



**Brazos Valley Regional Advisory Council  
General Assembly Meeting  
October 1, 2020**

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<b>August 6, 2020 GA Meeting Minutes</b>	<b>2-4</b>
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# **AGENDA**

**Brazos Valley Regional Advisory Council  
General Assembly  
1300 October 1, 2020  
Teleconference**

- I. Call to Order**
- II. Introductions**
- III. Approval of General Assembly's August 6, 2020 Meeting Minutes**
- IV. Presentation – SANE Nurse Program – Baylor Scott & White College Station**
- V. Financial Report**
- VI. Executive Director Report**
  - A. EMS County Update
  - B. Membership Dues
  - C. Representation Forms
  - D. SB 500 New Project Discussion
  - E. BVRAC Senior Christmas Sponsorship
  - F. Committee Budget Discussion
- VII. Discussion and/or Action Items**
  - A. **Consider for approval budget amendment for purchase of AeroClave RDS3110 Decon Units to support regional response efforts**
- VIII. Committee Updates**
  - A. Disaster/Emergency Preparedness Committee (Cory Matthews)
  - B. Education (Ashley Kopech)
  - C. Pre-Hospital (Kevin Deramus)
  - D. Hospital Care and Management/ Acute Care (Debbie Burkhardt)
  - E. Stroke (Rebecca Hickman)
  - F. System QI/Physician's Advisory (Dr. Ohaju)
  - G. Injury Prevention (Ashley Johse)
  - H. Perinatal (Dr. Dawson)
- IX. Open Forum**
- X. Important Dates**
  - A. General Assembly Meeting 03DEC20
- XI. Adjourn**

BVRAC General Assembly Meeting

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/331299909>

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United States: +1 (571) 317-3122

- One-touch: tel:+15713173122,,331299909#

Access Code: 331-299-909

**Minutes**  
**Brazos Valley Regional Advisory Council**  
**General Assembly Meeting – GoTo Meeting Webinar Call**  
August 6, 2020 1:00 P.M.  
CENTER FOR REGIONAL SERVICES BUILDING  
3991 E. 29<sup>TH</sup> ST. BRYAN TX 77802

**Members Present (Attendance Taken By Agency)**

	<b><u>Agency/Organization</u></b>	<b><u>Absent or Present</u></b>
<b>HOSPITALS</b>		
1	Baylor Scott & White - Brenham	Present
2	Baylor Scott & White – College Station	Present
3	CAPROCK Emergency	Present
4	CHI St. Joseph Health - Burleson	Present
5	CHI St. Joseph Health - Grimes	Present
6	CHI St. Joseph Health – Madison	Present
7	CHI St. Joseph Health – Regional	Present
8	CHI St. Joseph – College Station	Present
9	Encompass Health	Absent
10	The Physicians Centre	Present
11	SignatureCare	Absent
<b>EMS AGENCIES</b>		
1	Bryan Fire Department	Present
2	CHI St. Joseph EMS	Present
3	College Station Fire Department	Present
4	Hilltop Lakes VFD	Present
5	Jewett EMS	Present
6	PHI, Inc	Absent
7	Robertson County EMS	Present
8	Texas A&M University EMS	Present
9	Washington County EMS	Absent
<b>FRO'S/COLLEGES/OTHER INSTITUTIONS</b>		
1	Blinn College	Present
2	Brazos County Health District	Present
3	Washington County OEM	Present
<b>OFFICERS/BOARD MEMBERS/STAFF</b>		
	Roger Sheridan	Present
	Rebecca Hill	Present

- I. Call to Order:** The meeting was called to order at 1:00 P.M. by Mr. Sheridan.
- II. Introductions:** General Assembly conducted self-introductions.
- III. Approval of May 12, 2020 Minutes:** Ms. Parks motioned to approve the May 12, 2020 minutes with the change. Mr. Gallagher seconded; motion carried.
- IV. Financial Report:** Mr. Sheridan provided the financial report as summarized on page 5-21 of the BVRAC General Assembly packet. The current balance remaining in the Systems

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Development Operational budget for the committees is approximately \$16,000. There will be a zero balance by August 31<sup>st</sup> with the payment for the decontamination units. EMS RAC funds are allocated to BVCOG for admin costs. The remaining balance in that contract will be used towards the decontamination units to relieve some of the cost from the SB 500 contract.

There is supporting documents for all contracts and expenses. A new section has been added to the last page that lists revenue that has come in from the state and dues along with all checks and expenses for all contracts.

Ms. Parks made a motion to accept the financial report as presented. Ms. Johse seconded; motion carried.

**V. Executive Directors Report**

- A. COVID-19 Update** – This item is postponed until the Open Forum part of the meeting.
- B. EMS County Update** – One EMS agency has submitted a request for reimbursement through the current EMS County contract. Please encourage your agencies to submit their requests so this contract can be completed. Direct deposit forms must be completed with requests to ensure quicker processing of reimbursement.

**VI. Discussion and/or Action Items**

- A. Consider for approval BVRAC Trauma System Plan** – Mr. Sheridan displayed the current version of the Trauma System Plan. The previous version sent did not include the most current update to the stroke section. Ms. Hickman shared that the previous version was outdated and the current assessment guidelines and stroke scale were used to develop the current appendix. Mr. Sheridan added that a statement on the Stop the Bleed initiative will be added to the Prevention and Outreach Education section on page 20. Ms. Kopech made a motion to approve the Trauma Systems Plan. Mr. Varner seconded; motion carried.
- B. Consider for approval BVRAC Board of Directors Nominations** – The following nominations for BVRAC Board of Directors were sent out to all General Assembly members:

Position	Nominated Board Member
Chair	Billy Rice
Vice Chair	Amanda Lugar
Secretary	<b>Lori Brooks</b>
Treasurer	Patti Parks
Injury Prevention	Ashley Johse
Stroke	Rebecca Hickman
Education	Ashley Kopech
Hospital & Acute Care	<b>Deborah Burkhardt</b>
Systems QI / Physician's Advisory	Dr. Vincent Ohaju

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DEPC/BVHCC	Cory Matthews
Pre-Hospital	Kevin Deramus
Perinatal	Dr. Daniel Dawson
EMC at Large	Bryan Ruemke

Based on the requirements and approval of the BVRAC Board of Directors, all individuals are eligible to be on the board. The recommendation is to make a motion for and vote for all positions at one time. Ms. Johse made the motion to vote for all positions at one time. Mr. Gallagher seconded the motion. The vote will be done by hospital/agency. The votes were 18 for and zero against with 1 abstaining. The new Board of Directors start September 1, 2020

**VII. Committee Reports** – Mr. Sheridan shared that the Perinatal committee is planning to conduct more training on October 6<sup>th</sup> to support EMS.

**VIII. Open Forum**

**COVID-19 Updates** – Please reach out if there are any unmet needs, questions or concerns regarding COVID-19.

**IX. Important Dates**

**A.** General Assembly Meeting October 1, 2020

**X. Adjourn:** The meeting was adjourned at 1:21 P.M.

**BVRAC EMS RAC Budget 01SEP20 to 31AUG21****9/28/2020****Brazos Valley Regional Advisory Council (EMS RAC \$67,022 + EMS LPG \$12,150 + SB500 \$27,184 = \$106,356)**

Expense	Category	Budget		Actual		Difference (\$)		Difference (%)
Management	EMS RAC	\$	60,000.00			\$	60,000.00	100%
Perinatal	EMS RAC	\$	1,022.00			\$	1,022.00	100%
GETAC Travel	EMS RAC	\$	5,000.00			\$	5,000.00	100%
Staff Travel	EMS RAC	\$	1,000.00			\$	1,000.00	100%
SB500	SB500	\$	27,184.00	\$	13,706.00	\$	13,478.00	50%
EMS LPG	EMS LPG	\$	12,150.00	\$	12,150.00	\$	-	0%
Total Expenses		\$	106,356.00	\$	25,856.00	\$	80,500.00	75.69%



**BVRAC RAC System Development Budget 01SEP20 to 31AUG21**

9/28/2020

Brazos Valley Regional Advisory Council (RAC Sys Dev \$57,662))

Expense	Category	Budget		Actual		Difference (\$)		Difference (%)	
Education	RAC Sys Dev	\$	20,000.00			\$	20,000.00		100%
Injury Prevention	RAC Sys Dev	\$	20,000.00			\$	20,000.00		100%
Acute Care/Hosp. Mgt.	RAC Sys Dev	\$	17,662.00			\$	17,662.00		100%
Stroke/Cardiac	RAC Sys Dev					\$	-		
Perinatal	RAC Sys Dev					\$	-		
Other	RAC Sys Dev					\$	-		
Total Expenses		\$	57,662.00	\$	-	\$	57,662.00		100.00%

# BVRAC RAC EMS COUNTY I 05MAR20 to 31AUG20

9/28/2020

Brazos Valley Regional Advisory Council (\$76,751)

Expense	Category	Budget	Actual	Difference (\$)	Difference (%)
Bryan Fire Dept EMS	EMS County I	\$ 3,797.25	\$ 3,797.25	\$ -	0%
CSFD EMS	EMS County I	\$ 3,797.25	\$ 3,797.25	\$ -	0%
CHI ST Joseph EMS	EMS County I	\$ 30,601.25	\$ 30,601.25	\$ -	0%
Hilltop Lake VFD EMS	EMS County I	\$ 6,820.50	\$ 6,820.50	\$ -	0%
Jewett EMS	EMS County I	\$ 6,820.50	\$ 6,820.50	\$ -	0%
RCEMS	EMS County I	\$ 11,918.00		\$ 11,918.00	100%
TAMU EMS	EMS County I	\$ 3,797.25		\$ 3,797.25	100%
WCEMS	EMS County I	\$ 9,199.00		\$ 9,199.00	100%
Other	EMS County I			\$ -	
Total Expenses		\$ 76,751.00	\$ 51,836.75	\$ 24,914.25	32.46%



**BVRAC RAC EMS COUNTY II 09SEP20 to 31JUL21****9/28/2020****Brazos Valley Regional Advisory Council (\$76,751)**

<b>Expense</b>	<b>Category</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference (\$)</b>	<b>Difference (%)</b>
Bryan Fire Dept EMS	EMS County I	\$ 3,797.25	\$ -	\$ 3,797.25	100%
CSFD EMS	EMS County I	\$ 3,797.25		\$ 3,797.25	100%
CHI ST Joseph EMS	EMS County I	\$ 30,601.25		\$ 30,601.25	100%
Hilltop Lake VFD EMS	EMS County I	\$ 6,820.50		\$ 6,820.50	100%
Jewett EMS	EMS County I	\$ 6,820.50		\$ 6,820.50	100%
RCEMS	EMS County I	\$ 11,918.00		\$ 11,918.00	100%
TAMU EMS	EMS County I	\$ 3,797.25		\$ 3,797.25	100%
WCEMS	EMS County I	\$ 9,199.00		\$ 9,199.00	100%
Other	EMS County I			\$ -	
Total Expenses		\$ 76,751.00	\$ -	\$ 76,751.00	100.00%

**BVRAC Unrestricted Budget****9/28/2020****Brazos Valley Regional Advisory Council**

<b>Expense</b>	<b>Category</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference (\$)</b>	<b>Difference (%)</b>
BVRAC Radios	Unrestricted	\$ 7,000.00	\$ -	\$ 7,000.00	100%
Taxes	Unrestricted	\$ 1,000.00		\$ 1,000.00	100%
TETAF Dues	Unrestricted	\$ 1,000.00		\$ 1,000.00	100%
Stroke/Acute Care	Unrestricted	\$ 6,000.00		\$ 6,000.00	100%
Insurance	Unrestricted	\$ 2,500.00		\$ 2,500.00	100%
	Unrestricted	\$ -		\$ -	
	Unrestricted	\$ -		\$ -	
	Unrestricted	\$ -		\$ -	
Other	Unrestricted			\$ -	
Total Expenses		\$ 17,500.00	\$ -	\$ 17,500.00	100.00%

## Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8093 - BVRAC FY21 EMS RAC ALIGNMENT \$67,022

9999 - Not Applicable

From 5/1/2020 Through 8/31/2020

### Current Month Expenses

Revenue		
State Grant Revenue	4211	33,511.00
Total Revenue		33,511.00
Net Revenue (Expense)		33,511.00

## Brazos Valley Council of Governments

### Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8095 - BVRAC FY20 EMS LOCAL PROJ GRANT \$12,150

From 5/1/2020 Through 8/31/2020

		Current Month Expenses
Revenue		
State Grant Revenue	4211	12,150.00
Total Revenue		12,150.00
Expense		
General Expenses		
Equipment > \$5000	5639	12,150.00
Total General Expenses		12,150.00
Total Expense		12,150.00
Net Revenue (Expense)		0.00

## Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8096 - BVRAC SB500 FY20 EMS-RAC - CPS/EMS

8004 - BVRAC Injury Prevention (8004)

From 1/1/2020 Through 8/31/2020

		Current Month Expenses
Expense		
General Expenses		
Equipment > \$5000	5639	13,706.00
Total General Expenses		13,706.00
Total Expense		13,706.00
Net Revenue (Expense)		(13,706.00)

**Brazos Valley Council of Governments**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
8098 - BVRAC FY20 EMS COUNTY ALIGNMENT \$76,751  
From 5/1/2020 Through 7/31/2020

		<u>Current Period Actual</u>
Expense		
General Expenses		
OTHER	H	
Delegate Agency Costs	6178	
BVRAC Brazos County	8005	
College Station Fire Department	8102	3,797.25
Total H		<u>3,797.25</u>
Total General Expenses		<u>3,797.25</u>
Total Expense		<u>3,797.25</u>
Net Revenue (Expense)		<u>(3,797.25)</u>

Brazos Valley Council of Governments  
Check/Voucher Register  
From 9/1/2020 Through 9/25/2020

**BRAZOS VALLEY COUNCIL OF GOVERNMENTS**  
**Check/ Voucher Register**  
**From 9/1/2020 - 9/25/2020**

8095 - BVRAC FY20 EMS LOCAL PROJ GRANT \$12,150							
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID	Cleared Status
AERCLA	9/3/2020	EFT-090320-01	AEROCLAVE, LLC	<u>12,150.00</u>	AeroClave Room Decontamination System	090320PAYMENT	OS
Total 1012 - General Oper-BBT10302				12,150.00			

8096 - BVRAC SB500 FY20 EMS-RAC - CPS/EMS							
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID	Cleared Status
AERCLA	9/3/2020	EFT-090320-01	AEROCLAVE, LLC	<u>13,706.00</u>	AeroClave Room Decontamination System	090320PAYMENT	OS
Total 1012 - General Oper-BBT10302				13,706.00			

8098 - BVRAC FY20 EMS COUNTY ALIGNMENT \$76,751							
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID	Cleared Status
BRYFIRDEP	8/27/2020	129984	BRYAN FIRE DEPARTMENT	3,797.25	EMS County Grant HHS000124600006 Reimbursement	082420GEN PayBryanFD	OS
JEWEMSINC	8/27/2020	EFT-082720-08	JEWETT EMS INC	6,820.50	EMS County Grant HHS000124600006	082620PMT Jewett	CL
HILLAKFIRDEP	9/9/2020	EFT-090920-13	HILLTOP LAKES FIRE DEPARTMENT	6,820.50	EMS County Grant HHS 000124600006	090920PAYMENTS	OS
ROBCOUEMS	9/17/2020	EFT-091720-16	ROBERTSON COUNTY EMS	11,918.00	EMS County Grant HHS000124600006	091720PAYMENT	OS
STJOSEMS	9/9/2020	130120	ST JOSEPH EMS	30,601.25	EMS County Grant	090920PAYMENTS	OS
TEXAMUNI-EMS	9/17/2020	EFT-091720-18	TEXAS A&M UNIVERSITY EMS	<u>3,797.25</u>	EMS County Grant HHS 000124600006	091720PAYMENT	OS
Total 1012 - General Oper-BBT10302				<u>53,137.00</u>			

Report Total

#####



**BRAZOS VALLEY COUNCIL OF GOVERNMENTS**  
**Revenue Ledger**  
**From 9/1/2020 - 9/25/2020**

<i>8093 - EMS RAC</i>						
<b>FUNCT CODE</b>	<b>Effective Date</b>	<b>Deposit Amount</b>	<b>Document Number</b>	<b>Deposit Description</b>	<b>Session ID</b>	<b>Cleared Status</b>
9999	8/18/2020	33,511.00	AR08037	BVRAC Receivable 5.1.20 Funds 8093,8098,8095 \$122,412	20AR08037	CL
		<u>33,511.00</u>		Total 1012 - General Oper-BBT10302		

<i>8095 - LPG</i>						
<b>FUNCT CODE</b>	<b>Effective Date</b>	<b>Deposit Amount</b>	<b>Document Number</b>	<b>Deposit Description</b>	<b>Session ID</b>	<b>Cleared Status</b>
9999	8/18/2020	12,150.00	AR08037	BVRAC Receivable 5.1.20 Funds 8093,8098,8095 \$122,412	20AR08037	CL
		<u>12,150.00</u>		Total 1012 - General Oper-BBT10302		

<i>8098 - EMS COU</i>						
<b>FUNCT CODE</b>	<b>Effective Date</b>	<b>Deposit Amount</b>	<b>Document Number</b>	<b>Deposit Description</b>	<b>Session ID</b>	<b>Cleared Status</b>
9999	8/18/2020	76,751.00	AR08037	BVRAC Receivable 5.1.20 Funds 8093,8098,8095 \$122,412	20AR08037	CL
		<u>76,751.00</u>		Total 1012 - General Oper-BBT10302		

Report Total                      122,412.00

# **BVRAC Board of Directors and General Assembly Meeting Dates**

**September 1, 2020 to August 31, 2021**

## *BVRAC Board of Directors*

*BVRAC Committees: Injury Prevention/ Stroke/Acute Care & Hospital Care & Management/Pre-Hospital/Systems QI & Physician's Advisory/Perinatal/Disaster Preparedness/Education/ Emergency Management-At-Large*

### **Meeting Time:**

#### **Board of Directors (BOD)**

1000 - 1130 (meets every second Friday on odd months)

0900 - 1000 (meets every first Thursday on even months)

**General Assembly (GA)** meets first Thursday of even months

0900 - 1000 Board of Directors

1000 - 1145 DEPC/BVHCC

1200 - 1245 Perinatal

1300 – 1530 General Assembly

**Meeting Location:** (BVCOG) 3991 E. 29<sup>th</sup> St. Bryan TX 77802

### **Monthly Meeting Dates:**

September 11, 2020 (BOD Meeting) Virtual

October 1, 2020 (BOD & GA Meetings) Virtual

November 13, 2020 (BOD Meeting) Brazos A Rm

December 03, 2020 (BOD & GA Meetings) Brazos A&B Rm

January 08, 2021 (BOD Meeting) Brazos A Rm

February 04, 2021 (BOD & GA Meetings) Board Rm

March 12, 2021 (BOD Meeting) Brazos A Rm

April 1, 2021 (BOD & GA Meetings) Board Rm

May 14, 2021 (BOD Meeting) Brazos A

June 3, 2021 (BOD & GA Meetings) Board Rm

July 9, 2021 (BOD Meeting) Brazos A

August 5, 2021 (BOD & GA Meetings) Board Rm

### **State Meeting Dates:**

November 21-23, 2020 GETAC

\*Meeting dates and times are subject to change

**Brazos Valley Regional Advisory Council  
2020 Member Agency Participation**

	February	April	June	August	October	December	Attendance 2020
<b>Hospitals</b>							
Baylor Scott & White Brenham	X	X	X	X			
Baylor Scott & White College Station	X	X	X	X			
CAPROCK	?	X	?	X			
CHI St. Joseph Regional Bryan	X	X	X	X			
CHI St. Joseph Burleson	X	X	X	X			
CHI St. Joseph College Station	X	X	X	X			
CHI St. Joseph Grimes	X	X	X	X			
CHI St. Joseph Madison	X	?	X	X			
Encompass Health	X	?	?	?			
The Physicians Centre	X	X	X	X			
Signature Care	?	?	?	?			
<b>EMS Agencies</b>							
Bryan Fire Department	?	X	X	X			
College Station Fire Department	X	X	?	X			
Hilltop Lakes VFD	X	X	X	X			
Jewett	X	?	X	X			
PHI	X	?	?	?			
Robertson County EMS	X	X	?	X			
St. Joseph EMS	X	X	X	X			
Texas A&M University EMS	X	?	X	X			
Washington County EMS	X	X	X	?			
<b>FRO's/Other Institutions</b>							
Washington County OEM	X	X	X	X			
**Brazos County Health Department	?	X	X	X			
<b>Colleges</b>							
**Blinn College	?	X	X	X			

X= Attended Meeting.

?=Absent

\*\*= Non Voting Agencies