



**Brazos Valley Regional Advisory Council  
General Assembly Meeting  
June 7, 2018**

<b>Agenda</b>	<b>1</b>
<b>Approval of April 5, 2017 Minutes</b>	<b>2-7</b>
<b>Financial Report</b>	<b>9-19</b>
<b>Fiscal Monitoring Report</b>	<b>20-21</b>
<b>BVRAC 2018 Participation Tracker</b>	<b>22</b>

**Agenda**  
**Brazos Valley Regional Advisory Council**  
**General Assembly Meeting**  
1300-1600 June 7, 2018  
CENTER FOR REGIONAL SERVICES BUILDING  
3991 E. 29<sup>TH</sup> ST. BRYAN TX 77802

- I. Call to Order**
- II. Introductions**
- III. Approval of April 4, 2018 Minutes**
- IV. Financial Report**
- V. ZOLL Presentation: Rescue Pumps**
- VI. Executive Directors Report**
  - A. EMS County
  - B. LPG Spending Plan
  - C. Nominations for August Elections
  - D. Trauma Systems Plan Update
- VII. Committee Reports**
  - A. Disaster/Emergency Preparedness Committee (Cory Matthews)
  - B. Education (Patti Parks)
  - C. Pre-Hospital (Kevin Deramus)
  - D. Hospital Care and Management/ Acute Care (Brandy LaPaglia)
  - E. Stroke (Rebecca Hickman)
  - F. System QI/Physician's Advisory (Dr. Ohaju)
  - G. Injury Prevention (Ashley Johse)
  - H. Perinatal (Dr. Geddie)
- VIII. Discussion and/or Action Items**
  - A. Consider for approval BVRAC September 1, 2018 to August 31, 2019 Budget
- IX. Open Forum**
- X. Important Dates**
  - A. Board of Directors July 13, 2018
  - B. General Assembly August 2, 2018
- XI. Adjourn**

**Minutes**  
 Brazos Valley Regional Advisory Council  
**General Assembly Meeting**  
 April 5, 2018 – 1:00 P.M.  
 Brazos Valley Council of Governments Building  
 3991 E. 29<sup>th</sup> Street, Bryan, Texas 77802

**Members Present**

	<b><u>Agency/Organization</u></b>	<b><u>Member</u></b>	<b><u>Absent or Present</u></b>
<b>HOSPITALS</b>			
1	CHI St. Joseph Health Regional	Sherry Jennings	Absent
		Billy Rice	Present
		Brandy LaPaglia	Present
2	College Station Medical Center	Ashley Johse	Absent
		Ann Marie Dickey	Present
		Barbara Reed	Present
3	Baylor S&W Brenham	Patti Parks	Present
		Leslie Dixon	Absent
		Jennifer Mertz	Absent
4	Burleson CHI St. Joseph	Erin Gaas	Present
		Heather Page	Absent
		Katie Karl	Absent
5	Madison CHI St. Joseph	Deborah Burkhardt	Present
		Roxanne Hass	Absent
		Marybeth Murphy	Absent
6	Grimes CHI St. Joseph	Debbie Griffith	Present
		Cesar Lopez	Absent
		George Gibson	Absent
7	Baylor Scott & White CS	Laura Gerhart	Absent
		Ashley Simon	Present
		Ashley Kopech	Present
8	The Physicians Centre	Suzy Hoyle	Present
		Shireen Billete	Present
		Courtney Coats	Present
9	CAPRock Emergency	Amanda Lugar	Present
		Lon Young	Absent
<b>EMS AGENCIES</b>			
1	Bryan Fire Department	Cory Matthews	Present
		Chris Lamb	Absent
2	College Station Fire Department	Billy Bradshaw	Absent
		Robert Mumford	Absent
		Chris Poole	Absent
3	CHI St. Joseph EMS	Patrick Braly	Absent
		Josh Varner	Absent
		Carlos Garcia	Absent
4	Washington County EMS	Kevin Deramus	Present

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		Justin Knuppel	Present
		Amy Klussman	Absent
5	Robertson County EMS	Calvin Bo Deal	Absent
		Renda Bermudez	Absent
		Adam Gallagher	Present
6	PHI, Inc	Jennifer Brooks	Present
		Nathan Morris	Absent
		Don Wade	Absent
7	Hilltop Lakes VFD	Traci Ratcliff-Smith	Present
		Traci Ussery	Absent
		Bill Strawn	Absent
8	Jewett EMS	Weslie Collins	Absent
		Micah White	Present
		Colby Legalley	Absent
9	Texas A&M University EMS	Mike Middleton	Present
		Kim Williams	Absent
		Eric Leland	Absent
10	Allegiance Mobile Health	Gayle Jernstrom	Absent
11	City Ambulance	Moe Massoud	Absent
		Randy Ream	Absent
		Carlos Campos	Present
<b>FRO'S/COLLEGES/OTHER INSTITUTIONS</b>			
1	Washington County 1 <sup>st</sup> Responders	John McKee	Present
		Alan Pittman	Absent
	Brazos County Health Department	Mike Paulus	Absent
		Kate Jackson	Absent
2	Blinn College	Sandy Medina	Present
		Zack Varner	Absent
3	Emergency Management	Bryan Ruemke	Present
<b>GUEST</b>			
	CATRAC Executive Director	Dave Reimer	Present
	CATRAC TSA N Planner	Gary Clouse	Present
	DSHS	Chris Meyer	Present
	College Station Medical Center	Caryn Thomas	Present
	College Station Medical Center	Tim Thomas	Present
	CHI St. Joseph	Kristen Christian	Present
<b>OFFICERS/BOARD MEMBERS/STAFF</b>			
	BVRAC Treasurer	Amy Ponzio	Absent
	Stroke	Rebecca Hickman	Present
	System QI / Physician Advisory	Vincent Ohaju	Absent

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	Perinatal	Gwynn Geddie	Absent
	BVCOG	Roger Sheridan	Present

- I. Call Order:** The meeting was called to order at 1:00 P.M. by Mr. Rice
- II. Introductions:** General Membership conducted self-introductions
- III. Approval of February 1, 2018 Minutes:** Mr. McKee motioned to approve the February 1, 2018 minutes with corrections as stated. Ms. Simon seconded; motion carried.
- IV. Financial Report -** Mr. Sheridan provided the financial report as represented on pages 8 of the BVRAC General Assembly packet. Primary expenses for the month of March include administrative management, NRP reimbursement of \$598.07, and BVRAC VFIS insurance renewal payment of \$2,065.00.

BVRAC changes in revenue include payment for new membership and Stroke Symposium sponsorships. All received revenue were allocated to unrestricted category. BVRAC is still pending reimbursement from CATRAC in regards to MMU insurance; Baylor Scott & White for 2018 BVWAC’s radio usage; and DSHS for Tobacco quarterly payments.

Mr. McKee motioned to approve the financial report. Ms. Lugar seconded; motion carried.

- V. Executive Directors Report:**
  - A. EMS County -** Mr. Sheridan reminded EMS providers to submit for EMS County reimbursement. Only three EMS agencies have requested for reimbursement to date; Washington County EMS, Robertson County EMS, and TAMU EMS is being processed. EMS agencies need to have the requests completed by June 1, 2018 to allow ample time for processing.
  - B. LPG Spending Plan –** BVARC’s LPG Spending Plan for the “Stop the Bleed” continuation project, listed on page 18, has been approved by DSHS. This project has allocation of \$7,580. This project may be changed based on the discussion on the BVRAC budget.

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C. **ROSC (Recovery Orientated Systems of Care)** –A ROSC is a coordinated network of community based services and supports that is person centered and builds on the strengths and resilience of individuals, families, and communities to achieve abstinence and improve health, wellness, and quality of life for those with or at risk of alcohol and drug problems. The goal is to minimize jail time and provide assistance to those in need. Repeat offenders have a major financial impact on the community. Ms. LaPaglia encouraged hospitals to participate. One of the initiatives is to establish a Sober Center. Benefits include freeing up ERs, provide long term care and ability for additional resources and connections. The next meeting is scheduled for 1200 April 18, 2018 at the Council of Governments; lunch will be provided

**VI. Committee Reports:**

A. Disaster/Emergency Preparedness Committee (Cory Matthews): BVHCC will have funding available that must be encumbered by May 1, 2018. The priority of effort for those expenditures will be to get the MMU's back to 100% operational capability. Washington County has conducted an inventory with the manufacturer "Western Shelters" and has provided members a replacement cost quote. The other hosting MMUs have some list items listed. The goal will be to try to get Western Shelter to come inventory the other MMUs or hosting agency conduct a detail inventory providing Gary Clouse the results. Other priority items will be PAPR hood and filter replacements for the hospitals.

B. Education (Patti Parks):

1. The Stroke Symposium will be briefed by Ms. Hickman. Of note, there may be additional funding allocated to Education to be used to cover any funding gaps for the symposium.
2. An Education Request survey will be posted to identify any training needs for the region.
3. The NRP training received great reviews from the EMS providers. Due to the positive results, the Perinatal Committee will be requested to conduct another class this year.

C. Pre-Hospital (Kevin Deramus):

1. The Bryan Fire Department (BFD) has several King Visions and Vacuum Splints, purchased with LPG Funding, that are no longer being used and would like to offer these items to the membership. After the meeting,

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Mr. Sheridan will provide new permanent loan forms for the gear reissue for interested parties.

2. BVRAC has been allocated \$7,580 for LPG funding. A spending plan has already been approved by DSHS for the purchase the “Stop the Bleed” kits. However, based on BVRAC receiving additional funding, it will be recommended to purchase Rescue Pumps for front line units. These pumps cost around \$1,000 with a goal to purchase at least 15.

D. Hospital Care and Management/Acute Care (Brandy LaPaglia):

1. Ms. LaPaglia provided a detailed overview of checklists, equipment requirements, mitigation tools, and example of Suicide Risk Assessment & Care Plan which can be reviewed on pages 19-27 of the General Assembly packet.
  - a. TJC pediatric equipment requirement
  - b. Sepsis Update: NEWS Score and Ideal body weight for fluid resuscitation
  - c. Suicide Risk Mitigation in EDs:
2. Mr. Deramus and Ms. Dixon provided a Sepsis report on a joint study conducted by Washington County EMS and Baylor Scott & White-Brenham. The results were pre-hospital sepsis detection at 11% which based on findings and changes in procedures increased to over 80% recognition rate. The overall goal was to improve patient care. Early detection provides quicker response to antibiotic therapy which every hour not administered increases mortality by 6%.

E. Stroke (Rebecca Hickman): Ms. Hickman provided an overview on American Heart Association guideline changes and regional management shortfalls of Large Vessel Occlusions. These new guidelines which will affect policies and procedures.

1. System of Care Luncheon: The luncheon is scheduled for 1200 April 6, 2018.
2. Stroke Symposium: The Stroke Symposium is scheduled for May 16, 2018 at the Brazos Center. Based on last year’s feedback, this eight hour symposium will be divided into two categories; four hours for stroke and four hours for cardiovascular. Almost 170 people have registered for the training. The Board recommended continuing to have open registration and

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approved providing funding to support any additional costs that may not be covered by sponsors.

- F. System QI/Physician’s Advisory (Dr. Ohaju): Mr. Rice a quick snapshot of the spreadsheet outcomes provided by the SQI committee. Those on the committee were unable to attend. A total of 23 cases in January, 12 cases in February, and 14 cases in March were captured for study. The SQI will need to be reviewed by the committee.
  
- G. Injury Prevention (Ashley Johse): “Stop the Bleed” training is ongoing. Several kits were provided to Washington County EMS for training at the Court House. Training is scheduled with Bryan ISD June 12 &26 and July 10 & 24. A&M Consolidated on April 27. ISDs in Burleson have been contacted and awaiting scheduled times to teach the class.

Members discussed the number of kits provided to those receiving the period of instruction. Currently, schools are provided several kits. It was agreed that there is a greater need to provide kits throughout the school such as in the workshops, athletics, and other areas that have a high risk. Members agreed to provide additional kits in the schools.

- H. Perinatal (Dr. Geddie): The Perinatal Committee minutes are provided to members on page 30-31 of the meeting packet. The committee is focusing on designations and preparing for the next fiscal cycle’s goals and objectives. The committee did agree to host another regional NRP class for the EMS providers later in the year.

**VII. Discussion and/or Action Items:**

- A. Consider for approval BVRAC Smoking and Tobacco Free Policy: Mr. McKee motioned to approve the BRAC Smoking and Tobacco Free Policy. Mr. Deramus second; motion carried.
  
- B. Consider for approval BVRAC Budget Amendment
  - 1. \$3,000 will be allocated added to the Education Budget to support the Stroke Symposium
  
  - 2. \$15,000 will be allocated to the purchase of (15) rescue pumps in support of the Pre-Hospital Committee project. The LPG grant funding of \$7,580 will



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be redirected to the rescue pump project upon approval of DSHS and the balance will be allocated with Tobacco funding for a total of up to \$15,000. Mr. Sheridan will submit a LPG project change request to DSHS.

3. Remaining balance will be directed towards continuing the “Stop the Bleed” project, Injury Prevention projects, and addressing any educational shortfalls.

Mr. Lugar motioned to approve the budget amendment. Ms. LaPaglia seconded the motion; the motion carried.

**VIII. Open Forum**

- A. BVRAC Audit: The state monitor visit review contained “no findings.”
- B. DSHS: Emily Hyde has been promoted to EMS Certification Group Manager.
- C. Ms. Hickman requested an updated list for VFD’s and other key personnel. Mr. Sheridan will publish the information.
- D. BVRAC Website: The BVRAC Website is being developed by “GoDaddy” with a draft for review being available mid-April. Members should send in photos to be placed on the site.

**IX. Important Dates**

- A. Board of Directors Meeting May 11, 2018
- B. General Assembly Meeting – June 7, 2018

**X. Adjourn**

## BVRAC FY 18 EXPENDITURES 9-1-17 to 5-8-18

TOBACCO (FUND 8062 - \$58,322)								EMS RAC (FUND 8063 - \$27,386)	COUNTY (FUND 8064)	UNRESTRICTED FUNDS (FUND 8001)						
8062	8062	8062	8062	8062	8062	8062	TOTAL 8062	Total 8063	Total 8064	TOTAL UNRES. 8001						
NOT APPLICABLE	EDUCATION	INJURY PREVENTION	STROKE SYMPOSIUM	BOARD TRAVEL	GETAC TRAVEL	MANAGEMENT COMMITTEE		NOT APPLICABLE	COUNTY FUNDS	NOT APPLICABLE	MANAGEMENT COMMITTEE	EDUCATION	STROKE SYMPOSIUM	PALS / ACLS		
9999	8001	8004	8016	8017	8018	8023	TOTAL	9999	8005-8011	9999	8023	8001	8016	8014	TOTAL	
<b>REVENUES</b>																
State Grant Revenue (4211)	43,749.00															
Other Revenue (4251)																
<b>TOTAL REVENUES</b>	<b>\$ 43,749.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 43,749.00</b>									
<b>EXPENDITURES</b>																
Salaries (5110)	12,650.19							7,445.79								
Fringes (5151-5152, 5180, 5182-5183, 5192, 5194)	2,924.37							1,818.69								
3rd Party ISF (5645-5647, 5918, 6150, 6153)								5,943.59								
Fixed ISF (5411,5643,5644)								2,266.73								
Travel (5310)	102.09	1,347.66				2,650.76										
Training (5798)		620.00											1,361.00			
Prof Fees (5215)																
Supplies (5510)		598.07											2,255.25			
Phone (5648)								1,215.68								
Insurance (5771)																
Membership Dues (5790)																
Other (5791, 5762, 5950)																
Pass Thru (6178)																
Outreach (5722)																
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,676.65</b>	<b>\$ 2,565.73</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,650.76</b>	<b>\$ 20,893.14</b>	<b>\$ 18,690.48</b>	<b>\$ 23,986.50</b>	<b>\$ 9,932.05</b>	<b>\$ 3,044.99</b>	<b>\$ -</b>	<b>\$ 4,089.75</b>	<b>\$ -</b>	<b>\$ 17,066.79</b>	
<b>NET INCOME (LOSS)</b>	<b>28,072.35</b>	<b>(2,565.73)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,650.76)</b>	<b>22,855.86</b>	<b>(18,690.48)</b>	<b>(23,986.50)</b>	<b>9,627.31</b>	<b>(3,044.99)</b>	<b>-</b>	<b>2,160.25</b>	<b>-</b>	<b>8,742.57</b>	
<b>BUDGET</b>	<b>28,758</b>	<b>21,500</b>	<b>3,000</b>	<b>1,000</b>	<b>4,064</b>	<b>58,322</b>	<b>27,386</b>	<b>63,478</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
TOTAL EXPENSES FROM ABOVE	(15,677)	(2,566)	-	-	(2,651)	(20,893)	(18,690)	(23,987)	(9,932)	(3,045)	-	(4,090)	-	-		
<b>TOTAL NET REMAINING</b>	<b>13,081</b>	<b>18,934</b>	<b>-</b>	<b>3,000</b>	<b>1,000</b>	<b>1,413</b>	<b>37,429</b>	<b>8,696</b>	<b>39,492</b>	<b>(9,932)</b>	<b>(3,045)</b>	<b>-</b>	<b>(4,090)</b>	<b>-</b>		
<b>PENDING CHECK REQUESTS</b>																
<b>TOTAL REMAINING AFTER PENDING REQUESTS</b>							<b>37,429</b>	<b>8,696</b>	<b>39,492</b>							
	\$ 18,934															
Pending:	17,380	Rescue Pumps														
	1,564	Remaining														
Board Approved 4 Stop Bleed Simulators							\$2,000									
Remaining Funds Kits																
Reimbursement: Rescue Pumps							\$3,000									
Stoke							\$3,000									
GETAC Travel							\$800									
Education							1,564									
							\$8,364									

# FY 18 BVRAC - UNRESTRICTED ACCOUNT

## EXPENDITURES/REVENUE to 5-31-18

FUND CODE: 8001					TOTAL
NOT APPLICABLE	MANAGEMENT COMMITTEE	EDUCATION	STROKE SYMPOSIUM	PALS / ACLS	
9999	8023	8001	8016	8014	\$ 35,914.02

BEGIN CASH BALANCE.....

**REVENUES**

ANNUAL MEMBERSHIP DUES (4511)	8,150.00					
REGISTRATIONS						
SPONSORS						
PALS/ACLS Reg.						
OTHER (4251)	11,409.36			6,250.00		
<b>TOTAL REVENUE</b>	<b>19,559.36</b>	-	-	<b>6,250.00</b>	-	<b>\$ 25,809.36</b>
REV BUDGETED	-	-	-	-	-	-
NET Rev (Under) Over	\$ 19,559.36	\$ -	\$ -	\$ 6,250.00	\$ -	\$ 25,809.36

**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)				1,361.00		
Prof Fees (5215)						
Supplies (5510)				2,255.25		
Phone (5648)						
Insurance (5771)	(428.00)	2,065.00				
Membership Dues (5790)		900.00				
Other (5791, 5762, 5950)	10,360.05	79.99		473.50		
Pass Thru (6178)						
Outreach (5722)						
<b>TOTAL EXPENDED</b>	<b>\$ 9,932.05</b>	<b>\$ 3,044.99</b>	\$ -	<b>\$ 4,089.75</b>	\$ -	<b>\$ 17,066.79</b>
NET Exp (Over) Under	\$ (9,932.05)	\$ (3,044.99)	\$ -	\$ (4,089.75)	\$ -	\$ (17,066.79)
<b>NET REV/&lt;EXPENSE&gt;</b>	<b>9,627.31</b>	<b>(3,044.99)</b>	-	<b>2,160.25</b>	-	<b>8,742.57</b>
						\$ 44,656.59

Brazos Valley Council of Governments  
 Check/Voucher Register  
 From 9/1/2017 Through 5/30/2018

<b>8001 - Brazos Valley Regional Advisory Committee Unrestricted</b>						
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID
ANGTEK	12/13/2017	122611	AGNITEK	79.99	AgniTEK Hosting Service-December 2017 Only	CKIM121217
BAYSCOWHICS	11/1/2017	122312	BAYLOR SCOTT & WHITE COLLEGE STAT	61.06	Reimb-Baylor Scott & White for Food During CEN Training	CKIM103117
BRACEN	5/16/2018	123807	THE BRAZOS CENTER	1,361.00	BVRAC Stroke Symposium Venue	CKIM051518
BUPCAT	5/30/2018	123920	BUPPY'S CATERING	473.50	BVRAC Stroke Symposium Catered Breakfast-May 16, 2018	CKIM052918
CCCRE	5/30/2018	123922	CC CREATIONS	2,060.25	381 FAST T-Shirts-Stroke Symposium	CKIM052918
COPSTO	5/30/2018	123923	COPY STOP	35.00	Foamboard Sign 12x18-Stroke Symposium	CKIM052918
COPSTO	5/30/2018	123923	COPY STOP	160.00	4x5 Banner-Stroke Symposium	CKIM052918
MASTERCARD TIB	11/14/2017	1510692771967-0034	MASTERCARD TIB BUSINESS	2,856.74	TO RECORD MASTERCARD STATEMENT ENDING OCTOBER 29, 201	18CD11011
TETAF	2/21/2018	123184	TEXAS EMS TRAUMA & ACUTE CARE FOI	900.00	TETAF 2018 Subscription Fees	CKIM022018
VFIS	3/28/2018	123467	VFIS OF TEXAS	2,065.00	Policy Renewal on VFIS-TR-2063815-09 & VFIS-CM-1058518-09	CKIM032718
WASCOU	10/11/2017	122188	WASHINGTON COUNTY	<u>7,503.31</u>	BVRAC BVWACS Radios Pmt for DEPC, SJEMS, & S&W CS	CKIM101017
Total 1012 - General Oper-BBT10302				17,555.85		

<b>8062 - FY18 TOBACCO RAC 537-17-0220-00001 \$42,780</b>						
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID
AMYRIC	12/6/2017	122554	AMY PONZIO	875.79	Air Medical Transport Conference-August 15-18, 2017	CKIM120517
AMYRIC	12/20/2017	122678	AMY PONZIO	1,645.76	GETAC/EMS Conference-Fort Worth-Nov 17-21, 2017	CKIM121917
AMYRIC	2/28/2018	123206	AMY PONZIO	514.00	GETAC/EMS Conference in Austin-Feb 13-15, 2018	CKIM022718
AMYRIC	5/30/2018	123912	AMY PONZIO	491.00	GETAC/EMS Conference May 8-10, 2018-Austin	CKIM052918
NAEMT	4/11/2018	123561	NATIONAL ASSOC of EMERGENCY MEDIC	255.00	PHTLS Course # PH-17-9162-03 Site ID #5854	CKIM 041018-02
ROGSHE	10/19/2017	EFT-101917-26	ROGER SHERIDAN	102.09	EMTF-7 Coordinating Board-Belton, TX-CTCOG	EFTIM 101717-02
STJOSTEXHEALTH	3/7/2018	123291	CHI ST JOSEPH HOSPITAL	598.07	NRP Class Book Reimbursement	CKIM030618
WASCOUEMS	4/18/2018	123643	WASHINGTON COUNTY EMS	<u>836.87</u>	Eagles Conference-March 2-3, 2018	CKIM041718
Total 1012 - General Oper-BBT10302				5,318.58		

<b>8063 - FY18 EMS RAC 537-17-0220-00001 - \$27,386</b>						
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID
VERWIR	10/11/2017	122186	VERIZON WIRELESS	151.96	Verizon Acct#320449593-0001 Cycle08/26/17-09/25/17	CKIM101017
VERWIR	11/8/2017	122417	VERIZON WIRELESS	151.96	Verizon Acct #320449593-0001cycle 09/26/17-10/25/17	CKIM110717
VERWIR	12/13/2017	122674	VERIZON WIRELESS	151.96	Verizon ACCT#320449593-0001 CYCLE 10/26/17 11/25/17	CKIM121217
VERWIR	1/10/2018	122858	VERIZON WIRELESS	151.96	VERIZON WIRELESS 11/26/17 - 12/25/17	CKIM010918
VERWIR	2/7/2018	123081	VERIZON WIRELESS	151.96	Verizon Acct # 320449593-0001 cycle 12/26/17-01/25/18	CKIM020618
VERWIR	3/14/2018	123365	VERIZON WIRELESS	151.96	VERIZON WIRELESS SERVICE 01/26/18 THRU 02/25/18	CKIM031318
VERWIR	4/11/2018	123573	VERIZON WIRELESS	151.96	VERIZON CELL PHONE BILL SERVICE 02/26/18 - 03/25/18	CKIM 041018-02
VERWIR	5/9/2018	123799	VERIZON WIRELESS	<u>151.96</u>	VERIZON CELL PHONE BILL 03/26/18 - 04/25/18	CKIM050818
Total 1012 - General Oper-BBT10302				1,215.68		

<b>8064 - FY18 COUNTY FUNDS 537-17-0220-00001 - \$63,478</b>						
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID
BOUTREMED	5/16/2018	123806	BOUND TREE MEDICAL LLC	3,131.75	EMS County Grant 537-17-0220-00001;Bryan FD	CKIM051518
ROBCOUEMS	11/1/2017	122356	ROBERTSON COUNTY EMS	9,697.00	EMS County Grant 537-17-0220-00001	CKIM103117
TEXAMUNI-EMS	2/14/2018	123134	TEXAS A&M UNIVERSITY EMS	3,131.75	EMS County Grant 537-17-0220-00001	CKIM021318
WASCOUEMS	12/6/2017	122605	WASHINGTON COUNTY EMS	<u>8,026.00</u>	EMS County Grant 2017-0220-0001	CKIM120517
Total 1012 - General Oper-BBT10302				<u>23,986.50</u>		

## Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8001 - Brazos Valley Regional Advisory Committee Unrestricted

8016 - BVRAC STROKE Funds (8016)

From 9/1/2017 Through 5/31/2018

		Current Month Expenses
Revenue		
Other Revenue	4251	<u>6,250.00</u>
Total Revenue		<u>6,250.00</u>
Expense		
Other		
Other Expense	5791	<u>473.50</u>
Total Other		473.50
Expense		
Supplies	5510	2,255.25
Training and Meeting Expense	5798	1,361.00
Total Expense		<u>3,616.25</u>
Total Expense		<u>4,089.75</u>
Net Revenue (Expense)		<u>2,160.25</u>

## Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8001 - Brazos Valley Regional Advisory Committee Unrestricted

8023 - BVRAC Hospital Care and Management Committee (8023)

From 9/1/2017 Through 5/31/2018

		Current Month Expenses
Expense		
Other		
Membership Dues	5790	900.00
Other Expense	5791	79.99
Total Other		<u>979.99</u>
Expense		
Insurance	5771	2,065.00
Total Expense		<u>2,065.00</u>
Total Expense		<u>3,044.99</u>
Net Revenue (Expense)		<u>(3,044.99)</u>

## Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8001 - Brazos Valley Regional Advisory Committee Unrestricted

9999 - Not Applicable

From 9/1/2017 Through 5/31/2018

		Current Month Expenses
Revenue		
Other Revenue	4251	11,409.36
Annual Membership Dues	4511	<u>8,150.00</u>
Total Revenue		<u>19,559.36</u>
Expense		
Other		
Other Expense	5791	7,503.31
Other Contract Services	5950	<u>2,856.74</u>
Total Other		10,360.05
Expense		
Insurance	5771	<u>(428.00)</u>
Total Expense		<u>(428.00)</u>
Total Expense		<u>9,932.05</u>
Net Revenue (Expense)		<u>9,627.31</u>

## Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8062 - FY18 TOBACCO RAC 537-17-0220-00001 \$42,780

8001 - BVRAC Education Committee (8001)

From 9/1/2017 Through 5/31/2018

		Current Month Expenses
Expense		
Expense		
Travel	5310	1,347.66
Supplies	5510	598.07
Training and Meeting Expense	5798	620.00
Total Expense		<u>2,565.73</u>
Total Expense		<u>2,565.73</u>
Net Revenue (Expense)		<u>(2,565.73)</u>



**Brazos Valley Council of Governments**

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8062 - FY18 TOBACCO RAC 537-17-0220-00001 \$42,780

8018 - BVRAC GETAC Travel (8018)

From 9/1/2017 Through 5/31/2018

		Current Month Expenses
Expense		
Expense		
Travel	5310	<u>2,650.76</u>
Total Expense		<u>2,650.76</u>
Total Expense		<u>2,650.76</u>
Net Revenue (Expense)		<u>(2,650.76)</u>

## Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8062 - FY18 TOBACCO RAC 537-17-0220-00001 \$42,780

9999 - Not Applicable

From 9/1/2017 Through 5/31/2018

			Current Month Expenses
<b>Revenue</b>			
State Grant Revenue	4211		43,749.00
Total Revenue			43,749.00
<b>Expense</b>			
<b>Salaries &amp; Fringe Benefits</b>			
<b>Salaries</b>			
Salaries	5110		12,650.19
Total Salaries			12,650.19
<b>Fringe Benefits</b>			
Payroll Taxes FICA	5151		711.35
Payroll Taxes Medicare	5152		166.35
TCDRS Retirement	5180		817.57
Contribution Expense			
Vision Insurance (Vision Care)	5183		16.72
Hospitalization	5192		1,128.82
Term Life Insurance	5194		83.56
Total Fringe Benefits			2,924.37
Total Salaries & Fringe Benefits			15,574.56
<b>Expense</b>			
Travel	5310		102.09
Total Expense			102.09
Total Expense			15,676.65
Net Revenue (Expense)			28,072.35

## Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8063 - FY18 EMS RAC 537-17-0220-00001 - \$27,386

9999 - Not Applicable

From 9/1/2017 Through 5/31/2018

		Current Month Expenses
<hr/>		
Expense		
Salaries & Fringe Benefits		
Salaries		
Salaries	5110	7,445.79
Total Salaries		<hr/> 7,445.79
Fringe Benefits		
Payroll Taxes FICA	5151	456.80
Payroll Taxes Medicare	5152	106.83
TCDRS Retirement	5180	480.41
Contribution Expense		
Dental Insurance (JP)	5182	27.32
Vision Insurance (Vision Care)	5183	10.19
Hospitalization	5192	686.19
Term Life Insurance	5194	50.95
Total Fringe Benefits		<hr/> 1,818.69
Total Salaries & Fringe Benefits		<hr/> 9,264.48
Expense		
Third Party Telephone	5648	1,215.68
Total Expense		<hr/> 1,215.68
3rd Party ISF		
Third Party Copy/Fax	5645	80.39
Third Party Accounting Service	5646	4,118.28
Third Party Postage	5647	8.09
THIRD PARTY HUMAN RESOURCE	5650	629.38
Third Party Indirect Accounting Svc ISF	5918	1,187.68
Human Resource Management ISF	6150	(43.01)
	6153	(37.22)
Total 3rd Party ISF		<hr/> 5,943.59
Fixed ISF		
Space Costs	5411	1,053.57
Third Party R.I.P.	5643	493.16
Third Party System Admin	5644	720.00
Total Fixed ISF		<hr/> 2,266.73
Total Expense		<hr/> 18,690.48
Net Revenue (Expense)		<hr/> (18,690.48)

**Brazos Valley Council of Governments**

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8064 - FY18 COUNTY FUNDS 537-17-0220-00001 - \$63,478

From 9/1/2017 Through 5/31/2018

		<u>Current Month Expenses</u>
Expense		
Expense		
Supplies	5510	11,157.75
Delegate Agency Costs	6178	<u>12,828.75</u>
Total Expense		<u>23,986.50</u>
Total Expense		<u>23,986.50</u>
Net Revenue (Expense)		<u>(23,986.50)</u>



May 31, 2018

Billy Rice, Board Chair  
Brazos Valley Regional Advisory Council  
3991 E 29th St  
Bryan, TX 77802

Dear Mr. Rice:

The Texas Department of State Health Services (DSHS) Fiscal Monitoring Unit has completed its fiscal monitoring review covering the period of May 1, 2017 through September 30, 2017. The primary objective of this review was to determine if your agency was in compliance with the fiscal requirements of federal and state regulations, DSHS policies and procedures, and the contract provisions. This review was limited to fiscal compliance only and did not evaluate the overall program objectives.

The site visit of your organization resulted in no questioned costs and no disallowed costs. No significant issues were noted as a result of our review. The attached report details the DSHS attachments reviewed, and the scope and methodology of the site visit.

We appreciate the cooperation extended to us by the management and staff of your organization during this review.

Sincerely,

A handwritten signature in cursive script that reads "Ann H. Duncan".

Ann H. Duncan, CPA, MPA, CTCM  
Director, Fiscal Monitoring Unit

Enclosure

cc: Roger Sheridan, Public Safety Manager

with applicable federal and state regulations; DSHS policies and procedures; and contract provisions. In some instances, we relied on the results of the independent audit to determine grant compliance with specific provisions.

This review was limited to issues of financial compliance only. Programmatic compliance is the purview of the various DSHS programs and therefore no records concerning program compliance were examined.

### **Detailed Findings and Recommendations**

No findings or issues were discovered during this review.

**Brazos Valley Regional Advisory Council  
Member Agency Participation**

**2018**

	February	April	June	August	October	December	Attendance 2018
<b>Hospitals</b>							
Baylor Scott & White College Station	X	X					
Baylor Scott & White Brenham	X	X					
College Station Medical Center	X	X					
CAPROCK	X	X					
CHI St. Joseph Regional Bryan	X	X					
CHI St. Joseph Burleson	X	X					
CHI St. Joseph Grimes	X	X					
CHI St. Joseph Madison	X	X					
Encompass Health		New					
The Physicians Centre	X	X					
<b>EMS Agencies</b>							
Bryan Fire Department	X	X					
College Station Fire Department	X						
Hilltop Lakes VFD	X	X					
Jewitt	X	X					
PHI		X					
Robertson County EMS	X	X					
St. Joseph EMS	X						
Texas A&M University EMS	X	X					
Allegiance Mobile Health	X						
City Ambulance	New	X					
Washington County EMS	X	X					
<b>FRO's/Other Institutions</b>							
Washington County First Responders		X					
Washington County OEM	X	X					
**Brazos County Health Department							
<b>Colleges</b>							
**Blinn College	X	X					

X= *Attended Meeting.*

?=*Absent*

\*\*= Non Voting Agencies