

NORTH TEXAS REGIONAL ADVISORY COUNCIL (TSA-C)



Executive Board Minutes
August 6th, 2020
Start of meeting: 1:00 PM

1. Call to order:

Kim Stringfellow called the meeting to order. Attendance will be taken using the teleconference login sheet. Minutes will be posted by August 7th, 2020.

2. Review of June minutes

Mark Hale made a motion to accept the minutes with a second from Nick Long. Motion approved without opposition.

3. Financial Report

Melissa Whitelaw presented the financial report. Money market account has a balance of \$333,332.77 and the checking account has a balance of \$11,572.09. EMS RAC funds began with \$26,472. \$24,971.24 has been expended on payroll, taxes and office rent leaving a balance of \$1,500.76. EMS County began with \$96,119 and all funds have been expended. RAC Systems Development began with \$75,208 and has a remaining balance of \$4,828.05. \$60,898.57 was spent on program costs (Faith Community Hospital turned back \$3500.00 on the newborn hearing screener) and \$9,481.38 (12.6%) was spent on administration. The LPG had a balance of \$18,406. The approved TruMan Trauma X program will use \$16,642.00 leaving a balance of \$1,764.00 which will be used to purchase EZ IO. Rusty Downs made a motion to approve the financial report with a second from Nick Long. Motion approved without opposition.

Expenses for consideration include:

EZ IO drivers	\$3,750.00
EZ IO 45mm needles – 3 boxes	\$1,650.00
EZ IO 25mm needles – 2 boxes	\$1,100.00
EZ IO stabilizers – 2 boxes	\$100.00

Office supplies and Executive Director's salary approved at committee level.

Nick Long made a motion to approve expenses with a second from Mark Hale. Motion approved without opposition.

4. Executive Reports

- a. **Chair:** Kim Stringfellow had nothing new to report.
- b. **Executive Director:** Melissa Whitelaw has completed and submitted the EMS/CO report. She has mailed out the upcoming year's dues invoices and needs assessments which are due by September 1st, 2020. She is currently working on the RAC System Development contract and the EMS/RAC contract.

5. Committee Reports

- a. **Trauma Coordinators:** Lee Williamson stated that Electra Memorial Hospital is preparing for trauma re-designation in Feb-Mar of 2021. Hardeman County Memorial Hospital has been re-designated as a level IV trauma center.
- b. **PHEMS:** Foster Simmons notified Melissa Whitelaw that PK Westlake VEMS has decided to let their certification go and will be withdrawing from the RAC and the NORTEX PHEMS committee as a member and the NORTEX treasurer. Kyle Ogden from Saint Jo VEMS will be stepping up into the VEMS board position. The LPG project was approved by email and Melissa moved ahead with the TruMan Trauma X project.
- c. **PIE:** Laura Pressler said the September TNCC classes will be happening. She also stated that she will be contacting the trauma coordinators to set up opportunities to utilize the newly acquired training arms.
- d. **CQI:** Melissa Whitelaw gave an overview of CQI data. EZ IO had 5 new submissions. All 5 were medical. 4 were administered by paramedics and 1 by an EMT. 2 attempts were in the humerus and 3 were in the tibia. 1 was used in the tibia due to patient position and 1 was used in the tibia due to age and comfort of patient. The 3rd was not specified. 4 were successful on 1st attempt and 1 took 2 attempts. King Vision had 2 new submissions. Both were classified as medical due to difficult airway. Both were successful on the 2nd attempt. The tourniquet survey received 1 submission. It was applied by a first responder and was a commercial tourniquet. The first responder had received STB training. TOR had 4 new submissions. All were for patients over 55. All 4 were not witnessed codes. All 4 had signs and symptoms noncompatible with life. All 4 had CPR administered; 1 was initiated by a first

responder and 3 were initiated by laypeople. 3 were called on scene and 1 was transported due ROSC on scene.

- e. **Pediatrics:** Nothing to report.
- f. **Neonatal:** Nothing to report.
- g. **Maternal:** United Regional just sent off the paperwork their designation.
- h. **Air Medical:** Not present.
- i. **Acute Care:** Jill Griffin is the new chest pain/heart failure coordinator. Jennifer Whitehill will remain as the stroke coordinator. United Regional is currently working towards chest pain recertification for 2021.
- j. **EMTF:** Nothing to report.
- k. **HCC:** Please contact Shane Comer with any PPE requests at scomer@ncttrac.org.

6. New Business:

- a. **Lease Renewal:** A space has become available at Trans Star. It is 325 sq. feet and \$325.00 per month. The current space is \$290.00 per month and 295 square feet. Ryan has offered to allow NTRAC to use Trans Star's internet and conference room (if scheduled) which will save approximately \$60.00 per month. The space is on the ground floor and has a reception area which will allow for package deliveries to NTRAC versus Air Evac. Laura Pressler made a motion to approve office relocation with a second from Nick Long. Motion approved without opposition.
- b. **Executive Director Review for end of meeting:** The review has been completed by the board and Kim Stringfellow will put together a formal report.
- c. **Bylaws and Trauma Plan review:** All members need to review the bylaws and trauma plan at [ntrac.org>about>trauma plan](http://ntrac.org/about/trauma-plan). Please email any changes to Kim Stringfellow and Melissa Whitelaw at kstringfellow@unitedregional.org and melissa.whitelaw@ntrac.org. All suggestions will be posted at the October meetings and voted on at the December meetings.

7. Action Items:

- a. Proposed budget FY20/21:** Budget was presented by Melissa Whitelaw. Laura Pressler made a motion to accept proposed budget with a second from Mark Hale. Motion approved with no opposition.
- b. Vote on executive board officers:** Executive board officers will remain unchanged. Mark Hale made a motion to keep executive board officers unchanged with a second from Nick Long. Motion approved with no opposition.
- c. Vote on group representatives:** Kyle Ogden will replace Foster Simmons as the ambulance representative from volunteer providers. Jason Baber will be replacing Rusty Downs as the non-ambulance representative from paid responders. All other group representatives will remain unchanged. Laura Pressler made a motion to accept group representatives with a second from Mark Hale. Motion approved with no opposition.
- d. Vote on TETAF representatives:** Jacky Betts and Melissa Whitelaw will remain the TETAF representatives. Mark Hale made a motion to approve with a second from Laura Pressler. Motion approved with no opposition.

8. Announcements:

Next NTRAC CQI, PIE, Finance, Executive Board, HCC, NORTEX and General Membership meetings will be on October 1st, 2020. Location and time TBD.

9. Adjourn @ 2:05 PM.

Laura Pressler made a motion to adjourn with a second from Mark Hale. Motion approved without opposition.