



**Brazos Valley Regional Advisory Council  
Board of Directors Meeting  
May 9, 2025**

<b>Agenda</b>	<b>1</b>
<b>April 10, 2025 BOD Meeting Minutes</b>	<b>2-5</b>
<b>Financials</b>	<b>6-10</b>
<b>Board of Directors Participation Tracker 2025</b>	<b>11</b>

**BVRAC Board of Directors Sign In**

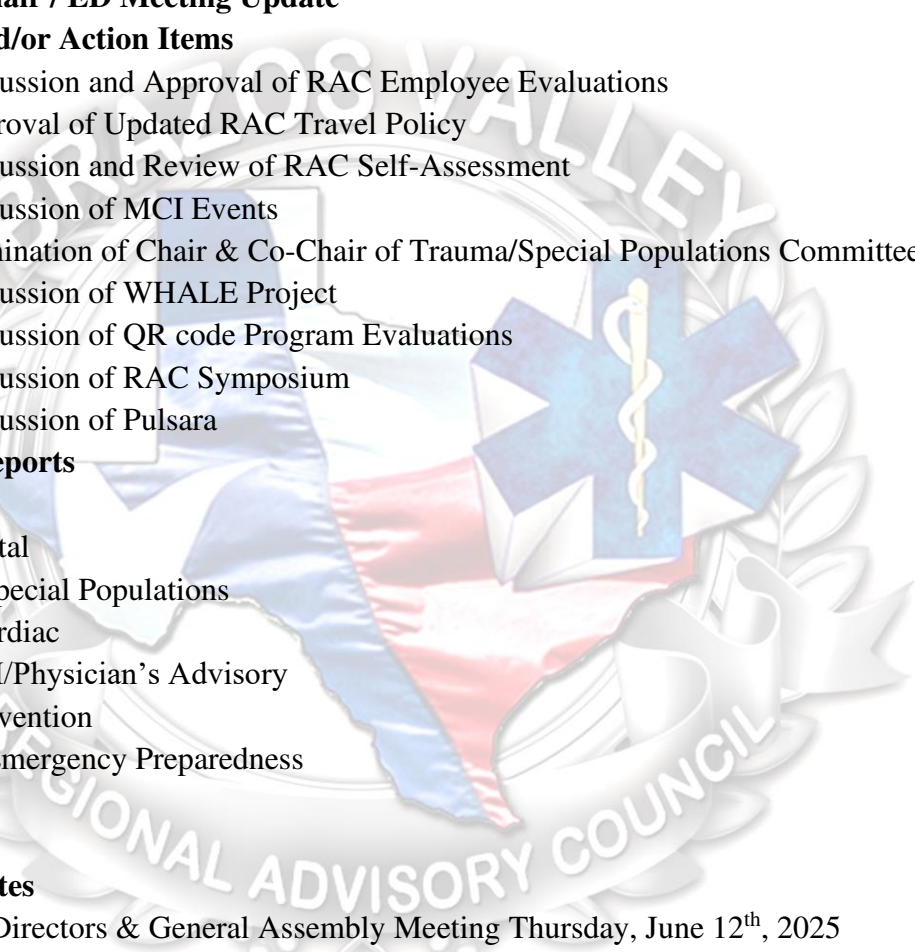


# AGENDA

## Brazos Valley Regional Advisory Council Board of Directors Meeting

10:00 MAY 9, 2025

CENTER FOR REGIONAL SERVICES BUILDING  
3991 E. 29<sup>TH</sup> ST. BRYAN TX

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- The seal of the Brazos Valley Regional Advisory Council is a circular emblem. It features a central blue cross with a white caduceus (a staff with two snakes and wings) superimposed on it. The cross is set against a background of a stylized map of Texas, colored in shades of blue and red. The words "BRAZOS VALLEY" are arched across the top, and "REGIONAL ADVISORY COUNCIL" is arched across the bottom. A banner at the bottom contains the text "Brazos Valley Regional Advisory Council".
- I. Call to Order**
  - II. Introductions**
  - III. Approval of Board of Director's April 10, 2025 Meeting Minutes**
  - IV. Financial Report**
  - V. Executive Director Report**
  - VI. State RAC Chair / ED Meeting Update**
  - VII. Discussion and/or Action Items**
    - A. Discussion and Approval of RAC Employee Evaluations
    - B. Approval of Updated RAC Travel Policy
    - C. Discussion and Review of RAC Self-Assessment
    - D. Discussion of MCI Events
    - E. Nomination of Chair & Co-Chair of Trauma/Special Populations Committee
    - F. Discussion of WHALE Project
    - G. Discussion of QR code Program Evaluations
    - H. Discussion of RAC Symposium
    - I. Discussion of Pulsara
  - VIII. Committee Reports**
    - A. Education
    - B. Pre-Hospital
    - C. Trauma/Special Populations
    - D. Stroke/Cardiac
    - E. System QI/Physician's Advisory
    - F. Injury Prevention
    - G. Disaster/Emergency Preparedness
    - H. Perinatal
  - IX. Open Forum**
  - X. Important Dates**
    - A. Board of Directors & General Assembly Meeting Thursday, June 12<sup>th</sup>, 2025
    - B. BVRAC Acute Care Symposium, Friday, October 10<sup>th</sup>, 2025

To participate virtually:

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  
**Board of Directors Meeting – In Person & Web Conference Call**  
 900 April 10, 2025  
 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	Brandi Mendoza	Baylor Scott & White - CS	Present
Injury Prevention Co-Chair	Riley Fisher	St. Joseph Health Regional	Present
Injury Prevention Co-Chair	Christina Nickerson	St. Joseph Health - Madison	Present
Stroke / Cardiac Co-Chair	Amy Plotts	St Joseph Regional	Present
Stroke / Cardiac Co-Chair	Shelby Reed	Baylor Scott & White CS	Present
Education Chair	Adam Gallagher	Robertson County EMS	Absent
Hospital & Acute Care Chair	Lori Porter	St. Joseph Health - CS	Present
Systems QI / Physician's Advisory Chair	Dr. Nicholas Nunnally	St. Joseph Health Regional	Present
Systems QI / Physician's Advisory Chair	Dr. Brian Beer	Baylor Scott & White CS	Absent
Systems QI / Physician's Advisory	Amber Heredia	St. Joseph Health Regional	Present
DEPC/BVHCC Chair	Bryan Ruemke	Washington County OEM	Present
DEPC/BVHCC Vice Chair	Dr. Kristen Christian	St. Joseph Health Regional	Present
Pre-Hospital Chair	Kevin Deramus	Washington County EMS	Absent
Perinatal Chair	Dr. Katie Brading	St. Joseph Health Regional	Present
EMC at Large	-----	-----	----
Immediate Past Chair	Billy Rice	St. Joseph Health EMS	Present

**Guests Present**

<u>Name</u>	<u>Agency</u>
Rachel Montgomery	TEEX
Herman Iles	CATRAC
Noah Miles	St Joseph EMS

**Staff Present**

<u>Position</u>	<u>Name</u>	<u>Agency</u>	<u>Absent/ Present</u>
BVRAC Executive Director	John Heritage	BVCOG	Present

- I. **Call to Order** – The meeting was called to order at 9:00 A.M. by Chairperson Parks.
- II. **Introductions** – All members introduced themselves.
- III. **Approval of March 14, 2025 Meeting Minutes** – Members present reviewed the March 14, 2025 meeting minutes. Chairperson Parks noted an error in the minutes on page 3 of 14 under the Pediatric Committee bullet. The sentence is not complete. The end of the sentence should be “x-ray or specific CT scan to send to the receiving facility”. Mr. Giles made a

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motion to approve the March 14, 2025 minutes with the change noted. Ms. Johse seconded; motion carried.

- IV. Financial Report** – Mr. Heritage directed the board members' attention to page 8 of the packet for the financial report. There is 70% remaining in the RAC Systems Development budget. Ideally, the budgets would all be 40-45% expended at this point in the year. Most funds for this budget are allocated to committees. Chairs need to be looking at what projects they want to pursue with the funds. The budget sheet on page 9 shows 60% of the EMS RAC budget remaining. There are a few allocations that haven't been taken out yet that will drop this number to close to 50%, which puts it in line with where it should be.

Several reimbursements for Amendment 2 funds have been paid out to Robertson County EMS, TAMU EMS and College Station FD over the last couple of months. Remember that requests for reimbursement must be submitted by May 31<sup>st</sup>. This gives the board time to take the consolidated amount remaining across all allocations and decide how to spend the funds. These funds can be rolled over to next year. The preference is to spend all funds before the end of the contract year.

The only payments that came out of unrestricted are for the accounting firm that does the RAC taxes and insurance.

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

- V. Executive Directors Report** – Mr. Heritage distributed a printed copy of the new BVRAC Annual Report to all board members. This report highlights the goals and accomplishments of the BVRAC over the last fiscal year. Leadership in each agency can see what they are getting for their dues. Please send pictures from any BVRAC events to Mr. Heritage and Ms. Hill for inclusion in next year's report. The intent is to not do a full rewrite each year but to add any new accomplishments and update pictures and backgrounds.

Chairperson Parks, Mr. Heritage and Ms. Mendoza met with Ms. Goodman out at the TEEX facilities regarding having the BVRAC Symposium at TEEX this year. The symposium is scheduled for October 10<sup>th</sup>. It is a brand-new building with all the audio/video equipment needed for the event. TEEX staff will provide a presentation at the symposium. Mr. Heritage will start getting quotes next month for some of the recurring expenses and needs for the symposium.

Please submit requests for Amendment 2 and EMS County reimbursements as soon as possible.

The RAC Self-Assessment was sent out to all Committee Chairs and Co-Chairs with the chart designating which committees are responsible for what section. Committees should

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meet, go through the assigned sections, and assign a score. The scores should be sent to Mr. Heritage by May 2<sup>nd</sup> to allow time for the board to review the full assessment before the August 31<sup>st</sup> deadline. In most areas, BVRAC would score a 3, with the scale of 1-5. One of the reasons the Annual Report was created was to get the region to a score of 3 for one of the sections. The plan is to submit this assessment in July to allow time for any corrections/changes the state may request. The board questioned whether other RAC's assessments will be available publically. It is hard to compare the large RACs with many paid staff members to the smaller RACs. The assessments should be public information and even posted on the RAC websites.

The Hospital / Acute Care Committee changed to Trauma / Special Populations last month. The plan is to take nominations for the chair for this committee at the next meeting. The objectives and priorities need to be outlined for this committee before that can take place.

**VI. State RAC Chair / ED Meeting Update** – No updates or information now. Chairperson Parks will participate in a meeting next week.

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

**A. Discussion of Pulsara** – Pulsara was used at Chilifest this weekend with 170 patients and 5 transports and ran flawlessly. It is hard to imagine running these large events without Pulsara. The hospitals were added to the event this time so they could see the patient counts in the community and where everyone was.

**VIII. Committee Significant Items –**

- a. Perinatal – No update.
- b. Stroke – A presentation will be provided during the General Assembly meeting this afternoon. Ms. Plotts asked about the invoice for the Stroke Awareness Campaign. Mr. Heritage shared that he had not received an invoice yet.
- c. Pre-Hospital – There is a pre-hospital meeting scheduled next week.
- d. DEPC – MERCI is April 23<sup>rd</sup>. There will be two presentations during the HPP meeting on dialysis in emergencies and Red Cross response. If anyone needs to add something to the MERCI exercise, please let Mr. Iles know.
- e. Injury Prevention – A CarFit instructor course will be set up as well as a Stop the Bleed course to get more instructors signed up. If someone is interested in being a Stop the Bleed instructor they must meet certain certification requirements and fill out a form online as well as participating in the training. Ms. Fisher asked about the WHALE project. The plan is to get more information together on WHALE for the next Board meeting in May. Dr. Christian shared that they have a meeting this weekend so she will know more about it then. Chairperson Parks asked if there are any summertime injury prevention focus areas where the marketing group could be used. Ms. Fisher is

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getting an injury prevention meeting set up and will bring it up in the discussion.

- f. Trauma / Special Populations – Ms. Porter will continue looking at vendors for the symposium. Chairperson Parks has a couple of vendors (EIO and Primeway) that are interested in participating. Chairperson Parks asked if St. Joseph will be willing to do the CE's this year. Ms. Porter also said that vendors will want to see a draft agenda for the symposium to see how much time is allocated for participants to visit the vendors.
- g. Systems QI – Presentation will be provided on burns today. Another case will be presented at the June meeting.

Ms. Goodman shared that TEEX will plan on setting up a mobile disaster kit during the symposium where participants can practice skills. Chairperson Parks asked if the group would be interested in having a hands-on area. May look at difficult airways, IO, or other skills. People would need to man these stations so volunteers are needed, which also means it would not be all day. Please share any skills to add for the hands-on part. Ms. Mendoza suggested needle decompression. Chairperson Parks suggested asking Ms. Kendrick to be chair over the skills section and help Ms. Goodman.

**IX. Open Forum – None**

**X. Important Dates**

A. Board of Directors Meeting – Friday, May 9, 2025

**XI. Adjourn – Meeting adjourned at 9:39 am.**

**BVRAC Budget 01SEP24 to 31AUG25**

5/7/2025

Brazos Valley Regional Advisory Council

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
RAC Systems Dev	RAC Sys Dev	\$ 50,390.00	\$ 19,742.68	\$ 30,647.32	61%
EMS RAC	EMS RAC	\$ 39,938.00	\$ 20,204.26	\$ 19,733.74	49%
EMS RAC (Amendment 2)	EMS RAC	\$ 150,000.00	\$ 41,581.60	\$ 108,418.40	72%
EMS County	EMS County	\$ 88,804.00	\$ 63,436.00	\$ 25,368.00	29%
Unrestricted	Unrestricted	\$ 30,827.00	\$ 14,687.03	\$ 16,139.97	52%
Total Expenses		\$ 359,959.00	\$ 159,651.57	\$ 200,307.43	55.65%

**BVRAC Systems Development Budget 01SEP24 to 31AUG25**

5/7/2025

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

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
Management	EMS RAC	\$ 17,636.50	\$ 12,888.09	\$ 4,748.41	27%
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	\$ 611.18	\$ -	\$ 611.18	100%
Stroke/Cardiac	EMS RAC	\$ 2,800.00	\$ 2,800.00	\$ -	0%
Perinatal	EMS RAC	\$ 2,000.00	\$ -	\$ 2,000.00	100%
GETAC/TETAF	EMS RAC	\$ 1,679.74	\$ 1,117.35	\$ 562.39	33%
Staff Travel	EMS RAC	\$ 316.00	\$ -	\$ 316.00	100%
STB Kits	RMS RAC	\$ 3,000.00	\$ 2,937.24	\$ 62.76	2%
Total Expenses		\$ 50,390.00	\$ 19,742.68	\$ 30,647.32	60.82%

**Notes:** Purchase of 68 STB kits - \$2,937.24 (**PAID**)Travel Reimbursement for attending RAC Summit - \$605.34 (**PAID**)Travel Reimbursement for attending RAC Summit - \$512.01 (**PAID**)Stroke/Cardiac Awareness Campaign - \$2,800.00 (**PAID**)

**BVRAC EMS/RAC Budget 01SEP24 to 31AUG25**

5/7/2025

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

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
Management	RAC Sys Dev	\$ 39,773.00	\$ 20,039.26	\$ 19,733.74	50%
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	\$ 165.00	\$ 165.00	\$ -	0%
Total Expenses		\$ 39,938.00	\$ 20,204.26	\$ 19,733.74	49.41%

**Notes:**\$165.00 - BVRAC Annual Reporting Printing Services (**PAID**)



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

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

Expense	Category	Budget	Spent	Remaining (\$)	Remaining (%)
Management	Amendment 2	\$ 10,000.00	\$ 5,494.85	\$ 4,505.15	45%
Education/Training	Amendment 2	\$ 7,000.00	\$ -	\$ 7,000.00	100%
Wristbands	Amendment 2	\$ 2,800.00	\$ 2,722.57	\$ 77.43	3%
Bryan Fire Dept EMS	Amendment 2	\$ 4,075.00	\$ -	\$ 4,075.00	100%
St Joseph EMS	Amendment 2	\$ 40,460.00	\$ -	\$ 40,460.00	100%
College Station FD EMS	Amendment 2	\$ 4,075.00	\$ 1,701.70	\$ 2,373.30	58%
Hilltop Lakes VFD EMS	Amendment 2	\$ 4,930.00	\$ 2,679.71	\$ 2,250.29	46%
Jewett EMS	Amendment 2	\$ 4,930.00	\$ 1,755.90	\$ 3,174.10	64%
Robertson County EMS	Amendment 2	\$ 13,425.00	\$ 12,322.87	\$ 1,102.13	8%
Texas A&M University EMS	Amendment 2	\$ 4,074.00	\$ 4,074.00	\$ -	0%
Washington County EMS	Amendment 2	\$ 10,830.00	\$ 10,830.00	\$ -	0%
Baylor Scott & White Brenham	Amendment 2	\$ 5,772.00	\$ -	\$ 5,772.00	100%
Baylor Scott & White College Station	Amendment 2	\$ 11,542.00	\$ -	\$ 11,542.00	100%
St. Joseph Madisonville	Amendment 2	\$ 5,771.00	\$ -	\$ 5,771.00	100%
St Josepheh College Station	Amendment 2	\$ 5,772.00	\$ -	\$ 5,772.00	100%
St. Joseph Regional	Amendment 2	\$ 11,542.00	\$ -	\$ 11,542.00	100%
Brazos County ESD 2	Amendment 2	\$ 3,002.00	\$ -	\$ 3,002.00	100%
Total Expenses		\$ 150,000.00	\$ 41,581.60	\$ 108,418.40	72.28%

**Notes:** Purchase of 54 boxes of wristbands - \$2,722.57 **(PAID)**

Robco EMS Amendment 2 Reimbursement - \$9,000.00 **(PAID)**

College Station Fire Department FTEP Course Registration - \$615.90 **(PAID)**

Washington County EMS Amendment 2 Reimbursement - \$10,830.00 **(PAID)**

College Station Fire Department Amendment 2 Reimbursement - \$1,085.80 **(PAID)**

Robco EMS Amendment 2 Reimbursement - \$3,322.87 **(PAID)**

TAMU EMS Amendment 2 Reimbursement - \$1,522.74 **(PAID)**

TAMU EMS Amendment 2 Reimbursement - \$2,551.26 **(PAID)**

Hilltop lakes Amendment 2 Reimbursement - \$2,679.71 **(PAID)**

Jewett EMS Amendment 2 Reimbursement - \$1,755.90 **(PAID)**

Jewett EMS Amendment 2 Reimbursement - \$2,868.00 **(IN Process)**

**BVRAC RAC EMS COUNTY 01SEP24 to 31AUG25**

5/7/2025

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	\$ -	0%
ST Joseph EMS Brazos	EMS County	\$ 4,616.00	\$ 4,616.00	\$ -	0%
ST Joseph EMS Burleson	EMS County	\$ 10,179.00	\$ 10,179.00	\$ -	0%
ST Joseph EMS Grimes	EMS County	\$ 12,298.00	\$ 12,298.00	\$ -	0%
ST Joseph EMS Leon	EMS County	\$ 5,444.00	\$ 5,444.00	\$ -	0%
ST Joseph EMS Madison	EMS County	\$ 7,222.00	\$ 7,222.00	\$ -	0%
Hilltop Lake VFD EMS	EMS County	\$ 5,444.00	\$ 5,444.00	\$ -	0%
Jewett EMS	EMS County	\$ 5,444.00	\$ -	\$ 5,444.00	100%
RCEMS	EMS County	\$ 13,617.00	\$ 13,617.00	\$ -	0%
TAMU EMS	EMS County	\$ 4,616.00	\$ -	\$ 4,616.00	100%
WCEMS	EMS County	\$ 10,691.00	\$ -	\$ 10,691.00	100%
Total Expenses		\$ 88,804.00	\$ 63,436.00	\$ 25,368.00	28.57%

**Notes:** College Station Fire Department - Reimbursement Request for \$4,616 (**PAID**)Hilltop Lakes VFD EMS - Reimbursement Request for \$5,444 (**PAID**)Robertson County EMS - Reimbursement Request for \$13,617 (**PAID**)St. Joseph EMS - Reimbursement Request for \$39,759.00 (**PAID**)

**BVRAC Unrestricted Budget**

5/7/2025

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	\$ 1,250.00	\$ 2,078.00	62%
TETAF Dues	Unrestricted	\$ 2,000.00	\$ 2,000.00	\$ -	0%
TAAMS Sponsorship	Unrestricted	\$ 500.00	\$ 500.00	\$ -	0%
RAC Symposium	Unrestricted	\$ 11,740.00	\$ 7,678.03	\$ 4,061.97	35%
Catering for December GA Meeting	Unrestricted	\$ 1,217.00	\$ 1,217.00	\$ -	0%
Insurance	Unrestricted	\$ 2,042.00	\$ 2,042.00	\$ -	0%
Total Expenses		\$ 30,827.00	\$ 14,687.03	\$ 16,139.97	52.36%

**Notes:**\$1,434.93 - Brazos Center Space Rental **(PAID)**\$2,484.31 - Catering for Symposium **(PAID)**\$143.00 - Symposium Banner **(PAID)**\$142.72 - Sams Club (Symposium Snacks and Drinks) **(PAID)**\$499.00 - Tote Bags for Symposium **(PAID)**\$1,860.00 - Symposium T-Shirts **(PAID)**\$1,200.00 - Symposium Gift Cards **(PAID)**\$500.00 - Texas Association of Air Medical Services (TAAMS) Sponsorship **(PAID)**\$1,217.00 - Catering for December GA Meeting **(PAID)**\$2,000 - TETAF Dues **(PAID)**\$1,250.00 - Tax & Audit fees **(PAID)**\$2,042.00 - Insurance Policy Renewal **(PAID)**

# Brazos Valley Regional Advisory Council 2025

## Board of Directors Participation

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

X= Attended meeting.

\*\*= Call In

0=Substitution

?=Absent

New Appointments