

# NORTH TEXAS REGIONAL ADVISORY COUNCIL (NTRAC-C)

## EXECUTIVE BOARD MEETING

April 4<sup>th</sup>, 2013

Start of meeting: 1:00 pm



### 1. Signed in

Jacky Betts, United Regional  
Roger Ritchie, Air Medical  
Donna Ross, United Regional  
Kim Stringfellow, United Regional  
Laura Pressler, United Regional  
Foster Simmons, P.K. West Lake Volunteer EMS  
Kenny Hoffman, AMR  
Terry Stagg, HCC (Health Care Coalition)  
Melissa Whitelaw, NTRAC

### 2. Review of February minutes

Jacky Betts made a motion to accept the minutes with a second from Foster Simmons. Motion approved without opposition.

### 3. Financial Report

Donna Ross presented the financial report. The money market account had a balance of \$146,740.33 and the checking account had \$25,728.66  
Expenses approved include the following:

NTS Communications	\$127.57
Whatley-Fleming	\$725.00
TETAF	\$1,800.00
Melissa Whitelaw	\$472.02
Kim Stringfellow	\$50.00
Foster Simmons	\$20.00
Faith Community Hosp.	\$929.00
Faith Community EMS	\$555.00
AMR	\$711.00
Graham Young EMS	\$724.99
Faith Community Hosp	\$550.00
Nocona Hospital	\$449.94
Graham Regional	\$550.00

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

Foster Simmons made a motion to accept financial report with a second from Jacky Betts. Motion approved without opposition.

#### 4. Executive Reports

- a. **MEO:** Not present
- b. **Chair:** Kim Stringfellow deferred her comments to the old and new business portion of the meeting.
- c. **DSHS:** Not present
- d. **Executive Director:** Melissa Whitelaw deferred comments on LPG to old business portion of the meeting. Melissa discussed changing the office hours from four days a week to two and making the hours later in the day. This was approved by the board and new office hours will be emailed to the general membership.

#### 5. Committee Reports:

- a. **Trauma Coordinators:** Not present
- b. **PHEMS:** Kenny Hoffman brought up the issue of missing backboards. We discussed the backboard washer again as a solution to this problem.
- c. **PIE:** Laura Pressler gave results of the NTRAC conference. We had 52 attendees. NTRAC spent \$1,044.63 and made \$1,190.00. We are still waiting on \$300.00 from vendor fees for a new total of \$1,490.00. Laura also discussed the upcoming Child Trafficking luncheon on April 5<sup>th</sup>.
- d. **CQI:** Not present.
- e. **Pediatrics:** Donna Ross had no new information to report.
- f. **Air Medical:** Roger Ritchie discussed possible upcoming classes. Check with Roger for more specifics.
- g. **Acute Care:** Kim Stringfellow discussed the need to include medically trained dispatchers in education. Kenny Hoffman brought up that many dispatchers keep odd hours. A possible solution of on-line classes was proposed. Kim also discussed that the chest pain/heart failure certification has been completed.

#### 6. Old Business

- a. **TETAF subscription:** Roger made a motion to continue with the TETAF subscription for an annual fee of \$1800 with a second from Kenny Hoffman. Motion approved with no opposition. The TEATF representatives will include Bill Sokora, Melissa Whitelaw, Kim Stringfellow, Jacky Betts, Donna Ross and April Coxon.
- b. **Vernon College endowment:** Michelle Alexander from the Vernon College Foundation sent an email stating that the Al Garcia Memorial Endowment has reached the \$10,000 goal and will be able to award the first scholarship for the 2013-2014 academic year. We will meet in the near future to discuss the award criteria.
- c. **NTRAC conference:** Refer to the PIE report.
- d. **LPG proposed items:** Melissa Whitelaw presented options for the local project grants which included bullet proof vests, video intubation scopes and AED's. Jacky Betts added comments about including a new backboard

washer designed for outdoor use. The board decided to go with the King Vision intubation scopes and the backboard washer for the local project grant.

- e. **HCC (formerly HPP):** Terry Stagg reported that HCC has just purchased a rehab bus. Ryan Matthews submitted quotes to HCC for help purchasing new ventilators. Terry also reported a WebEOC at Vernon College April 9<sup>th</sup> and 10<sup>th</sup> from 1-4.

**7. New Business:**

- a. **Vice Chair Position:** Kenny Hoffman was nominated by Roger Ritchie with a second from Jacky Betts. Motion approved with no opposition. Kenny Hoffman accepted the position as the new vice chair.
- b. **Local CISM course:** Kim Stringfellow brought up a possible CISM course to reestablish a local CISM team.
- c. **EMS week (May 19-25):** Different options were discussed by the board on how to celebrate EMS week. The board settled on sending cookies out to all the different organizations and trying to put something in the local newspapers.
- d. **Hospital week (May 12-18):** The board also approved cookies for the ER to celebrate hospital week.

- 8. **Action items:** NTRAC is looking to fill the at large position on the board. Any suggestions are welcome. Email them to Melissa Whitelaw at [Melissa.whitelaw@ntrac.org](mailto:Melissa.whitelaw@ntrac.org).

**9. Announcements:**

Next PIE/Finance	June 6th, 2013 at noon
Next Executive Board	June 6th, 2013 at 1:00 PM
Next General Membership	June 6th, 2013 at 5:45 PM

- 10. **Adjourn @ 2:10 PM.** Jacky Betts made a motion to adjourn with a second from Roger Ritchie. Motion approved without opposition.