

NORTH TEXAS REGIONAL ADVISORY COUNCIL (NTRAC-C)



EXECUTIVE BOARD MEETING

April 3rd, 2014

1:00PM

United Regional, Hardeman Room

1. Signed In

Kim Stringfellow, United Regional
Timothy Pierson, WFFD
Kenny Hoffman, AMR
Melissa Whitelaw, NTRAC
Roger Ritchie, Air Medical
Kade Long, Vernon Fire Dept
Ryan Matthews, Trans Star
Roy Koetter, Windthorst
Foster Simmons, PK West Lake VEMS
Jerry Bradshaw, DSHS
Joy Henry, Faith Community Hospital
Lou Schaffer, United Regional

2. Review of February Minutes

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

3. Financial Report

Melissa Whitelaw presented the financial report. The money market account had a balance of \$80,731.89 and the checking account had \$88,666.65. Expenses approved include the following:

Bound Tree	EZIO	\$18.48
Bound Tree	Scopes	\$49,000.00
United Regional	Back Board Washer	\$16,000.00
Bill Sokora	TETAF Travel	\$364.78
Melissa Whitelaw	Travel	\$321.44
Emily Hill	EMT-Intermediate	\$500.00
Vernon Fire/EMS	ACLS/PALS Instruct Course	\$750.00
Cryovac	First Responder Bags	\$750.00

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

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

Kim Stringfellow made a motion to update the signature card at First National Bank of Wichita Falls. NTRAC is adding Melissa Whitelaw, Roy Koetter, and Kenny Hoffman, while keeping Laura Pressler and Kim Stringfellow on the card. Only the five individuals listed above will be on the new signature card. Melissa Whitelaw will also have a new debit card issued from the bank to handle online payments for NTRAC business. Motion was seconded by Foster Simmons. Motion approved without opposition.

4. Executive Reports

- a. MEO:** Dr. Rizzo is developing death on scene protocols.
- b. Chair:** Kenny Hoffman spoke about the new DSHS stroke/STEMI amendment to the Tobacco contract. Joy Henry volunteered to contact NTRAC entities to collect stroke data.
- c. DSHS:** Jerry Bradshaw reminded EMS agencies that provider license renewals are coming up.
- d. Executive Director:** Melissa Whitelaw reserved comments for the Old Business portion of the agenda.

5. Committee Reports:

- a. Trauma Coordinators:** Joy Henry shared that Nocona and Seymour passed their level IV designations.
- b. PHEMS:** Foster Simmons informed the board that the PHEMS group has lost their 501c3 status. Kim Stringfellow suggested that they operate under the RAC's 501c3 as a sub-committee. They will have a separate account from RAC monies. Kim also gave Foster the new laminated DNR cards to pass out to EMS and First Responders.
- c. PIE:** Kim Stringfellow gave report for Laura Pressler. NTRAC conference had 88 attendees and made a profit of \$648.49. Reviews were favorable. Everyone seemed to like the new location. Laura is thinking about changing the format next year to general speaker in the morning and breakout sessions in the afternoon.
- d. CQI:** Motion was made by Kim Stringfellow to purchase SNAP software for CQI reporting. Motion was approved from an email vote in late March. Ryan Matthews will be taking care of the purchase arrangements.

- e. **Pediatrics:** Lou Schaffer introduced herself as the new pediatric representative to the board.
- f. **Air Medical:** Roger Ritchie was present but had nothing to report.
- g. **Acute Care:** See stroke portion of old business.
- h. **EMTF:** Ryan Matthews reported that there will be a full scale training exercise on April 21st. Melissa Whitelaw will reach out to Rick Antonaise in an attempt to get an EMTF representative at our next NTRAC meeting.

6. Old Business

- a. **LPG Ideas:** We will be writing our grant on multi-casualty incident equipment. Ryan Matthews will get a quote from EMT3 (trioletags.com).
- b. **DSHS Stroke Program:** Joy Henry will be contacting member agencies to collect stroke data. We are responsible for sending DSHS all stroke data collected by August 31st 2014. In return, we will receive an additional \$3000.00 on our tobacco contract.
- c. **Needs Assessments:** Melissa Whitelaw reported that we still do not have all needs assessments. She will be contacting each agency that has not turned one in via email. These will be due by May 1st 2014.

7. New Business:

- a. **EMS and Hospital Appreciation Week:** Melissa will be delivering cookies again this year.
- b. **Bylaws Review:** Executive Board approved bylaws in December but they still need to be voted on by the general membership. The vote will be on increasing term limits from 1 year to two years.
- c. **Trauma System Plan Review:** Melissa Whitelaw reminded the board that we must review the trauma plan by June of 2014. The board will submit any changes by the next meeting.

8. Action items: None

9. Announcements:

Next PIE/Finance	June 5th, 2014 at noon
Next Executive Board	June 5th, 2014 at 1:00 PM
Next General Membership	June 5th, 2014 at 5:45 PM

- 10. **Adjourn @ 2:33 PM.** Kim Stringfellow made a motion to adjourn with a second from Foster Simmons. Motion approved without opposition.