pre-hospital to hospital and the focus is to tie everything together between medical, law enforcement and fire. So far there are 70-75 registered. The members present agreed to fund \$2,800, which is half of the cost of the course. Advertisement for the RAC will be done at the training.

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Two people have reached out for funding to attend the EMS Conference. Ms. Kopech does not want to send individuals to a conference when they do not bring back information to the group. The funds can be used to benefit the committee as a whole instead of funding individuals to attend conferences.

Dr. Dawson will be doing a presentation on pre-hospital use of max sulfate at the October meeting and CHI St Joseph – College Station will provide a case study or educational presentation in December.

**B. Pre-Hospital (Kevin Deramus)** – No report

**C. Hospital Care and Management / Acute Care (Erin Gaas)** – Ms. Gaas shared that 15 have RSVPed to attend the Acute Care Lunch Meeting where they will be discussing the symposium.

**D. Stroke (Rebecca Hickman)** – Ms. Hickman will email out information on an education event for stroke in November at Christophers.

Information will be provided to those at the lunch meeting today. The three biggest topics from the poll given to everyone after the last symposium include pre-hospital, sepsis and emergency.

**E. System QI / Physicians Advisory (Dr. Vincent Ohaju / Wanda Dias)** – No report.

**F. Injury Prevention (Ashley Johse)** – The College Station High School chose to not make the hands on part of the stop the bleed course mandatory. They did show the video that the committee put together the day before the course to all students. They had 46 new instructors that came in and got certified and provided the course to 393 students. There is a course on October 16<sup>th</sup> for A&M Consolidated High School that is mandatory for all students. They need 75 instructors for the course and have 62 people signed up so far.

There were 63 faculty trained last month in Somerville. There are several other trainings coming up or requested to include South Knoll, Caldwell ISD, Madisonville, Anderson-Shiro and Blinn. CapRock staff received the training and will be providing a training in Hearne ISD on November 4<sup>th</sup>.

The legislation for the school stop the bleed kits requires chest seals in the training. The kits the RAC has purchased do not include the seals but it is discussed in the video. Ms. Kopech is informing the schools as they do the trainings that they need to purchase the chest seals.

Ms. Johse asked if shirts could be purchased for trainers to wear during their training. Mr. Sheridan said that he needed to check on restrictions.

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- G. Disaster / Emergency Preparedness (Corey Matthews)** – Mr. Matthews informed the group that Mr. Weaver has left CATRAC to go back to hospital administration.

There was a CPAP project at the RAC 8-10 years ago. There are new devices that are single user and Bryan FD is looking at getting out of the CPAP business. The department wants to find out who is still purchasing the circuits.

- H. Perinatal (Dr. Daniel Dawson)** – Newborn Annie has been delivered and will be signed over to the perinatal group.

The Perinatal group is working on Emergency Transport and Ms. Elmore with CATRAC is also working on a plan. Mr. Sheridan talked with Ms. Elmore and encouraged the two groups to work together.

**VIII. Open Forum**

- A.** Mr. Sheridan encouraged board members that are interested to do an interview today with the Workforce Department to help inform young people on the healthcare career field.
- B.** BVCOG staff support a program called Senior Christmas that provides gifts to seniors in nursing homes that may not have family support. The COG collects items for seniors and there are also opportunities to participate in the raffle to raise funds. Mr. Sheridan will send out the wish list to local facilities so they can do donations from staff.

**IX. Important Dates**

- A. BVRAC General Assembly October 3, 2019**

- X. Adjourn** – Meeting adjourned at 11:32 am.

**BVRAC FY2020 Budget**

EMS Systems RAC							EMS RAC
8082	8082	8082	8082	8082	8082	Total 8082	Total 8083
NOT APPLICABLE	EDUCATION	INJURY PREVENTION	BOARD TRAVEL	GETAC TRAVEL	PRE-HOSP COMM		NOT APPLICABLE
9999	8001	8004	8017	8018	8023	TOTAL	8085

REVENUES

State Grant Revenue (4211)	55,945.00	10,000.00	10,000.00	500.00	4,183.00	1,500.00		
Other Revenue (4251)		-	-	-	-	-		
<b>TOTAL REVENUES</b>	<b>\$ 55,945.00</b>	<b>\$10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 500.00</b>	<b>\$ 4,183.00</b>	<b>\$1,500.00</b>	<b>\$ 82,128.00</b>	

EXPENDITURES

Salaries (5110)	-							
Fringes (5151-5152, 5180, 5182-5183, 5192, 5194)	-							
3rd Party ISF (5645-5647, 5918, 6150, 6153)								
Fixed ISF (5411,5643,5644)								
Travel (5310)	-	-			-			
Training (5798)		-						
Prof Fees (5215)								
Supplies (5510)		-						
Phone (5648)								
Insurance (5771)								
Membership Dues (5790)								
Other (5791, 5762, 5950)								
Pass Thru (6178)								
Outreach (5722)								
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

NET INCOME (LOSS)

<b>BUDGET</b>	<b>\$55,945</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$500</b>	<b>\$4,183</b>	<b>\$1,500</b>	<b>\$82,128</b>	
TOTAL EXPENSES FROM ABOVE	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
TOTAL NET REMAINING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
PENDING CHECK REQUESTS								
TOTAL REMAINING AFTER PENDING REQUESTS							\$ -	



## BVRAC FY2020 Budget

COUNTY (FUND 8064)	UNRESTRICTED FUNDS (FUND 8001)				
\$61,795.00	8001	8001	8001	8001	TOTAL 8001
COUNTY FUNDS	NOT APPLICABLE	MGMT COMM	EDUCATION	STROKE SYMPOSIUM	
8005-8011	9999	8023	8001	8016	TOTAL

### REVENUES

State Grant Revenue (4211)	7,650.00	-	-	-	
Other Revenue (4251)	9,147.12	-	-	13,600.00	
<b>TOTAL REVENUES</b>	<b>\$ 16,797.12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,600.00</b>	<b>\$ 30,397.12</b>

### EXPENDITURES

Salaries (5110)	-	-	-	-	
Fringes (5151-5152, 5180, 5182-5183, 5192, 5194)	-	-	-	-	
3rd Party ISF (5645-5647, 5918, 6150, 6153)	-	-	-	-	
Fixed ISF (5411,5643,5644)	-	-	-	-	
Travel (5310)	-	-	-	450.00	
Training (5798)	-	-	399.10	2,713.50	
Prof Fees (5215)	-	-	-	1,525.00	
Supplies (5510)	-	-	-	3,153.57	
Phone (5648)	-	-	-	-	
Insurance (5771)	-	2,065.00	-	-	
Membership Dues (5790)	-	900.00	-	-	
Other (5791, 5762, 5950)	-	8,517.19	-	1,040.13	
Pass Thru (6178)	-	-	-	-	
Outreach (5722)	-	-	-	-	
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 11,482.19</b>	<b>\$ 399.10</b>	<b>\$ 8,882.20</b>	<b>\$ 20,763.49</b>

### NET INCOME (LOSS)

BUDGET	61,795	\$ 16,797	\$ (11,482)	\$ (339)	\$ 4,718	
TOTAL EXPENSES FROM ABOVE		\$ -	\$ (11,482)	\$ (399)	\$ (8,882)	\$ -
TOTAL NET REMAINING		\$ -	\$ (11,482)	\$ (399)	\$ (8,882)	\$ -
PENDING CHECK REQUESTS						
<b>TOTAL REMAINING AFTER PENDING REQUESTS</b>						<b>\$ -</b>

BVWAC \$7,800

# Brazos Valley Regional Advisory Council 2019

9.13.19

## 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	X	X	X		X		X	X				
2	Amanda Lugar Vice Chair		X		X	X		X	X	X	X	**	X				
3	Brandy LaPaglia Secretary	X	X		X	X	X	X	X	X		X	X				
4	Patti Parks Treasurer						X	X	X	X	X	X					
1	Cory Matthews DEPC	X	X		X	X	X	X	X	X	X	X	X				
2	Ashley Kopech Education						X	X	X	X	X	X	X				
3	Dr. Vincent Ohaju Systems/ QI/PA				X	X					X						
4	Ashley Johse Injury Prevention	X	X		X		X	X	X	X	X	X	X				
5	Kevin Deramus Pre- Hospital	X	X			X	X			X	X						
6	Erin Gaas Hospital/Acute Care	X	X		X		X	X	X	X	X	X	X				
7	Rebecca Hickman Stroke	X			O	O	X	X	X	X	X	X	X				
8	Bryan Ruemke EMC at Large	X	X		X	X	X	X	X	X	X		X				
10	Dr. Dawson Perinatal		X			X	X		X	X	X	X					
	Roger Sheridan Public Safety Manager	X	X		X	X	X		X		X	X	X				
	Rebecca Hill Planner	X	X		X	X	X	X	X	X	X	X	X				
				Pres. Bush Funeral													

X= Attended meeting.

\*\*= Call In

New Appoinments

O= Substitution

— No meeting

?= Absent