

NORTH TEXAS REGIONAL ADVISORY COUNCIL (TSA-C)



Executive Board Minutes
February 4th, 2021
Start of meeting: 1:00 PM

1. Call to order:

Kim Stringfellow called the meeting to order. Attendance will be taken using the teleconference login sheet. Minutes will be posted by February 5th, 2021.

2. Review of December minutes

Mark Hale made a motion to accept the minutes with a second from Eric Pankonien. Motion approved without opposition.

3. Financial Report

Melissa Whitelaw presented the financial report. The money market account has a balance of \$519,758.00 and the checking account has a balance of \$9,331.76. EMS RAC funds began with \$78,372. \$28,857.32 has been expended on payroll, rent, monthly bills and yearly insurance payments leaving a balance of \$49,784.68. EMS County funds began with \$231,398.00 and all funds are remaining. RAC Systems Development began with \$79,463.00 and \$610.00 were spent on program costs leaving a balance of \$78,853.00. The SB500 began with \$32,532.00 and all funds are remaining. NTRAC collected \$7,150.00 in dues out of a possible \$8,450.00. Nick Long made a motion to approve the financial report with a second from Lee Williamson. Motion approved without opposition.

Expenses for consideration include:

RN and paramedic reimbursements (3)	\$2,750
Advanced EMT reimbursement (1)	\$500
RN and paramedic from Gen. Fund (6)	\$4500
Graham RMC 6 TNCC	\$1,650
Three Rivers Ambulance stair lift chair	\$980.85
Saint Jo VFD and EMS Lucas device	\$5,000
Windthorst VFD LIFEPAK 1000	\$2,260.50
AMR crew message and schedule app	\$300
Lake Arrowhead VFD training TV	\$770.92
Faith Community Hospital Lucas device	\$8,030
Puckett Insurance	\$150
Welch, Sanders and Assoc. tax prep	\$1,000
Crane West web hosting fee	\$285

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

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

4. Executive Reports

a. **Chair:** Kim Stringfellow – Nothing to report.

b. **Executive Director:** Melissa Whitelaw is on target with all state contract requirements. She is still working on updating contact information for all member agencies. We need to have all equipment requests in by the April meeting because all equipment must be purchased by June 1st. The budget accounts for \$71,573 on equipment purchases and we have only spent \$610 not including what was approved today. The education reimbursement was set at \$16,000 and we have only spent \$4,400 leaving a balance of \$11,600. Education can be requested through the August meeting. Melissa just completed a \$16,000 purchase of EZIO needles as per the current budget. She would also like to replenish the King Vision blades but needs an answer on how much to purchase of each type and which budget line item is to be used. We can pull from PIE's \$8,000 budget or from EMS equipment. She does not want to include the King Visions on the budget due to the sporadic nature of the purchase.

5. Committee Reports

a. **Trauma Coordinators:** Lee Williamson reported that Electra MH will have their trauma re-designation in February. Also, Christina Rodgers will be the new TPM. Faith Community Hospital will have their trauma survey in March.

b. **PHEMS:** Melissa Whitelaw would like to remind all EMS CO providers that they have double the money to spend this year. All receipts must be to Melissa by April 1st because the EMS CO report is due in June. Melissa needs to have time to reconcile receipts and determine if they meet state requirements before submitting a report to DSHS.

c. **PIE:** Laura Pressler reported that there is human trafficking education on the NTRAC website. There will also be Trauma & Acute Care virtual spots in the future. She would also like to remind everyone that we have chest simulators available for training.

- d. **CQI:** Melissa Whitelaw gave an overview of CQI data. **EZ IO** had 7 new submissions. 5 were medical and 2 were trauma. 4 were administered by paramedics, 2 by EMTs and 1 by RN. 5 attempts were in the humerus and 2 were in the tibia. Both needles in the tibia were due to access issues. All 7 were successful on 1st attempt. **Tourniquets** had no new submissions. **King Vision** had 1 new submission. It was used due to a difficult airway and was successful on 2nd attempt. A standard blade and bougie was used. **TOR** had 2 new submissions. 1 code was witnessed and 1 was not. Both had CPR initiated by a layperson. Signs and symptoms were compatible with life on both. An AED was used on both and shock was advised on 1. 1 was called on scene and the other was transported per family demand. A mechanical CPR device was used during transport.
- e. **Pediatrics:** Nothing to report.
- f. **Neonatal:** Brandi Bennett reported that Faith Community Hospital has been renewed as a level 1 neonatal hospital.
- g. **Maternal:** Nothing to report.
- h. **Air Medical:** Roger Ritchie says Air Evac is still offering classes but due to COVID the limit is 8 people. The classes available are at [ntrac.org>document>quick docs>available certification and CE courses](http://ntrac.org/document/quick_docs/available_certification_and_CE_courses).
- i. **Acute Care:** Jennifer Whitehill reported that United Regional will have their stroke recertification this summer. Still unsure if it will be in person or virtual.
- j. **EMTF:** Nothing to report.
- k. **HCC:** Shane Comer reported that the State Medical Assistance was renewed between DSHS and the coalitions. HPP will continue to provide support on COVID related issues.

6. Old Business

- a. **Wristband Project** – NTRAC ran our wristband pilot from December 1st until January 15th. I would like to thank AMR, Trans Star and United Regional for agreeing to participate in this pilot. In the 6 weeks EMS applied 1,198 wrist bands and United Regional was able to capture 947. This gave us a 79% success rate. Out of the 9 pilot RACs, NTRAC had the best performance. Great job guys!!

- b. **SB500** – We have \$32,532 to spend by June 6th. This money is to be used to improve emergency management services in accordance with trauma capacity and response infrastructure. \$3,200 of this has been earmarked for additional wristband purchases.

7. New Business

a. Possible Regional Projects

- i. **New King Vision Handles-** Melissa Whitelaw will research how many entities need their handles replaced and check on the condition of the remaining handles. She will then determine a good number of handles to purchase and get a quote for the April executive board meeting.
- b. **COVID** – The RAC would like to remind members that Melissa can work with Shane Comer from HCC to help with COVID related equipment purchases. If you need anything that HCC is unable to provide please reach out to Melissa to see if the RAC can help.

8. Announcements:

Next NTRAC CQI, PIE, Finance, Executive Board, HCC, NORTEX and General Membership meetings will be on April 1st, 2021. Location and time TBD.

9. Adjourn @ 1:56 PM.

Mark Hale made a motion to adjourn with a second from Lee Williamson. Motion approved without opposition.