

# NORTH TEXAS REGIONAL ADVISORY COUNCIL (NTRAC-C)

## EXECUTIVE BOARD MEETING AGENDA

October 11, 2012

Start of meeting: 1:07pm



### 1. Signed in

Jacky Betts, United Regional  
Ryan Matthews, Trans-Star  
Roger Ritchie, Air Medical  
Donna Ross, United Regional  
Kim Stringfellow, United Regional  
Laura Pressler, United Regional  
Bill Sokora, Archer City Amb.  
Don Groves, WF Fire Depart  
Foster Simmons, P. K. West Lake Volunteer EMS  
Cindy Hoff, United Regional  
Jerry Bradshaw, DSHS  
Dr. Alberto Banez, Seymour Hospital  
Adam Scott, Vernon Fire Department  
April Coxon, United Regional  
Michael Huff, CEO Hamilton Hospital

### 2. Review of April minutes

Jacky Betts made a motion to accept the minutes with a second from Cindy Hoff. Approved without opposition.

### 3. Financial report

Donna Ross presented the financial report: Money market account has a balance of \$187,042.26 and the checking account a balance of \$10,281.71. Expenses approved included: See Attached  
Donna reports that the quarterly tobacco money is in which is \$19,681.50 to spend for the quarter. EMS pass-through money is also in. The last fiscal year's finances are closed out.

Jacky Betts made a motion to obtain a debit card for the organization to help with expenses. The committee discussed several ways for the card to be monitored/audited by the finance committee and agreed it is necessary to keep the members from spending large sums of their own money NTRAC purchases then to have to wait to be reimbursed. Motion was seconded by Roger Ritchie. Passed without opposition.

Kim Stringfellow covered dues owed and will hand out invoices out to entities not in good standing in dues and participation. Kim also explained that local project grant forms need to be completed and given to Bill Sokora in the provider's meeting.

Executive Board discussed request for flat screen TV and other electronic equipment by Petrolia VFD. Board concluded that we would not approve the purchase of this type of equipment unless the requesting entity is an approved CE provider and in good standing with NTRAC.

Discussed Bluegrove VFD's request for AED at \$1700. It was determined that they are not in good standing for attendance in 2011-2012. After lengthy discussion it was decided that a change in the bylaws Article 3 section A would read an entity would be in good standing if they were in attendance at least 4 of the last 6 meetings prior to their request for reimbursement.

#### Finance Report closure:

Jacky Betts made a motion to accept the financial report with a second from Roger Ritchie. Approved without opposition.

#### **4. OLD BUSINESS**

**None**

#### **5. NEW BUSINESS**

- a. **Bryan Owens** from United Regional here to discuss KIP trailer. This trailer is used for multiple injury prevention projects in our area and the maintenance has been paid for by United Regional including purchasing new tires in September 2012. The tags have been out for several years and United Regional needs the trailer signed over to them to maintain its registration and maintenance. Foster Simmons motioned to allow NTRAC to sign over title of trailer to United Regional. Second by Donna Ross. Passed without opposition. Kim Stringfellow as Chair signed over title paperwork.
- b. **Donna Ross** discussed the upcoming Pediatric Readiness Project. More to come.
- c. **Office Space** Discussed the need of office space and for a physical address since the passing of Al Garcia our Executive Director. Many of the executive board members had been looking for space that is near United Regional and would have enough storage at a reasonable cost. Jacky Betts presented by power point several locations. Donna Ross made the motion to seek a lease on the

Brook St. property proposed. Second by Roger Ritchie. Approved without opposition.

- d. **HPP Money** Jacky Betts and Ryan Matthews lead the discussion of the possible changes with managing HPP money with the board. It was decided it would take further discussion with the Hospital Planning Group before any decisions are made. Kim Stringfellow and representatives from the Executive Board will set up meeting with this group next week, report back their intentions, and make decisions based on the information received.
- e. **Needs Assessment** Ryan Matthews will put a needs assessment on the website for the entities in our region. This form is needed to better allocate budget.
- f. **Newsletter** Special thanks to Donna Ross for creating the NTRAC newsletter that will be on our website and printed out for each meeting. This will keep all informed on timelines and budget issues. Donna encourages all to send anything you would like to add to the newsletter to her at [dross@unitedregional.org](mailto:dross@unitedregional.org).
- g. **Standard Operating Procedures** Kim reformatted the SOP to show the processes that we will follow as a RAC for decision making. She provided copies for review by the executive board and will take it to a vote next meeting. Kim also developed a time line calendar to keep track of things that need to be done and when they need to be on the agenda. A NTRAC FY2012-2013 Goal Sheet was also created and presented by Kim Stringfellow. Special thanks to her by the board for all of her efforts to keep the board on task and organized.

## 6. ACTION ITEMS

**Bylaws** Kim Stringfellow and Foster Simmons announced the changes to the current bylaws are posted on the internet. Kim reviewed the proposed changes. Roger Ritchie made a motion to take changes to a vote at the general membership meeting tonight. Second by Don Groves. Approved without opposition.

## 7. REPORTS

- a. **Chair: See New Business**

- b. **DSHS:** Jerry Bradshaw announced Larry Borden would cover Al Garcia's position at Vernon College until it can be filled. He also discussed the state is getting ready for their yearly conference.
- c. **Executive Director:** With the passing of our Executive Director Al Garcia the board had discussion regarding how to fill this position. Jacky Betts made a motion to post the position and interview candidates that would best fit the job description. Second by Cindy Hoff. Approved without opposition.
- d. **MEO:** Jacky Betts informed the board that Dr. Mercer was interested in taking an active role as MEO in the RAC and wants to present education at each general membership meeting. Will present this in the general membership meeting.

## 8. COMMITTEE REPORTS

- a. **Education:** Laura Pressler presents an educational opportunity. The 4<sup>th</sup> Annual Southwest Trauma and Acute Care Symposium will be teleconferenced at United Regional on November 1&2. It is free of charge and you will need to register and claim your CME/CE online. This is a great opportunity to hear national speakers without spending the time and money on travel. For questions contact Laura at [lpresler@unitedregional.org](mailto:lpresler@unitedregional.org)  
Laura also discussed the child passenger safety course being conducted here in Wichita Falls in October and wanted to thank the individuals from our area that will attend. They will be eligible for a child passenger safety start-up kit with everything they need to do car seat checks and convertible and booster seats included.
- b. **Pediatrics:** Donna Ross announced new books, PALS cards, and adult immunization charts are available.
- c. **Air Medical:** Roger Ritchie discussed upcoming classes by Air Evac and that they are posted on the NTRAC website.
- d. **Trauma Coordinators:** Jacky Betts announced Brenda Putts will be present at the December meeting
- e. **Pre-Hospital:** Foster Simmons reports the pre-hospital group will meet tonight at 4 and protocol guidelines will be up for review.
- f. **Acute Care:** Cindy Hoff discussed developing a more in depth Acute Coronary syndrome plan

- g. **CQI:** Kim Stringfellow discussed ways United Regional could do internal CQI. Will start looking at IO use and pre-hospital intubations in patients that arrive in UR ED. Cindy Hoff also discussed she wishes to lead up the CQI committee.

## **9. ANNOUNCEMENTS**

<b>Next PIE/Finance</b>	<b>December 6, 2012noon</b>
<b>Next Executive Board,</b>	<b>December 6, 2012, 1:00 P.M.</b>
<b>Next General Membership,</b>	<b>December 6, 2012, 6:00 P.M.</b>

## **10. ADJOURN @ 3:10pm.**

Foster Simmons made a motion to adjourn with a second from Don Groves. Approved without opposition.

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