

# NORTH TEXAS REGIONAL ADVISORY COUNCIL (NTRAC-C)



## EXECUTIVE BOARD MEETING

August 7th, 2014

1:00PM

United Regional, Hardeman Room

### 1. Signed In

Melissa Whitelaw, NTRAC  
Roger Ritchie, Air Medical  
Kade Long, Vernon Fire Dept  
Foster Simmons, PK West Lake VEMS  
Laura Pressler, United Regional  
Tim Pierson, WFFD  
Roy Koetter, Windthorst VFD  
Kenny Hoffman, AMR  
Robert Friedrich, DSHS

### 2. Review of June Minutes

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

### 3. Financial Report

Roy Koetter presented the financial report. The money market account had a balance of \$82,382.44 and the checking account had \$23,058.17.

Expenses approved include the following:

Vidacare	EZIO	\$2,208.18
Crane West	Web hosting	\$285.00
Welch and Sanders	Tax preparation	\$950.00
OnLine Tech	CQI web hosting fees	\$168.00
TETAF	Annual fee (general dues)	\$1,800.00
Laura Pressler	CISM reimbursement	\$56.06

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

Laura Pressler made a motion to accept financial report with a second from Roy Koetter. Motion approved without opposition.

### 4. Executive Reports

a. **MEO:** Not present.

- b. **Chair:** Kenny spoke about a CISM debriefing in Dundee, TX. There were several different entities present. Kenny spoke about the need for CISM shirts that help to label the person in charge.
- c. **DSHS:** Jerry Bradshaw was not present. A representative from DSHS, Robert Friedrich, attended the meeting to introduce himself as the new RAC Coordinator.
- d. **Executive Director:** Melissa Whitelaw informed the board that she sent dues invoices and needs assessments for FY2015 to the membership. She also discussed changes to the website. New tabs have been added for education and for CISM contact information.

## 5. Committee Reports:

- a. **Trauma Coordinators:** cancelled.
- b. **PHEMS:** Foster Simmons has nothing to report until after the PHEMS meeting is held. He will give a report at the general membership meeting.
- c. **PIE:** Laura Pressler is asking members to please contact local schools about the distracted driving program. She has sent letters to all of the schools and has received minimal response. She also reported that KOHLs is back on board with the car seat program and has donated \$20,000. There will be a child passenger safety event on September 27<sup>th</sup>, 2014.
- d. **CQI:** Nothing new to report. Still working on getting the SNAP program running.
- e. **Pediatrics:** Not present.
- f. **Air Medical:** Roger Ritchie reported that Air-Evac's new pad is open. Don't forget to early activate. It takes 10 minutes to launch. Air Evac is also offering many different CE classes. Contact Roger for existing classes or to request a class.
- g. **Acute Care:** Not present.
- h. **EMTF:** Not present.

## 6. Old Business

- a. **LPG Ideas:** LPG was opened last minute due to an ease on the funding issues. Tim Pierson from WFFD brought up the need for a new fire safety

house. The safety house will be available to any entity in the region that is in good standing with the RAC. WFFD will store and maintain the structure. Each entity will be responsible for supplying the truck to haul it.

- b. **DSHS Funding:** Melissa Whitelaw gave reports on the new contract amounts for the next fiscal year. EMS County is \$80,186.00. EMS RAC is \$22,946.00. Tobacco is still being completed by DSHS.
- c. **SNAP Software Update:** Still in the process of making sure the cloud is HIPPA compliant.

#### 7. New Business:

- a. **2014-2015 End of Year Spending:** Melissa Whitelaw informed the board that NTRAC has spent all of the tobacco funding for the current contract term. Laura Pressler made a motion to accept with a second from Roger Ritchie.
- b. **Trauma System Plan Finalization:** Kim Stringfellow was not present due to scheduling conflict.
- c. **Executive Director:** Melissa Whitelaw was given a satisfactory review.

#### 8. Action items:

- a. **Vote on Budget:** Foster Simmons made a motion to approve the budget with a second from Roy Koetter.
- b. **Ratify Entity Group Representatives:** All representatives stayed the same. Vote passed.
- c. **Vote on Executive Board Officers:** Officers will stay the same. Tim Pierson is considering taking on a new position and will possibly be leaving the RAC. Chris Duncan will take his spot as WFFD representative. A vote will be taken for his position on the board at such time.
- d. **Vote on TETAF Representative:** Stayed the same. Vote passed.

#### 9. Announcements:

Next PIE/Finance	October 2nd, 2014 at noon
Next Executive Board	October 2nd, 2014 at 1:00 PM
Next General Membership	October 2nd, 2014 at 5:45 PM

**10. Adjourn @ 2:29 PM.** Foster Simmons made a motion to adjourn with a second from Kade Long. Motion approved without opposition.