

NORTH TEXAS REGIONAL ADVISORY COUNCIL (NTRAC-C)

EXECUTIVE BOARD MEETING

February 7th, 2019

1:00PM

United Regional, Wichita Rooms 2-4 (2nd floor)



1. Signed In

Melissa Whitelaw, NTRAC
Roger Ritchie, Air Evac
Foster Simmons, PK West
Mark Hale, Windthorst VFD
Kim Stringfellow, United Regional
Kenny Hoffman, AMR
Laura Pressler, United Regional
Ryan Matthews, Trans Star Ambulance
Lee Williamson, Electra Memorial Hospital
Cory Nava, Vernon College
Rusty Downs, WFFD
Enoc Espinoza, Graham Regional Medical Center
Bobby Hadderton, Graham/Young County EMS
Cassie Cox, United Regional

2. Review of December Minutes

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

3. Financial Report

Melissa Whitelaw presented the financial report. Money market account has a balance of \$251,305.89 and the checking account has a balance of \$6,097.70. Kim Stringfellow made a motion to approve the financial report with a second from Foster Simmons. Motion approved without opposition.

Expenses for consideration include:

Crane West	Website maintenance	\$285.00
GRMC	Fluid Warmer	\$750.00
GRMC	2 ENPC	\$550.00
Arrow International	1 practice drill and needle	\$192.50
Welch & Sanders	Quickbooks Maintenance	\$200.00
Hardeman CMH	3 TNCC	\$825.00
Hamilton Hospital	1 TNCC, 1ENPC	\$550.00
Trans Star	Pad Connector	\$585.00

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

Kim Stringfellow made a motion to approve expenses with a second from Laura Pressler. Motion approved without opposition.

4. Executive Reports

- a. **Chair:** Roger Ritchie reminded the board about a DSHS emergency fund available for ambulance shortages.
- b. **Executive Director:** Melissa Whitelaw gave the preliminary results of the audit. The RAC was underinsured on theft policy and needed to add a Board of Directors fidelity bond. There was also an issue of paying taxes on the phone/internet bill and office supply purchases. The auditors also required time sheets be completed for all paid staff. We also need to have an employee payment plan in place and an official pay agreement. The executive board approved a monthly salary of \$1,800.00 for 60 hours of work per month. This pay will be approved monthly by the appointed treasurer to be paid direct deposit via Quickbooks. The treasurer will also be responsible for approving time sheets in Quickbooks each month.

5. Subcommittee Discussion: See General Membership Minutes for Details.

6. New Business

- a. **Legislative Briefing:** Ryan Matthews spoke about a bill being submitted that would allow EMS to carry concealed weapons. There is a concern that this could create legal issues for EMS agencies and possible dangerous working conditions. He also reported that a bill has been put forward to provide a rural paramedic assistance program. HB1477 would provide educational opportunities for rural EMS.

7. Announcements:

Next NTRAC CQI, PIE, Finance, Executive Board, HCC and NORTEX meetings will be on April 4th, 2019 at United Regional in the Hardeman Room (basement). Trauma Coordinators/Acute Care/ Neonatal and General Membership will be at the Wichita Public Training Center located at 710 Flood St, Wichita Falls, TX. The Trauma Conference will begin registration at 5:45. The conference begins at 6pm and ends at approximately 9 pm.

CQI
PIE

April 4th, 2019 at 12:30PM
April 4th, 2019 at 12:30 PM

Executive Board	April 4th, 2019 at 1:00 PM
HCC	April 4th, 2019 at 2:30 PM
NORTEX	April 4th, 2019 at 4:00 PM
Trauma Co/Acute Care/Neonatal	April 4th, 2019 at 4:30 PM
General Membership	April 4th, 2019 at 5:15 PM <i>Earlier time</i>

- 8. Adjourn @ 2:19 PM.** Lee Williamson made a motion to adjourn with a second from Mark Hale. Motion approved without opposition.