



**Brazos Valley Regional Advisory Council  
Board of Directors Meeting  
February 1, 2024**

<b>Agenda</b>	<b>1</b>
<b>January 12, 2024 BOD Meeting Minutes</b>	<b>2-5</b>
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# AGENDA

**Brazos Valley Regional Advisory Council  
Board of Directors Meeting  
9:00 FEBRUARY 1, 2024  
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 January 12, 2024 Meeting Minutes**
- IV. Financial Report**
- V. Executive Director Report**
- VI. Discussion and/or Action Items**
  - A. Consider for approval authorizing signature authority to Colton Graham as the Executive Director.
  - B. Consider for approval authorizing signature authority to John Heritage.
  - C. Discussion and possible action regarding overpayment of students with Senate Bill 8 funds.
  - D. Discussion and possible action regarding “free for all” date for Senate Bill 8 funds.
  - E. Discussion and possible action regarding length of BVRAC 2024 Symposium
  - F. Update on pediatric readiness
- VII. Committee Significant Items**
- VIII. Open Forum**
- IX. Important Dates**
  - A. Board of Directors Meeting Friday, March 18, 2024
- X. Adjourn**

**Zoom Link for Participation -  
Topic: BVRAC Board of Directors Meeting**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/82169770424?pwd=TVNQdktOSEl5MUpNYUtxcTBLT3BCUT09>**

**Meeting ID: 821 6977 0424    Passcode: 122623  
Dial In +1 346 248 7799 US (Houston)**

**Minutes**  
 Brazos Valley Regional Advisory Council  
**BVRAC Special Meeting – In Person & Web Conference Call**  
 1000 January 12, 2024  
 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	Jason Giles	College Station Fire Department	Present
Secretary	Ashley Johse	CHI St. Joseph Health – CS	Present
Treasurer	Patti Parks	Baylor Scott & White-Brenham	Present
Injury Prevention	Brandi Mendoza	Baylor Scott & White – CS	Present
Stroke	Amy Plotts	CHI St Joseph Regional	Present
Education	Adam Gallagher	Robertson County EMS	Present
Hospital & Acute Care	Lori Porter	CHI St. Joseph Health - CS	Present
Systems QI / Physician’s Advisory	----	---	---
DEPC/BVHCC	Bryan Ruemke	Washington County OEM	Present
Pre-Hospital	Kevin Deramus	Washington County EMS	Absent
Perinatal	Dr. Katie Brading	CHI St. Joseph Health Regional	Present
EMC at Large	David Lilly	Grimes County OEM	Absent

**Guests Present**

<u>Name</u>	<u>Agency</u>	<u>Absent/ Present</u>
Melissa Kendrick	Med Trans / Air Med 12	Present

**Staff Present**

<u>Position</u>	<u>Name</u>	<u>Agency</u>	<u>Absent/ Present</u>
Program Manager	Cagan Baldree	BVCOG	Present
Program Manager	Janet Dudding	BVCOG	Present
Citizen Corps Coordinator	Colton Graham	BVCOG	Present
Senior Accountant	Zeb Heckmann	BVCOG	Present
Homeland Security Planner	John Heritage	BVCOG	Present
Planner	Rebecca Hill	BVCOG	Present

- I. **Call to Order** – The meeting was called to order at 10:01 A.M. by Chairperson Rice.
- II. **Introductions** – All members introduced themselves.
- III. **Approval of Board of Director’s December 7, 2023 Meeting Minutes** – Members present reviewed the minutes. Mr. Giles motioned to approve the December 7, 2023 meeting minutes. Ms. Mendoza seconded the motion; motion carried.

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- IV. Financial Report** – Mr. Baldree directed the board’s attention to page 6 in the meeting packet. Adjustments to each budget line are made throughout the contract period and the focus needs to be on the bottom line for each area to see what funds remain. There is just over \$16,000 remaining in the EMS RAC budget with Amendment 1 funds being kept separate. The \$2,473.68 listed under Acute Care/Hosp. Mgt. line item is to replenish the stock of wristbands for local EMS agencies.

Please submit requests for EMS County as soon as possible. Only one agency has requested and received reimbursement so far.

Robertson County is the first agency to zero out their Senate Bill 8 funds. Hilltop Lakes provided some funds to cover a Robertson County sponsored student that volunteers with Hilltop that wanted to take the paramedic course. Mr. Baldree heard from all agencies that they plan to use all of the funds allocated to them. Chairperson Rice pointed out that agencies will have trouble spending the smaller amounts remaining so a distribution plan will need to be looked at to use the remaining funds. The group discussed setting March 31<sup>st</sup> as the final date agencies can submit requests to utilize their allocation before all remaining funds are available on a first come first served basis.

One thing to note with unrestricted funds is that Baylor Scott & White Brenham has decided to purchase a mannequin which utilizes their full allocation. They will be paying for the shipping and handling. BVRAC will pay the full invoice and Baylor Scott and White will reimburse BVRAC for the shipping costs. The shipping costs will come out of unrestricted and be put back in once they are reimbursed. Ms. Parks asked that an invoice with the exact shipping amount be sent to her so payment could be made.

Mr. Giles made a motion to accept the financial report as presented. Mr. Ruemke seconded; motion carried.

**V. Executive Directors Report**

Amendment 1 Funds – There are two excel forms that track all purchases/allocations for the Amendment 1 funds for EMS Agencies and Hospitals separately. The Hospital Workgroup decided to only give funds to the agencies that submitted a needs assessment and distributed the \$50,000 based on trauma level.

RAC Assessments - The other RACs have had several discussions with DSHS regarding the assessments that are coming. BVRAC’s position is to just take them and work through it. Ms. Mendoza noted that public comment for the trauma rules opens on January 19<sup>th</sup>.

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

- A. Consider for approval Senate Bill 8 budget adjustment** – About one third of the administrative funds have been used so far. The suggestion is not to move it yet. This discussion was moved to the Pre-Hospital meeting and action item was tabled.

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- B. Discuss and consider for approval participation in TexPool Investment Pools using unrestricted funds** – Ms. Dunn shared information on the investment policy and pool. BVRAC will have its own TexPool account to ensure the funds are separate and clear. The first step to participate is the Chair signing the forms to get the account set up. Mr. Gallagher made a motion to approve participation in TexPool Investment Pool. Mr. Giles seconded; motion passed.
- C. Discuss and consider for approval the usage of EMS RAC funds for regional assets** – During the last stop the bleed course, the hemorrhage control mannequin was borrowed from the CERT training kit. The proposal is to purchase three of the mannequins to support STB training in the region at approximately \$420 each. Ms. Mendoza made a motion to approve purchase of three of the hemorrhage control mannequins. Mr. Gallagher seconded; motion carried.
- D. Update on PECC Plan** – Dr. Christian was not able to attend this meeting but has shared that there are mannequins, materials, and trainings available to the region. This is one area that is discussed heavily in the new RAC Assessments.
- E. Discussion of Pulsara** – All CHI Hospitals are going live with the full version of Pulsara. The dispatchers are getting involved as well as specialty care. It has been assigned as a state project and wristbands are the key to the transfer process. Emergency Room staff realize the importance of this and enter walk-in patients that need to be transferred by ambulance into Pulsara and give them a wristband.

**VII. Committee Reports**

- A. Education** (Adam Gallagher) – No Report. Ms. Kendrick shared that AirMed 12's Symposium is May 21<sup>st</sup> at the Brazos Center. They may be seeking some RAC funds since they are not working with vendors this year.
- B. Pre-Hospital** (Kevin Deramus) – VAN Scores were the largest discussion at the last meeting.
- C. Hospital Care and Management / Acute Care** (Lori Porter) – No Report
- D. Stroke** (Amy Plotts) – Mr. Deramus shared what the VAN looks like on the ESO reports during the Pre-Hospital meeting. The way the reports are set up, it is not printing so he is working on that. Several facilities have submitted the Systems QI Tracking form for stroke thrombectomy and VAN tracking. The current tracking chart was shared, and Ms. Plotts will be reaching out to the facilities with no data. This will give a baseline on how the region did in 2023.
- E. System QI / Physician's Advisory** – No Report. Will need a solution in the coming months for this committee.
- F. Injury Prevention** (Brandi Mendoza) – There will be a small STB course that Mr. Giles will be taking care of. Ms. Mendoza asked about adding a button/link for stop the bleed training on the BVRAC website. Adding a resource link that includes information on BLS and ACLS courses that are available would be good as well.
- G. Disaster/Emergency Preparedness** (Bryan Ruemke) – There was a HCC Chairs meeting on January 3<sup>rd</sup>. Mr. Ruemke asked the board if hospitals are required to attend HCC Meetings. The group did not know about any requirements. RAC participation is required for many accreditations. CATRAC will be sending out

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notices that members are required to attend 75% of HCC meetings. Chairperson Rice asked for the rule that shows participation is required. Mr. Ruemke will find out more details on the requirement or rule. Ms. Parks said it may be related to the RAC Emergency Preparedness Meetings. Financials were also discussed at the meeting. Mr. Havron said that financials should be discussed at the chair's meetings only.

**H. Perinatal** (Dr. Brading) – No Report

**VIII. Open Forum –**

Ms. Parks asked the group to think about the Symposium in September. The main decision that needs to be made now is if it is for one or two days. This discussion will be put on the February meeting agenda for discussion and action.

**IX. Important Dates**

**A.** Board of Directors and General Assembly Meeting February 1, 2024

**X. Adjourn –** Meeting adjourned at 10:51 am.

**BVRAC Budget 01SEP23 to 31AUG24**

1/12/2024

Brazos Valley Regional Advisory Council

Expense	Category	Budget	Actual	Difference (\$)	Difference (%)
RAC Systems Dev	RAC Sys Dev	\$ 50,390.00	\$ 16,122.85	\$ 34,267.15	68%
EMS RAC	EMS RAC	\$ 36,566.00	\$ 19,781.75	\$ 16,784.25	46%
EMS RAC (Amendment 1)	EMS RAC	\$ 150,000.00	\$ -	\$ 150,000.00	100%
EMS County	EMS County	\$ 86,652.00	\$ 4,084.00	\$ 82,568.00	95%
EMS County-SB 8	EMS County	\$ 373,687.11	\$ 276,535.15	\$ 135,777.43	36%
Unrestricted	Unrestricted	\$ 32,176.75	\$ 15,956.60	\$ 16,220.15	50%
<b>Total Expenses</b>		<b>\$ 729,471.86</b>	<b>\$ 332,480.35</b>	<b>\$ 435,616.98</b>	<b>59.72%</b>

**BVRAC EMS RAC Budget 01SEP23 to 31AUG24**

1/12/2024

Brazos Valley Regional Advisory Council (EMS RAC \$36,566.00)

Expense	Category	Budget	Actual	Difference (\$)	Difference (%)
Management	EMS RAC	\$ 3,750.00	\$ 1,188.78	\$ 2,561.22	68%
Education	EMS RAC	\$ 15,000.00	\$ 15,099.58	\$ (99.58)	-1%
Injury Prevention	EMS RAC	\$ 11,250.00	\$ -	\$ 11,250.00	100%
Acute Care/Hosp. Mgt.	EMS RAC	\$ 1,000.00	\$ 2,473.68	\$ (1,473.68)	-147%
Stroke/Cardiac	EMS RAC	\$ 2,000.00	\$ -	\$ 2,000.00	100%
Perinatal	EMS RAC	\$ 2,000.00	\$ -	\$ 2,000.00	100%
GETAC	EMS RAC	\$ 1,250.00	\$ 923.00	\$ 327.00	26%
Staff Travel	EMS RAC	\$ 316.00	\$ 96.71	\$ 219.29	69%
<b>Total Expenses</b>		<b>\$ 36,566.00</b>	<b>\$ 19,781.75</b>	<b>\$ 16,784.25</b>	<b>45.90%</b>

**BVRAC RAC System Development Budget 01SEP23 to 31AUG24**

**1/12/2024**

Brazos Valley Regional Advisory Council (RAC Sys Dev \$50,390.00)

Expense	Category	Budget	Actual	Difference (\$)	Difference (%)
Management	RAC Sys Dev	\$ 50,390.00	\$ 16,122.85	\$ 34,267.15	68%
Injury Prevention	RAC Sys Dev	\$ -	\$ -	\$ -	
Acute Care/Hosp. Mgt.	RAC Sys Dev	\$ -	\$ -	\$ -	
Stroke/Cardiac	RAC Sys Dev	\$ -	\$ -	\$ -	
Perinatal	RAC Sys Dev	\$ -	\$ -	\$ -	
Other	RAC Sys Dev	\$ -	\$ -	\$ -	
<b>Total Expenses</b>		<b>\$ 50,390.00</b>	<b>\$ 16,122.85</b>	<b>\$ 34,267.15</b>	<b>68.00%</b>

**BVRAC RAC EMS COUNTY 01SEP23 to 31AUG24**

**1/12/2024**

Brazos Valley Regional Advisory Council (\$86,652.00)

Expense	Category	Budget	Actual	Difference (\$)	Difference (%)
Bryan Fire Dept EMS	EMS County	\$ 4,084.00	\$ -	\$ 4,084.00	100%
CSFD EMS	EMS County	\$ 4,084.00	\$ 4,084.00	\$ -	0%
CHI ST Joseph EMS Brazos	EMS County	\$ 4,084.00	\$ -	\$ 4,084.00	100%
CHI ST Joseph EMS Burleson	EMS County	\$ 10,382.00	\$ -	\$ 10,382.00	100%
CHI ST Joseph EMS Grimes	EMS County	\$ 12,693.00	\$ -	\$ 12,693.00	100%
CHI ST Joseph EMS Leon	EMS County	\$ 5,389.00	\$ -	\$ 5,389.00	100%
CHI ST Joseph EMS Madison	EMS County	\$ 7,367.00	\$ -	\$ 7,367.00	100%
Hilltop Lake VFD EMS	EMS County	\$ 5,389.00	\$ -	\$ 5,389.00	100%
Jewett EMS	EMS County	\$ 5,389.00	\$ -	\$ 5,389.00	100%
RCEMS	EMS County	\$ 13,215.00	\$ -	\$ 13,215.00	100%
TAMU EMS	EMS County	\$ 4,084.00	\$ -	\$ 4,084.00	100%
WCEMS	EMS County	\$ 10,492.00	\$ -	\$ 10,492.00	100%
<b>Total Expenses</b>		<b>\$ 86,652.00</b>	<b>\$ 4,084.00</b>	<b>\$ 82,568.00</b>	<b>95.29%</b>



**BVRAC EMS County - SB 8 Budget 01SEP22 to 31DEC24**

1/12/2024

Brazos Valley Regional Advisory Council (EMS County - SB 8 \$373,687.11)

Expense	Category	Budget	Actual	Difference (\$)	Difference (%)
Management (Admin)	EMS County	\$ 60,000.00	\$ 21,724.30	\$ 38,275.70	64%
Incentives	EMS County	\$ -	\$ -	\$ -	
Bryan Fire Dept EMS	EMS County	\$ 37,858.79	\$ 34,000.00	\$ 3,858.79	10%
CHI St Joseph EMS	EMS County	\$ 108,167.97	\$ 104,117.50	\$ 4,050.47	4%
College Station FD EMS	EMS County	\$ 43,267.19	\$ 41,878.46	\$ 1,388.73	3%
Hilltop Lakes VFD EMS	EMS County	\$ 5,408.40	\$ 5,292.07	\$ 116.33	2%
Jewett EMS	EMS County	\$ 21,633.59	\$ 6,076.00	\$ 15,557.59	72%
Robertson County EMS	EMS County	\$ 37,858.79	\$ 37,858.79	\$ (0.00)	0%
Texas A&M University EMS	EMS County	\$ 16,225.20	\$ 6,824.00	\$ 9,401.20	58%
Washington County EMS	EMS County	\$ 37,858.79	\$ 18,764.03	\$ 19,094.76	50%
PHI	EMS County	\$ 5,408.40	\$ -	\$ 5,408.40	100%
<b>Total Expenses</b>		<b>\$ 373,687.11</b>	<b>\$ 276,535.15</b>	<b>\$ 97,151.96</b>	<b>26.00%</b>

**BVRAC Unrestricted Budget**

1/12/2024

Brazos Valley Regional Advisory Council

Expense	Category	Budget	Actual	Difference (\$)	Difference (%)
BVRAC Radios	Unrestricted	\$ 10,000.00	\$ 7,083.20	\$ 2,916.80	29%
Taxes	Unrestricted	\$ 3,328.00	\$ -	\$ 3,328.00	100%
TETAF Dues	Unrestricted	\$ 2,000.00	\$ -	\$ 2,000.00	100%
Stroke/Acute Care	Unrestricted	\$ 12,000.00	\$ 8,749.94	\$ 3,250.06	27%
Insurance	Unrestricted	\$ 2,042.00	\$ -	\$ 2,042.00	100%
Training & Meeting	Unrestricted	\$ 750.00	\$ 123.46	\$ 626.54	84%
Outreach	Unrestricted	\$ 2,056.75	\$ -	\$ 2,056.75	100%
<b>Total Expenses</b>		<b>\$ 32,176.75</b>	<b>\$ 15,956.60</b>	<b>\$ 16,220.15</b>	<b>50.41%</b>

**BRAZOS VALLEY REGIONAL ADVISORY COMMITTEE  
BALANCE SHEET - FUND 8001 UNRESTRICTED  
AS OF NOVEMBER 30, 2023**

		<u>Current Year-As Of</u> <u>11/30/2023</u>
Beginning Balance - September 1, 2023		
General Operations-Cash	\$ 70,986.96	
Prepaid Expense	650.00	
TOTAL CASH & EQUIVALENTS	<u>71,636.96</u>	<u>\$ 71,636.96</u>
Accounts Payable-Vendors		\$ 94.10
TOTAL LIABILITIES		<u>\$ 94.10</u>
TOTAL ASSETS		<u>\$ 71,542.86</u>
Changes in Fund Balance		
Fund Balance-October 1, 2023		\$ 64,912.50
Other Revenue (Radios & Symposiums)	\$ 16,148.96	
Annual Membership Dues	7,650.00	
TOTAL REVENUE	<u>23,798.96</u>	\$ 23,798.96
Supplies (Symposium Expense)	\$ 2,785.38	
Travel	37.52	
Other Expense (Radio Expense)	7,083.20	
Training & Meeting Expense (Symposium Expense)	6,212.50	
TOTAL EXPENSE	<u>16,118.60</u>	\$ (16,118.60)
Total Liability & Fund Balance		<u>\$ 72,592.86</u>

# *Brazos Valley Regional Advisory Council 2024*

## Board of Directors Participation

Board Members		January	February	March	April	May	June	July	August	September	October	November	December	Total Attended
1	Billy Rice Chair	X												
2	Jason Giles Vice Chair	X												
3	Ashley Johse Secretary	X												
4	Patti Parks Treasurer	X												
1	Bryan Ruemke DEPC	X												
2	Adam Gallagher Education	X												
3	/ QI/PA	?												
4	Brandi Mendoza Injury Prevention	X												
5	Kevin Deramus Pre- Hospital	?												
6	Lori Porter Hospital/Acute Care	X												
8	Amy Plotts Stroke	X												
9	David Lilly EMC at Large	?												
10	Dr. Katie Brading Perinatal	X												
	Colton Graham Executive Director	X												
	John Heritage Program Manager	X												
	Rebecca Hill Planner	X												
	Zeb Heckmann Senior Accountant	X												

X= Attended meeting.

\*\*= Call In

0=Substitution

?=Absent