

NORTH TEXAS REGIONAL ADVISORY COUNCIL (NTRAC-C)



EXECUTIVE BOARD MEETING

January 9th, 2014

12:00PM

United Regional Education Building

1. Signed In

Donna Ross, United Regional
Kim Stringfellow, United Regional
Foster Simmons, P.K. West Lake Volunteer EMS
Kenny Hoffman, AMR
Melissa Whitelaw, NTRAC
Jacky Betts, United Regional
Roger Ritchie, Air Medical
Laura Pressler, United Regional
Kade Long, Vernon Fire Dept
Joy Henry, Faith Community Hospital
Tim Pierson, Wichita Falls FD
Jerry Bradshaw, DSHS
Roy Koetter, Windthorst VFD

2. Review of October Minutes

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

3. Financial Report

Donna Ross presented the financial report. The money market account had a balance of \$154,139.66 and the checking account had \$19,127.70.

Expenses approved include the following:

Allred-Thompson	\$109.00
Melissa Whitelaw (travel)	\$228.48
Melissa Whitelaw (office supply reimb)	\$275.73
Melissa Whitelaw (carbonite reimb)	\$99.99
Crane West (2 qtrs. of web hosting)	\$570.00
Wilbarger Gen (4 ATCN & 1 Inj. Scaling)	\$1,550.00
Nocona Gen (2 ENPC \$ 2 TNCC)	\$1,100.00
Nicholas Long (CISM travel-Jacksboro)	\$70.06
Bound Tree Medical (AED for Air Evac)	\$299.45

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

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

4. Executive Reports

- a. **MEO:** Not present
- b. **Chair:** There will be additional funding coming to the RAC to develop a stroke plan and data collection program for strokes. Estimated amount is \$80,000.00. The state will be starting RAC compliance audits in April of 2014. They will be starting with the larger RACs and working down to the smaller ones.
- c. **DSHS:** Jerry reported that all providers will have to renew their license this year.
- d. **Executive Director:** Melissa Whitelaw discussed the need to have needs assessment forms filled out and turned in. Also reported on an upcoming executive director's meeting in Austin on Feb 9th and 10th. All swab dryers have been delivered to member hospitals as of January 9th 2014.

5. Committee Reports:

- a. **Trauma Coordinators:** N/A
- b. **PHEMS:** The EMS patient care report will be accessible 24/7.
- c. **PIE:** Laura Pressler reported on upcoming NTRAC trauma conference March 8th at MSU. She will be accepting nominations for outstanding individual and group awards. Please email all nominations to melissa.whitelaw@ntrac.org.
- d. **CQI:** Kenny Hoffman spoke with Robin Wyke about doing data collection on long spine boards and c collars. New studies suggest that these may not be necessary on many patients.
- e. **Pediatrics:** Donna Ross has reported she will be accepting a position at the local VA hospital that will force her to resign from the NTRAC executive board. She will tender her resignation at the February meeting.
- f. **Air Medical:** Roger Ritchie reported that Air-Evac will be offering ACLS and PALS classes in January and February. For more information please see NTRAC website calendar. Contact Roger at ritchieroger@air-evac.com for any additional classes.
- g. **Acute Care:** N/A

h. EMTF: N/A

6. Old Business

- a. LPG:** Melissa Whitelaw reported that the LPG contract has been received and King Vision Scopes will be ordered.
- b. Carbonite:** All of NTRAC's files have been successfully backed up off site as of November 2013.

7. New Business:

- a. Bylaw changes:** Set new term limits for officers from 1 year to 2 years.
- b. SOP changes:** In education the board has added Injury Scale as a covered class. It will be reimbursed for one person from each member hospital in good standing up to \$750.00. Needs assessment forms have been added as a NTRAC requirement for member entities. Jacky Betts made a motion to accept changes with a second from Foster Simmons.

8. Action items: N/A

9. Announcements:

Next PIE/Finance	February 6th, 2014 at noon
Next Executive Board	February 6th, 2014 at 1:00 PM
Next General Membership	February 6th, 2014 at 5:45 PM

- 10. Adjourn @ 1:27 PM.** Jerry Bradshaw made a motion to adjourn with a second from Roger Ritchie. Motion approved without opposition.