

# NORTH TEXAS REGIONAL ADVISORY COUNCIL (NTRAC-C)

## EXECUTIVE BOARD MEETING

October 1st, 2015

1:00PM

United Regional, Hardeman Room



### 1. Signed In

Kim Stringfellow, United Regional  
Melissa Whitelaw, NTRAC  
Roger Ritchie, Air Medical  
Kenny Hoffman, AMR  
Laura Pressler, United Regional  
Foster Simmons, PK West  
Roy Koetter, Windthorst VFD  
Todd Mudd, Wichita Falls FD  
Lou Schafer, United Regional

### 2. Review of August Minutes

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

### 3. Financial Report

Melissa Whitelaw presented the financial report. The money market account had a balance of \$174,078.03 and the checking account had \$6,364.01. Expenses approved include the following:

NTRAC does not currently have a tobacco contract. No purchases available for approval.

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

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

### 4. Executive Reports

a. **MEO:** Not present.

b. **Chair:** Kim Stringfellow informed board of an upcoming TETAF restructuring workgroup conference call on October 2<sup>nd</sup>, 2015 at 2:30 pm. She also presented a hemorrhage control kit SOP form along with the CQI survey form. Kim is reviewing the current NTRAC trauma plan for final approval Dec 2015.

- c. **DSHS:** Not present.
- d. **Executive Director:** Melissa Whitelaw reported that the tobacco contract is still not in effect. DSHS says that the new contract will have a start date of 10/01/2015. All end of year reports are current.

## 5. Committee Reports:

- a. **Trauma Coordinators:** Not present.
- b. **PHEMS:** Foster reported that their tax exempt status has been updated. Storage unit contents will be discussed at upcoming PHEMS meeting. See PHEMS minutes for more details. SIM manikin will be allocated to the Windthorst training center. Trauma system plan will be reviewed for any necessary updates.
- c. **PIE:** Laura Pressler spoke about the success of the Kohl's car seat event. Technicians from Olney and Graham helped check 66 car seats, replacing 32. Date for the car seat check off is still pending. Laura reported on the senior driving program to be presented at Senior Focus. This will include a speaker from Waco. There will be training in November for those interested in becoming technicians for the program. If you would like to sign up please contact Melissa Whitelaw at [melissa.whitelaw@ntrac.org](mailto:melissa.whitelaw@ntrac.org).
- d. **CQI:** Kim Stringfellow reported that the CQI portion of the trauma plan needs to be updated. Additional training and passwords are needed for SNAP. All current NTRAC CQI forms will be transferred to the SNAP program.
- e. **Pediatrics:** Laura Pressler described the Period of Purple Crying program. It is a program designed to educate parents on the time in a baby's life when they cry the most and are at most risk for abuse.
- f. **Air Medical:** Roger Ritchie reported that Air Evac will teach a PALS and ACLS courses in Seymour, Electra and the WFFD.
- g. **Acute Care:** Not present
- h. **EMTF:** HH100 went well. MMU's in Burk and the finish line took approximately 4 hours to put up and 4 hours to take down. Texas State National Guard helped with set up and breakdown; 15-20 people were needed for the task.

**6. Old Business**

**7. New Business**

- a. **Bylaws:** Foster Simmons said that no suggestions were made by NTRAC members.

**8. Action items**

- a. **Bylaws:** Foster Simmons made a motion to accept current bylaws with a second from Kenny Hoffman. Motion approved with no opposition.

**9. Announcements:**

Roger Ritchie announced that Air Evac will have a get together on November 22<sup>nd</sup> at the GETAC conference in Dallas. No information on location.

Roger also announced a party on November 20<sup>th</sup> at 7pm located at the Elks lodge in Wichita Falls. There will be hors d'oeuvres and a cash bar. Tea and water provided.

Next Executive Board

December 3rd, 2015 at 1:00 PM

Next General Membership

December 3rd, 2015 at 5:45 PM

- 10. **Adjourn @ 2:08 PM.** Kenny Hoffman made a motion to adjourn with a second from Foster Simmons. Motion approved without opposition.