

NORTH TEXAS REGIONAL ADVISORY COUNCIL (NTRAC-C)



EXECUTIVE BOARD MEETING

October 2nd, 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
Lou Schafer, United Regional
Jacky Betts, United Regional
Roy Koetter, Windthorst VFD
Kenny Hoffman, AMR
Ryan Matthews, Trans Star
Kim Stringfellow, United Regional

2. Review of August Minutes

Roy Koetter made a motion to accept the minutes with a second from Lou Schafer. Motion approved without opposition.

3. Financial Report

Roy Koetter presented the financial report. The money market account had a balance of \$180,821.39 and the checking account had \$23,594.40.

Expenses approved include the following:

Vidacare	EZIO	\$3,308.14
OnLine Tech	CQI web hosting fees	\$168.00
Lou Schafer	Distracted driving travel	\$95.20
Bound Tree	Laerdal Airway Trainer	\$1,909.99

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

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

4. Executive Reports

a. **MEO:** Not present.

b. **Chair:** Present. Nothing to report.

- c. **DSHS:** Not present.
- d. **Executive Director:** Melissa Whitelaw has finished the end of year reports for EMS-RAC and EMS-County Assistance. She also reported that only half of dues have been paid and 11 members are out of compliance with the RAC due to attendance. The office building that the RAC is located in is being sold. We are still waiting to see if the new owner will allow us to continue leasing the space.

5. Committee Reports:

- a. **Trauma Coordinators:** Not present.
- b. **PHEMS:** Kade Long states that they have received a 501c3 status from the IRS. They are still working toward paying back taxes. When the taxes are paid they will dissolve the organization.
- c. **PIE:** Not present.
- d. **CQI:** See old business for SNAP report.
- e. **Pediatrics:** Present. Nothing to report.
- f. **Air Medical:** Roger Ritchie readdressed the airway training purchase. Jacky Betts made a motion to approve with a second from Kim Stringfellow. The motion was approved without opposition. Air Evac is having a party Sunday night in November at the EMS conference. Same place as last year's party.
- g. **Acute Care:** Not present.
- h. **EMTF:** Ryan Matthews said that EMTF will be at the December meeting. They participated in the Hotter than Hell Hundred this year and would like to do a Hotter than Hell Hundred training exercise for next year.

6. Old Business

- a. **SNAP Software:** Ryan Matthews was able to get the server working with the help of PC Net. He will be sending out a test survey on 10-3-2014. Jacky Betts will be booking a computer lab at United Regional to complete a 1.5 hour virtual training with SNAP. The initial training will be open to the CQI team, executive board and executive director.

7. New Business:

- a. Bylaws review and recommendation:** Foster Simmons made no recommendation for changes. Kim Stringfellow made a motion with a second from Lou Schafer. Motion passed without opposition.

- b. Change to distribution of monies:** Melissa Whitelaw will issue a reminder statement and breakdown of pass through (EMS-County Assistance) monies to all eligible providers on September 1st. She will review this again at the April PHEMS meeting and send a final reminder June 1st. All receipts and contracts must be in by June 15th. Those entities not in compliance shall forfeit their monies to the other entities in the county. If there is only one entity in that county the monies shall forfeit back to the state.

8. Action items: None

9. Announcements:

Next PIE/Finance	December 4th, 2014 at noon
Next Executive Board	December 4th, 2014at 1:00 PM
Next General Membership	December 4th, 2014 at 5:45 PM

- 10. Adjourn @ 2:06 PM.** Foster Simmons made a motion to adjourn with a second from Roy koetter. Motion approved without opposition.