

NORTH TEXAS REGIONAL ADVISORY COUNCIL (NTRAC-C)

GENERAL MEMBERSHIP MINUTES

June 6th, 2013

Start of meeting: 5:45pm



**Presentation by Charlotte McKenzie from Crofab:
Snake bites and anti-venom administration**

1. Signed in

Kim Stringfellow called meeting to order at 5:45 pm and reminded all attendees to sign the NTRAC sign in sheet at the close of the meeting.

2. Review of April minutes

April minutes were reviewed. Gail Martin made a motion to accept the minutes with a second from Wes Edwards. Motion approved without opposition.

3. Financial Report

Donna Ross presented the financial report: Money market account has a balance of \$131,534.66 and the checking account a balance of \$11,556.38. Expenses approved included:

NTS Communications	\$127.56
Whatley-Fleming	\$725.00
Melissa Whitelaw	\$531.10
Bill Sokora	\$355.90
Jim Gullage	\$375.00

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

Kelly Hudson made a motion to accept the financial report with a second from Len Nauman. Motion approved without opposition.

4. Executive Reports

a. **MEO:** Not present

b. **Chair:** Kim Stringfellow discussed the sexual abuse program she is involved in at United Regional. She also brought up the upcoming desk audit by DSHS. Kim also discussed the need to focus on data for the CQI process.

- c. **DSHS:** Not present
- d. **Executive Director:** Melissa Whitelaw reported that the LPG had been submitted in the amount of \$72,188 for a new backboard washer and video intubation scope handles. She also asked the membership if the new office hours were acceptable. No opposition from the members in attendance.

5. Committee Reports

a. Trauma Coordinators

Joy Henry reported that the trauma coordinators spoke about reporting issues involving the trauma registry during their meeting.

b. PHEMS

Mike Beimer discussed that the PHEMS group donated \$375.00 to the Boy Scout of America for 75 first aid kits.

c. PIE

Kim Stringfellow filled in for Laura Pressler. Kim reported that the education reimbursement for basic and intermediate EMT classes will be changed to \$500 and the paramedic course to \$750. NTRAC will also change the RN course to \$750. Applicant must present proof of certification to be eligible. Jim Gullage from the Boy Scouts of America was awarded a donation of \$375 to teach approximately 75 students a basic first aid course. The \$375 will cover Red Cross cards for 75 students at \$5 per card. Jim also recommended a speaker for next year's NTRAC conference. Jonathan Godfrey was the sole survivor of an EMS helicopter crash and speaks on safety and survivability.

d. CQI

Kenny Hoffman discussed the need for data on the number of intubations and 1st attempt success rates by the August meeting. This will be needed for an upcoming CQI project if the LPG is awarded.

e. Pediatrics

Donna Ross reported on a possible error with the Broselow pediatric emergency tape. Everyone needs to check that their cards say 2011A on them and not 2007B. We will have a picture posted to the website shortly. Donna also shared the American Academy of Obstetrics is recommending that a Tdap is given with each pregnancy and if possible should be given to each member of the infant's cocoon.

f. Air Medical

Pete Wolfe thanked everyone for coming to Air Evac's 10th anniversary luncheon. Pete discussed that some of the Air Evac bases have realigned due to the new base in Altus and that another new base will be opening in Eastland. Pete would also like to get together with the RAC hospitals to have a yearly landing zone class.

g. Acute Care: N/A

h. EMTF: N/A

6. Old Business

a. LPG

Refer to executive director's report

b. SOP's

Kim Stringfellow presented the SOP's approved at the executive board meeting. The SOP's discussed were procedures for PIE committee, education reimbursement, car seat program, backboard program, EZIO program, donations, voting & elections, differentiation between voting and non-voting members, asset management, budget policy, distribution of monies, record retention/destruction policy, travel reimbursements and transactions of the organization. The SOP's will be posted to the website shortly.

7. New Business

a. Website audit suggestions

Melissa Whitelaw discussed the need to log on to NTRAC website and update passwords and contact information. She also asked members for suggestions on how to make the site more user friendly. Melissa reported on the need for website updates by the developer/manager.

b. Board representative nominations for FY 2014

See website for posted list.

8. Action items: None

9. Announcements

Robyn Wike announced that Vernon College will hold an open NR advanced level test on Jan 4th for a maximum of 25 students. There will also be a NR test in May but it is not yet determined if this one will be open to non-students.

Next PIE/Finance
Next Executive Board
Next General Membership

August 1st, 2013 at noon
August 1st, 2013 at 1:00 PM
August 1st, 2013 at 5:45 PM

10. Adjourn @ 7:20 PM.

Kelly Hudson made a motion to adjourn with a second from Foster Simmons. Motion approved without opposition.