

NORTH TEXAS REGIONAL ADVISORY COUNCIL (NTRAC-C)

EXECUTIVE BOARD MEETING

December 4th, 2014

1:00PM

United Regional, Hardeman Room



1. Signed In

Melissa Whitelaw, NTRAC
Roger Ritchie, Air Medical
Foster Simmons, PK West Lake VEMS
Lou Schafer, United Regional
Kenny Hoffman, AMR
Ryan Matthews, Trans Star
Jerry Bradshaw, DSHS
Mike Beimer, Quanah
Rick Antonisse, NCTTRAC
Terry Stagg, HPCNTX
Hank Hufham, NCTTRAC

2. Review of October Minutes

No quorum to accept the minutes.

3. Financial Report

Melissa Whitelaw presented the financial report. The money market account had a balance of \$184,755.92 and the checking account had \$13,901.25.

Expenses approved include the following:

Petrolia VFD	AED	\$750.00
Nocona General	2 TNCC Classes	\$550.00
Clay Co FRO	Equipment	\$609.54
Chillicothe	Splint	\$168.46
Myles Garratt	Paramedic reimbursement	\$750.00
Weston Schlumpf	EMT reimbursement	\$500.00
Vashti VFD	Training TV	\$750.00

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

No quorum made to accept financial report.

4. Executive Reports

a. MEO: Not present.

- b. **Chair:** Kenny Hoffman discussed the need for a regional infectious disease plan. The state maintains that every hospital should have the capability of holding a patient for 24 hours. DSHS is offering a registry data entry course. The state, through a grant, will pay for one individual from each RAC to take the course. We need to designate a “champion”.
- c. **DSHS:** Present. Nothing to report.
- d. **Executive Director:** Melissa Whitelaw informed board that the move to the new office is complete. Gave a set of keys to Kenny Hoffman, Laura Pressler, Roger Ritchie and Kim Stringfellow. Also discussed the new reporting procedures for state funds. We must have a cancelled check or paid in full credit card statement to show proof of payment.

5. Committee Reports:

- a. **Trauma Coordinators:** Not present.
- b. **PHEMS:** See general membership meeting minutes for PHEMS report.
- c. **PIE:** The NTRAC Trauma Conference will be held on March 7th, 2015 at MSU. The guest speakers will include Bill Justice and Lou Schaffer.
- d. **CQI:** Nothing to report.
- e. **Pediatrics:** Present. Nothing to report.
- f. **Air Medical:** Roger Ritchie reported upcoming classes in Electra. See NTRAC website calendar for more details.
- g. **Acute Care:** Not present.
- h. **EMTF:** Rick Antonisse gave a brief history on EMTF projects and funds.

6. Old Business

- a. **SNAP Software:** Ryan Matthews says everything is ready to go. We need to book a computer lab for training.

7. New Business:

- a. **New reporting procedures:** See executive director report.

8. Action items: None

9. Announcements:

Next PIE/Finance	February 5th, 2015 at noon
Next Executive Board	February 5th, 2015 at 1:00 PM
Next General Membership	February 5th, 2015 at 5:30 PM

10. Adjourn @ 3:39 PM. No quorum present.