



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

<b>Agenda</b>	<b>1</b>
<b>September 13, 2024 BOD Meeting Minutes</b>	<b>2-9</b>
<b>Financials</b>	<b>10-14</b>
<b>FY2025 Proposed Budget</b>	<b>15-19</b>
<b>MIST /Time Out Policy</b>	<b>20-22</b>
<b>Board of Directors Participation Tracker 2024</b>	<b>23</b>

# AGENDA

**Brazos Valley Regional Advisory Council  
Board of Directors Meeting**  
9:00 OCTOBER 3, 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 September 13, 2024 Meeting Minutes**
- IV. Financial Report**
- V. Executive Director Report**
- VI. Discussion and/or Action Items**
  - A. Consider for Approval FY2025 BVRAC Budget
  - B. Discussion and possible action on Regional MIST/TIME OUT Process
  - C. Discussion of EMS Education Grant
  - D. Discussion of BVRAC Symposium
  - E. Consider for Approval of the BVRAC Bylaws Revisions
  - F. Discussion of Pulsara
- VII. Committee Significant Items**
- VIII. Open Forum**
- IX. Important Dates**
  - A. Board of Directors Meeting Friday, November 8, 2024
- X. Adjourn**

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

**Join Zoom Meeting**

<https://us06web.zoom.us/j/82169770424?pwd=TVNQdktOSEl5MUppNyUtxcTBLT3BCUT09>

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

**Minutes**  
 Brazos Valley Regional Advisory Council  
**Board of Directors Meeting – In Person & Web Conference Call**  
 900 September 13, 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	Patti Parks	Baylor Scott & White Brenham	Present
Vice Chair	Jason Giles	College Station Fire Department	Present
Secretary	Ashley Johse	St. Joseph Health – CS	Present
Treasurer	---	---	---
Injury Prevention	Brandi Mendoza	Baylor Scott & White – CS	Present
Stroke	Amy Plotts	St Joseph Regional	Present
Education	Adam Gallagher	Robertson County EMS	Present
Hospital & Acute Care	Lori Porter	St. Joseph Health - CS	Present
Systems QI / Physician’s Advisory	-----	-----	-----
DEPC/BVHCC	Bryan Ruemke	Washington County OEM	Absent
Pre-Hospital	Kevin Deramus	Washington County EMS	Present
Perinatal	Dr. Katie Brading	St. Joseph Health Regional	Present
EMC at Large	David Lilly	Grimes County OEM	Absent
Immediate Past Chair	Billy Rice	St. Joseph Health EMS	Absent

**Guests Present**

<u>Name</u>	<u>Agency</u>
Dr. Kristen Christian	St. Joseph Health Regional
Amber Heredia	St. Joseph Health Regional
Melissa Kendrick	AirMed 12

**Staff Present**

<u>Position</u>	<u>Name</u>	<u>Agency</u>	<u>Absent/ Present</u>
BVCOG Deputy Director	Roger Sheridan	BVCOG	Present
Homeland Security Planner	Sabrina Fierro	BVCOG	Present
BVRAC Executive Director	John Heritage	BVCOG	Present
Public Safety Planner	Rebecca Hill	BVCOG	Present

- I. **Call to Order** – The meeting was called to order at 10:00 A.M. by Chairperson Parks.
- II. **Introductions** – All members introduced themselves.
- III. **Approval of August 1, 2024 Meeting Minutes** - Members present reviewed the August 1, 2024 meeting minutes. Chairperson Parks noted that the date in the heading was not correct. Ms. Mendoza made a motion to approve the August 1, 2024 minutes with a date correction. Ms. Porter seconded; motion carried.
- IV. **Approval of August 30, 2024 Special Meeting Minutes** – Members present reviewed the August 30, 2024 Special Meeting minutes. Mr. Giles made a motion to approve the August 30, 2024 minutes. Ms. Mendoza seconded; motion carried.

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- V. Financial Report** – Mr. Heritage directed the board members’ attention to page 9 of the packet for the financial report. August 31<sup>st</sup> was the last day to spend funds in EMS RAC, RAC Systems Development and Amendment 1 for the FY24 contract. The printed budgets show several hundred dollars remaining in EMS RAC and RAC Systems Development, but the Finance Department confirmed that all funds have been utilized. The only fund that still has money remaining is the Senate Bill 8 fund. There are students lined up to utilize all remaining funds in that contract which ends December 31, 2024. Mr. Heritage did reach out to CENTEX RAC to ask for funds to cover a paramedic student from TAMU EMS. CENTEX RAC will be sending those funds to BVRAC to cover that expense. If any EMS agencies have students that want to take the EMT or Paramedic courses, please reach out to Mr. Heritage asap to submit a request to other RACs to see if there are funds left.

All Amendment 1 funds have been utilized and reimbursements sent. There was an email chain going between RAC Directors across the state with many sharing frustrations with not being aware that Amendment 1 funds had to be used by August 31<sup>st</sup>. Some will have to send the funds back to the state. With that in mind, once the Amendment 2 budget is approved, please start making your purchases now to facilitate these funds getting used quickly and to minimize the struggle to get the funds spent by the deadline.

Ms. Mendoza made a motion to approve the financial report as presented. Mr. Deramus seconded; motion carried.

**VI. Executive Directors Report:**

1. At the end of the fiscal year there are several reports that must be submitted to the state. The GC-11 report was submitted last month which is the inventory report on any equipment or medical supplies that are purchased with RAC funds. The items tracked on the inventory sheet must have an asset control tag on them. These tags have been passed out to the applicable agencies with a few to still be handed out. Each year there will be a follow up on this equipment to verify it is still being used and can be located.
2. The RAC’s CE Accreditation was renewed to help with credits offered at the symposium.
3. A lump sum payment request was also submitted that requests all the funds that are listed in the BVRAC contract which is right at \$329,000. The direct deposit from the state has not been received yet.

**VII. State RAC Chair / ED Meeting Update** (Chairperson Patti Parks) – The first RAC Chairs meeting was in August right after the GETAC meeting, so it was a lot of regurgitating what was discussed then. A few items to note:

- There are openings in committees so if anyone is interested in being in a committee, please submit your name to be considered.

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- Whole Blood was discussed which Mr. Gallagher and Mr. Deramus have started work on. The Whole Blood Task Force meets on the Tuesday before GETAC so if anyone wants to, they can listen in on the zoom call. Those who want to listen can ask STRAC for log in information.
- There are 11 burn centers in Texas. Burns are a huge issue here in our region because they must be sent out. Washington County EMS transferred a child with a burn from Brenham to San Antonio which is a long haul and keeps a unit out of service in the area for many hours. The state is wanting to find out how many burns the RAC region is seeing and what is being transferred. The region may want to start tracking the age and extent of the burn patients in the RAC that are transferred. From the EMS standpoint, there may be some that are transferred immediately from the scene. Would like to know more about the 11 burn centers as far as where they are located and what ages, types, and severity of burns they accept.
- The region may want to look at doing a PI project as a RAC and alter the QI form. Transfers would have to stay on there but need to review what else needs to be there that should be tracked. Then we can look at the information and see if it is something that can be improved on over the year. If it is useless, it can be changed the next year.
- It is the RAC's responsibility to make sure data is being collected and uploaded on the hospital and EMS side. Mr. Heritage is working on getting access to the registry. As Executive Director or RAC Chair, we cannot see individual data, only aggregate data. Our goal is to make sure you are submitting and to help with any barriers that you are experiencing with getting your data uploaded.
- PEDI Education Update:
  - The First SIMS education was completed in College Station. Brenham is on the list to get their SIMS education completed. The Critical Access Hospitals will get on the schedule soon as well as the Bryan campus. EMS agencies will be brought in once this first round of SIM education has been done. If you are doing any SIM education, please report it to Dr. Christian.
  - The dashboard has been started for the RAC. The goal is to get the SIM educations up front and make sure that everyone is comfortable with doing it before charts are entered into the dashboard. There are 40 plus different measures within each one so it is a lot to complete but it will give a lot of information for the region and can be used to work on some injury prevention tactics as well as just prevention in general. A good goal would be for charts to be entered by the start of the year. This will tie into the new trauma rules as well.
  - As far as EMS, the surveys have been sent out and there is low participation.
  - Baylor Scott & White did a SIM education with City Ambulance since they do many of their transfers.
- There are line of duty scholarships available for spouses and others to attend school. There is a cornhole tournament at the EMS Conference and all proceeds will go towards that scholarship.

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- The rule that required Trauma Medical Directors to participate in the RAC is being taken out. There will also be rules on how to handle a contingency from a survey. At the previous meeting it was discussed that there is a 50% no pass rate on surveys with Level 1s and Level 2s. Eighty percent of Level 4s are required to do critical action plans with a year follow up after that.

**VIII. Discussion and/or Action Items -**

**A. Appointment of BVRAC Treasurer** – Chairperson Parks left the BVRAC Treasurer position open when she accepted her role as Chair. Chairperson Parks nominates Ms. Mendoza as BVRAC Treasurer to complete the current term until August 2025. Mr. Deramus made a motion to accept the appointment of Ms. Brandi Mendoza as BVRAC Treasurer. Mr. Gallagher seconded; motion carried. This leaves the Injury Prevention Chair open. Committees will be discussed later in this meeting.

**B. Discussion of BVRAC Symposium** – Members and staff present discussed several updates on the BVRAC Symposium including:

- Speakers - All speakers are set up. Topics are:
  - Strangulation and Domestic Violence (Presented by Two SANE nurses)
  - Sepsis Panel with Dr. Buzzard, Dr. Sims and Mr. Rice
  - Two after action reviews on local events
  - Pediatric Pain
  - Trauma survivors will be speaking over the lunch hour
  - Spinal Fractures – John Ponder
  - Vasopressors – Melissa Kendrick
- Flyer – Logos were received so the flyer can be set up.
- Registrations – There are 25 people signed up right now. This will increase as the date gets closer.
- Mr. Deramus suggested giving an award to the trooper that helped with a motorcycle accident and was first on the scene. His actions probably saved the patient's life and would be a good tie in with the Stop the Bleed Initiative.
- Prizes – Mr. Giles has gotten some prizes – including a Messina Hoff Wine Tasting for 6 and Casa do Brasil Dinners. There is also some stuff from Aggieland Outfitters, Harley Davidson and Galleria Day Spa. There is also a bottle of wine and a bag with snacks and stuff in it.
- Vendors – There are 11 vendors signed up. Need to find out what time the Brazos Center opens so we can tell them when to set up. Should be close to 7:30 because that is when people can start arriving and signing in.
- Sponsors – Please be sure to notice the different levels of sponsorship and what is included with each level. We need to make sure that we are providing what was promised and not giving extra stuff.
- T-shirts – We need to make sure we are aware of the deadlines for printing the shirts so we are not down to the last minute with those.

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- Banner – A picture of the banner from last year was displayed and everyone was asked if it should be changed. Main suggestion was to differentiate between the different levels of sponsors on the banner. Mr. Heritage will ask M&M to build a mockup with the suggestions given and send back out for approval.

Mr. Heritage displayed a chart that showed the bids for several different expenses for the symposium including food, banner, t-shirts, and tote bags. The two biggest expenses on here are the t-shirts and the food. The group present decided that someone can pick up the food order to help cut costs on the delivery. The group also discussed how many t-shirts were left and how many to order. Ms. Kendrick suggested having a cut off on registration for those who want a shirt and ask for their shirt size. The group noted that most of the symposium registrations come in the two or three weeks before the event and that would not work. Someone also suggested limiting the number of colors on the shirt. The group discussed ordering 200 shirts instead of 250 and putting out the leftover ones from last year.

The board reviewed the layout design from last year for the Brazos Center and discussed answers to questions from Brazos Center staff.

**C. Discussion & Approval of FY25 BVRAC Budget** – Mr. Heritage directed the board's attention to page 14 in the packet. The proposed budget was presented at last month's meeting. There were no significant changes in the amounts in the different areas of the contract including Amendment 2 funds for \$150,000. The amounts each committee is allocated is similar to last year. The old Amendment 2 budget displayed had \$13,900 set aside for education. The group decided that there was already \$15,000 set aside in RAC Systems Development for Education and adding another \$14,000 would be too much. The first proposed budget displayed for Amendment 2 showed the Education line item removed and those funds redistributed. A formula was used to determine the amount for Brazos County ESD 2 that is similar to EMS County. The group pointed out that CapRock should be treated the same way. The second proposed budget has everyone's allocation reduced by \$200 which equals to \$3,000 that was added to the management line item. This would cover the cost of the stop the bleed kits. The other option to purchase the stop the bleed kits is to take the amount from injury prevention. That would leave \$7,000 for that committee to work with for this year.

Dr. Christian asked the group about purchasing a decon tent with Amendment 2 funds. Mr. Heritage agreed that it is an allowed expense, but others would have to agree to release their allocations to that project. The tents cost about \$50,000. If all hospitals agreed to release their funds, that would be \$44,000. Mr. Deramus shared that the EMS Agencies had turned in wish lists to the Pre-Hospital Committee and it would be a hard sell for them to give funds back after they have gone through the process. Other board members shared concerns about the tent and trailer getting checked regularly and determining who would pull the trailer when it was needed. There needs to be an

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assessment done on what is available in the region regarding decon capabilities and checking with Mr. Iles to see what capabilities are there and how long it would take for them to get here.

Mr. Deramus expressed concern with adding more funds to the Management line item, which would mean using Injury Prevention funds for the stop the bleed kits. Mr. Heritage will look for additional quotes to see if they are cheaper.

The group also discussed wristbands and how those should be purchased. If Amendment 2 fund are used, there would need to be some difference in percentages because smaller EMS agencies do not use as many wristbands as larger agencies and Level 3 hospitals are not doing as many transfers as Level 4 hospitals. The budget approval was tabled until the next meeting to allow the discussed changes to be made.

**D. Discussion & Approval of BVRAC Annual Report** – There are a few areas in the report where input is needed. The symposium needs to be added in because it is a lot of work and should be recognized. There is a section on Injury Prevention that needs input from anyone who has done injury prevention activities for the RAC. There is a section on Systems QI as well. The board asked to keep the wording the same in the Systems QI section. Dr. Christian asked that CHI be removed from all facility names as well as St. Joseph EMS. Mr. Heritage will make the discussed changes and send it out to group for final review before sending to the state. The report is due on October 15<sup>th</sup>.

**E. Discussion & Approval of BVRAC Bylaws Revisions** – Proposed revisions to the bylaws include:

- Updating the membership dues for EMS Agencies to reflect the current amount (\$50 / licensed ambulance).
- Addressing the need for each individual hospital or facility within a system to be a member in good standing, which includes paying dues, and having representation at the RAC meetings, to be eligible for funding.

Ms. Mendoza asked that a version of the bylaws be sent out that shows the previous version with the proposed markups. Chairperson Parks pointed out that most RACs have an attendance requirement for members. For most there is a minimum percentage that must be in person. We are all busy people but seeing faces and having participation is important. This would also help facilities to prioritize the RAC

**F. Discussion of Trauma Systems Plan, Performance Criteria and Self-Assessment** – Mr. Rice will help Chairperson Parks look at the assessment. This year they are only looking at EMS and Trauma but moving forward, they will be looking at perinatal and stroke. They will be looking at all committees. The assessment has been paired down this year.



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Chairperson Parks shared an idea to change the Hospital Care & Management Committee name to Trauma / Pediatric Readiness. She would also like to combine the Injury Prevention and Education Committees. There will have to be regular meetings and minutes for our committees. If the committees are combined, that is less meetings. Ms. Mendoza asked about having a Chair and Co-Chair for these committees.

Ms. Heredia will be the nurse representation on System QI. Ms. Nickerson is interested in being Chair of Injury Prevention. Chairperson Parks asked if the same number of physicians were interested in being chair. Ms. Kendrick sent out an email to collect information and thoughts for the requirements for the position. We are looking at quarterly meetings for this group. Ms. Heredia pointed out that this committee is kind of starting over so please reach out with any input. May look at doing chart reviews for big cases that involve EMS and even other facilities.

**G. Discussion of Pulsara – No action**

**IX. Committee Reports**

**A. Pre-Hospital (Kevin Deramus) –** Washington County EMS and others put together a 3-minute video on the MIST / Timeout Procedures that can be used for training. This video shows the patient being moved over and then the nurse asks for the time out. Dr. Christian asked that CHI be taken off all names. Ms. Porter pointed out that sustained is not capitalized in the I block like the others are. The video will be updated and sent out for those online to review.

GETAC Committee has a couple of assignments to do that will affect the RAC:

1. The council has approved the GETAC committee to do an EMS Wall Time statewide assessment. Houston is still having some major impacts. Washington County took a patient to St. Lukes yesterday and sat on the wall for two and a half hours. Crews can go to Temple and back much faster than going to Houston. The goal is to report as a RAC. It is not a huge problem here. Wait times are usually between 7 and 16 minutes here locally.
2. Reduction of red lights and sirens is the other assignment. The group is talking about reduction of red lights and sirens and how to respond to certain incidents.

**B. Pre-Hospital (Kevin Deramus) –** A Pre-Hospital meeting will be scheduled for later this month.

**C. Hospital Care and Management / Acute Care (Lori Porter) –** No Report

**D. Stroke (Amy Plotts) –** No Report.

**E. System QI / Physician’s Advisory –** No Report.

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**F. Injury Prevention** (Brandi Mendoza) – The fall prevention campaign commercial has been airing. It started on September 1<sup>st</sup>. There was also an interview on KBTX. Chairperson Parks mentioned that people at church stopped her and asked about the campaign. There have been a lot of impressions and there is a dashboard to review the reach of the campaign.

There is a stop the bleed class coming up at Texas A&M Emergency Management for 40 people in October. CarFit is also scheduled in December. This is program that fits the car to the mature driver. Anyone who wants to volunteer or help needs to attend the technician training on December 3<sup>rd</sup>. May find some time during the symposium to talk about this.

**G. Disaster/Emergency Preparedness** (Bryan Ruemke) – There was going to be a tabletop yesterday using Pulsara, but it did not occur. There are some people that are not familiar with that part of Pulsara so they may go over it during a meeting at a later time.

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

**X. Open Forum** – BVCOG is doing a fall prevention class today in the other conference room.

Mr. Deramus shared a Pulsara update from Mr. Gallagher. He said that hospitals are cutting off Pulsara too soon and he hopes hospitals representatives will be able to attend the next Pre-Hospital meeting on the 20<sup>th</sup> where this will be discussed. A zoom link and calendar invite will be shared with the hospitals and EMS agencies for the meeting.

Ms. Mendoza mentioned that Crystal Connor with the SANE program at Baylor Scott & White has noticed an uptick in strangulation cases. She would like to bring awareness on this issue and present to the general assembly. Chairperson Parks agreed and would like to see case reviews and/or education at each General Assembly meeting.

**XI. Important Dates**

**A.** Board of Directors & General Assembly Meetings – Thursday, October 3, 2024

**XII. Adjourn** – Meeting adjourned at 12:00 pm.

**BVRAC Budget 01SEP23 to 31AUG24**

10/1/2024

Brazos Valley Regional Advisory Council

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
RAC Systems Dev	RAC Sys Dev	\$ 49,484.76	\$ 48,877.47	\$ 607.29	1%
EMS RAC	EMS RAC	\$ 36,566.00	\$ 36,358.39	\$ 207.61	1%
EMS RAC (Amendment 1)	EMS RAC	\$ 150,000.00	\$ 150,000.00	\$ -	0%
EMS County	EMS County	\$ 86,652.00	\$ 86,652.00	\$ -	0%
EMS County-SB 8	EMS County	\$ 373,687.11	\$ 347,031.14	\$ 26,655.97	7%
Unrestricted	Unrestricted	\$ 36,631.72	\$ 26,115.57	\$ 10,516.15	29%
<b>Total Expenses</b>		<b>\$ 733,021.59</b>	<b>\$ 695,034.57</b>	<b>\$ 37,987.02</b>	<b>5.18%</b>

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

10/1/2024

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

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
Management	RAC Sys Dev	\$ 49,484.76	\$ 48,877.47	\$ 607.29	
Injury Prevention	RAC Sys Dev	\$ -	\$ -	\$ -	
Acute Care/Hosp. Mgt.	RAC Sys Dev	\$ -	\$ -	\$ -	
Stroke/Cardiac	RAC Sys Dev	\$ -	\$ -	\$ -	
Perinatal	RAC Sys Dev	\$ -	\$ -	\$ -	
FTEP Course	RAC Sys Dev	\$ 905.24	\$ 905.24	\$ -	
<b>Total Expenses</b>		<b>\$ 50,390.00</b>	<b>\$ 49,782.71</b>	<b>\$ 607.29</b>	<b>1.21%</b>

**NOTES:** \$229.63 spent from Management to help cover Reception/Phone/Third party system admin/Indirect charges billed to EMS County  
 \$905.24 reallocated from Injury Prevention \$904.24 to help cover FTEP Course Balance  
 Remaining \$607.29 will cover HR/IT/Accounting/Indirect charges for August

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

10/1/2024

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

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
Management	EMS RAC	\$ 4,616.30	\$ 4,408.69	\$ 207.61	4%
Education	EMS RAC	\$ 16,655.56	\$ 16,655.56	\$ -	0%
Injury Prevention	EMS RAC	\$ 7,550.00	\$ 7,550.00	\$ -	0%
Acute Care/Hosp. Mgt.	EMS RAC	\$ 2,473.68	\$ 2,473.68	\$ -	0%
Stroke/Cardiac	EMS RAC	\$ 999.45	\$ 999.45	\$ -	0%
Perinatal	EMS RAC	\$ 2,322.86	\$ 2,322.86	\$ -	0%
GETAC/TETAF	EMS RAC	\$ 1,851.44	\$ 1,851.44	\$ -	0%
Staff Travel	EMS RAC	\$ 96.71	\$ 96.71	\$ -	0%
<b>Total Expenses</b>		<b>\$ 36,566.00</b>	<b>\$ 36,358.39</b>	<b>\$ 207.61</b>	<b>0.57%</b>

**NOTES:** \$1,337.98 reallocated to Education to help cover FTEP Course Balance

Remaining \$207.61 in Management will cover BVRAC Accounting/IT/HR/Mail/Reception fees for August

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

10/1/2024

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

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
Bryan Fire Dept EMS	EMS County	\$ 4,084.00	\$ 4,084.00	\$ -	0%
CSFD EMS	EMS County	\$ 4,084.00	\$ 4,084.00	\$ -	0%
CHI ST Joseph EMS Brazos	EMS County	\$ 4,084.00	\$ 4,084.00	\$ -	0%
CHI ST Joseph EMS Burleson	EMS County	\$ 10,382.00	\$ 10,382.00	\$ -	0%
CHI ST Joseph EMS Grimes	EMS County	\$ 12,693.00	\$ 12,693.00	\$ -	0%
CHI ST Joseph EMS Leon	EMS County	\$ 5,389.00	\$ 5,389.00	\$ -	0%
CHI ST Joseph EMS Madison	EMS County	\$ 7,367.00	\$ 7,367.00	\$ -	0%
Hilltop Lake VFD EMS	EMS County	\$ 5,389.00	\$ 5,389.00	\$ -	0%
Jewett EMS	EMS County	\$ 5,389.00	\$ 5,389.00	\$ -	0%
RCEMS	EMS County	\$ 13,215.00	\$ 13,215.00	\$ -	0%
TAMU EMS	EMS County	\$ 4,084.00	\$ 4,084.00	\$ -	0%
WCEMS	EMS County	\$ 10,492.00	\$ 10,492.00	\$ -	0%
<b>Total Expenses</b>		<b>\$ 86,652.00</b>	<b>\$ 86,652.00</b>	<b>\$ -</b>	<b>0.00%</b>

**BVRAC EMS RAC - Amendment 1 Funds 01SEP23 to 31AUG24**

10/1/2024

Brazos Valley Regional Advisory Council (EMS RAC Amendment 1 \$150,000)

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
Education / Training	Amendment 1	\$ 13,688.53	\$ 13,688.53		
Bryan Fire Dept EMS	Amendment 1	\$ -	\$ -		
CHI St Joseph EMS	Amendment 1	\$ 38,070.00	\$ 38,070.00		
College Station FD EMS	Amendment 1	\$ 3,750.54	\$ 3,750.54		
Hilltop Lakes VFD EMS	Amendment 1	\$ 5,285.97	\$ 5,285.97		
Jewett EMS	Amendment 1	\$ -	\$ -		
Robertson County EMS	Amendment 1	\$ 12,963.04	\$ 12,963.04		
Texas A&M University EMS	Amendment 1	\$ 3,686.95	\$ 3,686.95		
Washington County EMS	Amendment 1	\$ 25,246.30	\$ 25,246.30		
Baylor Scott & Whitew Bre	Amendment 1	\$ 6,250.00	\$ 6,250.00		
Baylor Scott & White CS	Amendment 1	\$ 3,338.00	\$ 3,338.00		
CapRock	Amendment 1	\$ 6,250.00	\$ 6,250.00		
CHI St Josephe CS	Amendment 1	\$ 5,643.04	\$ 5,643.04		
CHI St. Joseph Regional	Amendment 1	\$ 18,740.19	\$ 18,740.19		
Brazos County ESD 2	Amendment 1	\$ 7,087.44	\$ 7,087.44		
<b>Total Expenses</b>		<b>\$ 150,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>0.00%</b>

**NOTES:** \$117.77 reallocated to Education to help cover FTEP Course balance.

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

10/1/2024

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

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
Management (Admin)	EMS County	\$ 59,258.53	\$ 30,495.79	\$ 28,762.74	49%
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	\$ 117,903.50	\$ (9,735.53)	-9%
College Station FD EMS	EMS County	\$ 43,267.19	\$ 57,702.46	\$ (14,435.27)	-33%
Hilltop Lakes VFD EMS	EMS County	\$ 5,408.40	\$ 3,580.07	\$ 1,828.33	34%
Jewett EMS	EMS County	\$ 21,633.59	\$ 19,312.00	\$ 2,321.59	11%
Robertson County EMS	EMS County	\$ 37,858.79	\$ 37,858.79	\$ (0.00)	0%
Texas A&M University EMS	EMS County	\$ 16,225.20	\$ 20,082.00	\$ (3,856.80)	-24%
Washington County EMS	EMS County	\$ 37,858.79	\$ 29,336.53	\$ 8,522.26	23%
Med Trans	EMS County	\$ 5,408.40	\$ 8,000.00	\$ (2,591.60)	-48%
Reallocation	EMS County	\$ 741.47	\$ 741.47	\$ -	0%
<b>Total Expenses</b>		<b>\$ 373,687.11</b>	<b>\$ 359,012.61</b>	<b>\$ 14,674.50</b>	<b>3.93%</b>

**NOTES:** Jewett EMS - Cheyenne Reeves - Final Paramedic Tuition Payment - \$4,930.50  
 \$741.47 reallocated from SB8 Budget to cover reception/phone/third party admin/indirect charge made to EMS County Budget.

**BVRAC Unrestricted Budget**

10/1/2024

Brazos Valley Regional Advisory Council

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
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	\$ -	0%
Stroke/Acute Care	Unrestricted	\$ 12,000.00	\$ 8,749.94	\$ 3,250.06	27%
Insurance	Unrestricted	\$ 2,042.00	\$ 2,042.00	\$ -	0%
Training & Meeting	Unrestricted	\$ 750.00	\$ 285.46	\$ 464.54	62%
FTEP Course	Unrestricted	\$4,389.01	\$ 4,389.01	\$ -	0%
TETAF Sponsorship	Unrestricted	\$ 2,056.75	\$ 1,500.00	\$ 556.75	27%
RAC T-Shirts	Unrestricted	\$65.96	\$ -	\$ 65.96	100%
<b>Total Expenses</b>		<b>\$ 36,631.72</b>	<b>\$ 26,049.61</b>	<b>\$ 10,582.11</b>	<b>28.89%</b>

**NOTES:** \$4,389.01 spent on FTEP Course Balance

\$65.96 spent on RAC T-Shirts

**BVRAC Budget 01SEP24 to 31AUG25**

10/1/2024

Brazos Valley Regional Advisory Council

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
RAC Systems Dev	RAC Sys Dev	\$ 50,390.00	\$ -	\$ 50,390.00	100%
EMS RAC	EMS RAC	\$ 39,938.00	\$ -	\$ 39,938.00	100%
EMS RAC (Amendment 2)	EMS RAC	\$ 150,000.00	\$ -	\$ 150,000.00	100%
EMS County	EMS County	\$ 88,804.00	\$ -	\$ 88,804.00	100%
Unrestricted	Unrestricted	\$ 27,870.00	\$ -	\$ 27,870.00	100%
<b>Total Expenses</b>		<b>\$ 357,002.00</b>	<b>\$ -</b>	<b>\$ 357,002.00</b>	<b>100.00%</b>

**BVRAC Systems Development Budget 01SEP23 to 31AUG24**

10/1/2024

Brazos Valley Regional Advisory Council (SYS DEV \$50,390.00)

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
Management	EMS RAC	\$ 17,636.50	\$ -	\$ 17,636.50	100%
Education	EMS RAC	\$ 15,317.58	\$ -	\$ 15,317.58	100%
Injury Prevention	EMS RAC	\$ 7,029.00	\$ -	\$ 7,029.00	100%
Acute Care/Hosp. Mgt.	EMS RAC	\$ 2,411.18	\$ -	\$ 2,411.18	100%
Stroke/Cardiac	EMS RAC	\$ 1,000.00	\$ -	\$ 1,000.00	100%
Perinatal	EMS RAC	\$ 2,000.00	\$ -	\$ 2,000.00	100%
GETAC/TETAF	EMS RAC	\$ 1,679.74	\$ -	\$ 1,679.74	100%
Staff Travel	EMS RAC	\$ 316.00	\$ -	\$ 316.00	100%
STB Kits	RMS RAC	\$ 3,000.00	\$ -	\$ 3,000.00	100%
<b>Total Expenses</b>		<b>\$ 50,390.00</b>	<b>\$ -</b>	<b>\$ 50,390.00</b>	<b>100.00%</b>

Notes:



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

10/1/2024

Brazos Valley Regional Advisory Council (EMS/RAC \$39,938.00)

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
Management	RAC Sys Dev	\$ 39,938.00	\$ -	\$ 39,938.00	100%
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>\$ 39,938.00</b>	<b>\$ -</b>	<b>\$ 39,938.00</b>	<b>100.00%</b>

Notes:

**BVRAC EMS RAC - Amendment 2 Funds Budget 01SEP24 to 31AUG25**

10/1/2024

Brazos Valley Regional Advisory Council (EMS RAC Amendment 2 \$150,000)

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
Management	Amendment 2	\$ 10,000.00	\$ -	\$ 10,000.00	100%
Wristbands	Amendment 2	\$ 2,800.00	\$ -	\$ 2,800.00	100%
Bryan Fire Dept EMS	Amendment 2	\$ 4,580.00	\$ -	\$ 4,580.00	100%
CHI St Joseph EMS	Amendment 2	\$ 40,970.00	\$ -	\$ 40,970.00	100%
College Station FD EMS	Amendment 2	\$ 4,580.00	\$ -	\$ 4,580.00	100%
Hilltop Lakes VFD EMS	Amendment 2	\$ 5,435.00	\$ -	\$ 5,435.00	100%
Jewett EMS	Amendment 2	\$ 5,435.00	\$ -	\$ 5,435.00	100%
Robertson County EMS	Amendment 2	\$ 13,900.00	\$ -	\$ 13,900.00	100%
Texas A&M University EMS	Amendment 2	\$ 4,580.00	\$ -	\$ 4,580.00	100%
Washington County EMS	Amendment 2	\$ 10,870.00	\$ -	\$ 10,870.00	100%
Baylor Scott & White Brenham	Amendment 2	\$ 5,493.00	\$ -	\$ 5,493.00	100%
Baylor Scott & White College Station	Amendment 2	\$ 11,185.00	\$ -	\$ 11,185.00	100%
CapRock	Amendment 2	\$ 5,493.00	\$ -	\$ 5,493.00	100%
CHI St. Joseph Madisonville	Amendment 2	\$ 5,493.00	\$ -	\$ 5,493.00	100%
CHI St Joseph College Station	Amendment 2	\$ 5,492.00	\$ -	\$ 5,492.00	100%
CHI St. Joseph Regional	Amendment 2	\$ 11,185.00	\$ -	\$ 11,185.00	100%
Brazos County ESD 2	Amendment 2	\$ 2,509.00	\$ -	\$ 2,509.00	100%
<b>Total Expenses</b>		<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ 150,000.00</b>	<b>100.00%</b>

Notes:

**BVRAC EMS RAC - Amendment 2 Funds Budget 01SEP24 to 31AUG25**

10/1/2024

Brazos Valley Regional Advisory Council (EMS RAC Amendment 2 \$150,000)

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
Management	Amendment 2	\$ 10,000.00	\$ -	\$ 10,000.00	100%
Education/Training	Amendment 2	\$ 14,000.00		\$ 14,000.00	100%
Wristbands	Amendment 2	\$ 2,800.00	\$ -	\$ 2,800.00	100%
Bryan Fire Dept EMS	Amendment 2	\$ 3,580.00	\$ -	\$ 3,580.00	100%
CHI St Joseph EMS	Amendment 2	\$ 39,970.00	\$ -	\$ 39,970.00	100%
College Station FD EMS	Amendment 2	\$ 3,580.00	\$ -	\$ 3,580.00	100%
Hilltop Lakes VFD EMS	Amendment 2	\$ 4,435.00	\$ -	\$ 4,435.00	100%
Jewett EMS	Amendment 2	\$ 4,435.00	\$ -	\$ 4,435.00	100%
Robertson County EMS	Amendment 2	\$ 12,900.00	\$ -	\$ 12,900.00	100%
Texas A&M University EMS	Amendment 2	\$ 3,580.00	\$ -	\$ 3,580.00	100%
Washington County EMS	Amendment 2	\$ 9,870.00	\$ -	\$ 9,870.00	100%
Baylor Scott & White Brenham	Amendment 2	\$ 4,493.00	\$ -	\$ 4,493.00	100%
Baylor Scott & White College Station	Amendment 2	\$ 10,185.00	\$ -	\$ 10,185.00	100%
CapRock	Amendment 2	\$ 4,492.00	\$ -	\$ 4,492.00	100%
CHI St. Joseph Madisonville	Amendment 2	\$ 4,493.00	\$ -	\$ 4,493.00	100%
CHI St Joseph College Station	Amendment 2	\$ 4,493.00	\$ -	\$ 4,493.00	100%
CHI St. Joseph Regional	Amendment 2	\$ 10,185.00	\$ -	\$ 10,185.00	100%
Brazos County ESD 2	Amendment 2	\$ 2,509.00	\$ -	\$ 2,509.00	100%
<b>Total Expenses</b>		<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ 150,000.00</b>	<b>100.00%</b>

Notes:

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

10/1/2024

Brazos Valley Regional Advisory Council (\$88,804.00)

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
Bryan Fire Dept EMS	EMS County	\$ 4,617.00	\$ -	\$ 4,617.00	100%
CSFD EMS	EMS County	\$ 4,616.00	\$ -	\$ 4,616.00	100%
CHI ST Joseph EMS Brazos	EMS County	\$ 4,616.00	\$ -	\$ 4,616.00	100%
CHI ST Joseph EMS Burleson	EMS County	\$ 10,179.00	\$ -	\$ 10,179.00	100%
CHI ST Joseph EMS Grimes	EMS County	\$ 12,298.00	\$ -	\$ 12,298.00	100%
CHI ST Joseph EMS Leon	EMS County	\$ 5,444.00	\$ -	\$ 5,444.00	100%
CHI ST Joseph EMS Madison	EMS County	\$ 7,222.00	\$ -	\$ 7,222.00	100%
Hilltop Lake VFD EMS	EMS County	\$ 5,444.00	\$ -	\$ 5,444.00	100%
Jewett EMS	EMS County	\$ 5,444.00	\$ -	\$ 5,444.00	100%
RCEMS	EMS County	\$ 13,617.00	\$ -	\$ 13,617.00	100%
TAMU EMS	EMS County	\$ 4,616.00	\$ -	\$ 4,616.00	100%
WCEMS	EMS County	\$ 10,691.00	\$ -	\$ 10,691.00	100%
<b>Total Expenses</b>		<b>\$ 88,804.00</b>	<b>\$ -</b>	<b>\$ 88,804.00</b>	<b>100.00%</b>

**BVRAC Unrestricted Budget**

10/1/2024

Brazos Valley Regional Advisory Council

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
BVRAC Radios	Unrestricted	\$ 10,000.00	\$ -	\$ 10,000.00	100%
Taxes	Unrestricted	\$ 3,328.00	\$ -	\$ 3,328.00	100%
TETAF Dues	Unrestricted	\$ 2,000.00	\$ -	\$ 2,000.00	100%
RAC Symposium	Unrestricted	\$ 10,500.00	\$ -	\$ 10,500.00	100%
Insurance	Unrestricted	\$ 2,042.00	\$ -	\$ 2,042.00	100%
<b>Total Expenses</b>		<b>\$ 27,870.00</b>	<b>\$ -</b>	<b>\$ 27,870.00</b>	<b>100.00%</b>

Notes: Current Balance in Unrestricted Fund: \$66,221.98



## **Guideline Memo: Implementation of EMS Time Out for Patient Report During Transition of Care**

**Date:** September 13, 2024

**To:** EMS Providers and Hospital Staff

**From:** Brazos Valley Regional Advisory Council

**Subject:** Implementation of EMS Time Out During Transition of Care

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### **Purpose**

The purpose of this guideline is to standardize the process of transitioning patient care from EMS providers to hospital staff through the implementation of an EMS Time-Out. We recognize that the increasing reliance on Pulsara communication devices, while valuable for streamlining information sharing, may inadvertently create communication gaps that could lead to unexpected problems during the transition of care. This guideline aims to mitigate these potential risks by reinforcing the importance of clear, verbal communication between EMS and hospital teams, ensuring patient safety, and maintaining the continuity of care.

### **Scope / Training**

This guideline applies to all EMS providers within the Brazos Valley region and the staff at receiving hospitals.

A BVRAC approved training video has been created for training purposes.

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### **Process Flow for EMS Time Out**

#### **1. Preparation for Handoff:**

- **EMS Provider:** Ensure that all pertinent patient information, including vital signs, medications administered, treatment provided, and any changes in the patient's condition, is ready for verbal communication.
- **Hospital Staff:** Designate a staff member to receive the patient report, ensuring that distractions are minimized, and full attention can be given to the handoff.

#### **2. Initiation of EMS Time Out:**

- **EMS Provider:** Upon arrival at the unit, assist in moving the patient to the hospital bed.
- **Hospital Staff:** Confirm that the patient has been safely transitioned to the hospital bed and that the receiving staff is ready to receive the report.



## Brazos Valley Regional Advisory Council

### 3. **EMS Time Out Start:**

- **Hospital Staff:** After the patient has been transitioned to the hospital bed, verbally announce the initiation of an "**EMS Time Out.**"
- **EMS Provider:** Acknowledge the EMS Time Out and prepare to provide the report.

### 4. **Structured Patient Report:**

- The EMS provider will deliver a concise, structured patient report using the **MIST** framework:
  - **Mechanism of Injury or Medical Complaint**
  - **Injuries Sustained or Illness Details**
  - **Signs and Symptoms**
  - **Treatment Provided and Response to Treatment**
- Include any additional information such as allergies, medications, past medical history, and social factors relevant to the patient's care.
- Nomenclature for closing the EMS Time Out will be regionally accepted as "**END of REPORT Are there any questions**".

### 5. **Verification and Confirmation:**

- **Hospital Staff:** Confirm the receipt of the patient report by verbally asking any questions at the end of the EMS Time Out or by stating "No Questions" repeating the key elements of the report back to the EMS provider if there are concerns regarding hearing or clear communication. This step ensures understanding and accuracy.
- **EMS Provider:** Verify that the information relayed by the-hospital staff is correct. Provide any clarifications as necessary.

### 6. **Documentation:**

- **EMS Provider:** Document the completion of the EMS Time Out in the patient care report (PCR), including the name of the hospital staff who received the report and the time of the transfer.
- **Hospital Staff:** Document the received report and any additional relevant details in the patient's medical record and / or upload the Pulsara report.

### 7. **Completion of Handoff:**

- Once the EMS Time Out is completed, the EMS provider may assist with any additional paperwork or administrative tasks as required by the facility.



### **Compliance and Monitoring**

Compliance with this guideline will be monitored through random audits of patient care reports (PCRs) and medical records. Feedback will be provided through system QI to ensure adherence and to identify areas for improvement.

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### **Review and Updates**

This guideline will be reviewed annually by the Brazos Valley Regional Advisory Council and updated as necessary to reflect best practices and any changes in regional or national guidelines.

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### **Approved by:**

Patti Parks MSN, RN, CEN, Chair, Brazos Valley Regional Advisory Council

Kevin Deramus, Pre-Hospital Chair, Brazos Valley Regional Advisory Council

# Brazos Valley Regional Advisory Council 2024

## Board of Directors Participation

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

X= Attended meeting.

\*\*= Call In

0=Substitution

?=Absent

New Appointments