

**CONCHO VALLEY RAC-TSA-K
BOARD OF DIRECTORS MEETING
August 10, 2010**

Shannon Medical Center

I. CALL TO ORDER

Robin Collins, Chair Elect, called the meeting to order at 1836.

II. ROLL CALL: Jeanette Jacobs

PRESENT:

Ballinger Memorial Hospital	Rebecca Ellis
Ballinger Memorial Hospital EMS	Caroline Priddy
Big Lake VFD EMS	Robin Collins
Brady-McCulloch EMS	Lynne White
Christoval VFD FRO	Della Messer
Concho County Hospital	Ram Perez, Lynn Mittlestadt
Crockett County EMS	
East Coke County EMS	Steve Salmon
Eden Ambulance Service	
Heart of Texas Memorial Hospital	Melissa Hail
Irion Co EMS	Beverly Rose & Leon Standard
Kimble County EMS	Janice Johnson
Kimble County Hospital	Teena Hagood
Lillian M. Hudspeth Memorial Hospital	Keith Butler
Mason Ambulance Service	Linda Williams
McCulloch County FRO	Traci Enix
Menard EMS	
North Runnels EMS	Larry Collom
North Runnels Hospital	Bobbie Collom
Reagan Memorial Hospital	Tina Clark, RAC Treasurer
San Angelo Community Medical Center	Sherri Willocks
San Angelo Emergency Corp. EMS-FRO	
Schleicher County Volunteer EMS	someone answered but no one signed in.
Schleicher County Medical Center	Pearl Vinlove
Shannon Air Med 1	David Harris
Shannon Medical Center	Matthew Berry
Sterling County Volunteer EMS	Linda Allison
Sutton County EMS	Rose Butler
West Coke County EMS	Jeanette Jacobs, RAC Secretary
RAC Coordinator	Daniel Updike

GUEST:

Pat Campbell, DSHS, Burton Berry-DSHS, David Abicot, Nicole Kirk & Dennis McGorty - GFAFB

III. Guest Speakers:

1. Mass Casualty Drill - GFAFB: Mr. McGorty reported and discussed a mass casualty drill set for next week.

IV. APPROVAL OF MINUTES FROM LAST MEETING:

Janice Johnson moved to approve the minutes of the last meeting. Sherri Willocks seconds the motion. The motion carried.

V. COMMITTEE REPORTS

A. EXECUTIVE COMMITTEE: Eddie Martin

1. Did meet.
2. Robin Collins reported due to her position on the Big Lake City Council the RAC meetings will need to be changed to another date or she will have to resign her position as RAC Chair for 2010
 - a. Ram Perez moved to change our meetings to the 2nd Tuesday of the month. The motion was seconded by Linda Williams. Keith called the question. Motion denied.
 - b. Sherri Willocks moved to change the meetings to the 3rd Wednesday. No second. Failed.
 - c. Matthew Berry moved to keep the 3rd Tuesday of every month, Eddie Martin Chair elect move up to Chair, elect an interim chair elect until the nomination Committee can present a nomination. Carolyn Priddy seconds the motion. The motion carried.

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3. Recommendation by the Committee to the BOD combining Air Med with Pre-hosp/Injury Prevention Committee which will encounter a change in the Bylaws. Rose Butler moved we combine the two Committees and call the Committee – Pre-Hospital/Air Med/Injury Prevention Committee and make needed corrections to the Bylaws. The motion was second by Larry Collom. The motion carried.
4. Recommendation from the Executive Committee to change PI Committee to Trauma Committee. A motion was made by Larry Collom and second by Lisa Allison to make the change in the Bylaws and name the PI Committee, Trauma Committee.
5. Recommendation from the Executive Committee concerning the requirements for attendance. General Board meetings, Committee Meetings, required papers and requested papers to be turned in at a determined time, all concern compliance status. The first infraction one would lose 1/3 of their funding, the second 2/3 and third all funding lost in that time period. The time span is from September 1st thru August 31st. The only funding this will not affect will be the EMS Pass Thru Funds. The recommendation was presented to the Board for a by law change. Keith Butler moved to make the change and second by Pearl Vinlove. The motion carried.

B. FINANCIAL COMMITTEE: Tina Clark

1. ORW: A Letter was sent to them explaining problems we were having with the accounting. Jerry Wojtek called and met with Danny, discussed the problem and came to an agreement to continue using them at this.
2. Recommendations from the Committee for purchases and changes in purchasing. These changes prevent so many checks being made out to Danny Updike for reimbursements. Purchase a postage machine, open an account with an office supply store, and get a credit card for RAC. Keith recommended a cap be put on the credit card and reconciled each month.
3. Tina reported RAC & Tobacco Budget on pages 15-24 in monthly packet. RAC allocations went up/Tobacco went down but only a change of \$106.00 difference. EMS Pass thru went up. The reports were sent out to everyone. Keith Butler made a motion to approve the Finance Committees recommendations with addition putting a \$5,000.00 cap on the credit card. Melissa Hail seconds the motion. The motion carried
4. Page 12 – Bills being paid.

ORW	\$390.00	Accounting Service
Xerox	\$331.6	Copier Lease
AT&T	\$204.38	Cell Phone
BCFS	\$383.29	Fringe Benefits (RAC Coordinator)
Danny Updike	\$13.84	Postage
Dannie Updike	\$71275	Bio Travel
Airgas Southwest, Inc	\$160.98	O2 for trailer
Falcon Containers	\$10,126.00	Storage containers
EMS Inovations	\$9,167.84	3 cadaver racks/4 sets of dispos-a-boards
Danny Updike	\$43.35	Enhance to response trailers,locks,straps,bungees
Shannon AirMed1	\$805.00	Tower lease July/August
Ballinger Mem. Hosp	\$1425.31	Prof Ed./Training for classes
Crocket County EMS	\$1338.55	Prof Ed./Training for classes
Heart of Texas Mem. Hosp.	\$818.00	Prof Ed./Training for classes
Danny Updike	\$319.50	meals/GETAC

- Keith Butler moved to pay bills. The motion was second by Matthew Berry. Motion carried.
5. RAC report for Fiscal Year 9/1/09-8/31/10 on page 13 in monthly packet. HPP report for 7/1/10-6/30/11 on page 14. It was reported a balance of \$66,599.69 in Tobacco Fund and \$7,674.97 balance EMS/TRAUMA Fund. These are left over and will be divided between entities. It was estimated about \$2,900.00 disbursed to each entity with 25 eligible entities. Those not eligible are San Angelo Emergency Corp., East Coke County EMS, Concho County Hospital, and Eden EMS. HPP report for 7/1/10-6/30/11 on page 14. Rose Butler moved to accept the Financial Reports. Pearl Vinlove seconds the motion. The motion carried.
- C. HOSPITAL/EDUCATION COMMITTEE: Keith Butler**
1. Did not meet. Will meet next month and discuss possible funding Specialist-on call (stroke care).
- D. PRE-HOSPITAL/INJURY PREVENTION COMMITTEE: Rose Butler**
1. Committee did meet.

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2. Committee recommend to the BOD next years project life jackets and helmets. Carolyn moved to accept as Injury Prevention project, life jackets and bike helmets. The motion was second by Lynne White. The motion carried.
- E. HPG COMMITTEE; Matthew Berry
 1. Did not meet. Will meet next month.
 2. Committee is in the process of setting up SOP guidelines for use of trailer.
- F. PI COMMITTEE: Matthew Berry
 1. Did not meet.
- G. AIR MED COMMITTEE: David Harris
 1. Did meet.
 2. Agreed to join the Pre-Hospital Committee.
- H. MEDICAL OVERSIGHT COMMITTEE: Dr Flynn
 1. Executive Committee discussed removing this committee as we only have one Medical Director. Keith Butler moved we remove the Medical Oversight Committee from the Bylaws. Carolyn seconds the motion. The motion carried.
- I. ACUTE CARE COMMITTEE: Sherri Willocks & David Harris
 1. Did not meet.
- J. CVRAC COORDINATOR: Danny Updike
 1. Page 7: Attendance – Page 8: Applications turned in for 2010 – Page 9: Request for information.
 2. Yearly applications. Questioned once you have become a member is there a need to fill out every year? Danny stated he would look into this further and report next month. At this time all needs to be filled out and returned to him.
 3. Car seats – there are no more of the 5-30lbs. Have the next size 30-100lbs, 40-50.
 4. No one applied for the local grant. Will be coming up again in February.
 5. MERC training September 2nd. Morning & Evening.
 6. EOY HPP Report-Handout to Hospitals only. Discussed and reviewed.
- VI. OPEN ISSUES:
 - A. New Committee assignments
 1. Robin Collins reminded everyone new Committee assignments next meeting. Will remind RAC Chair to have a list of entity assignment for committees.
- VII. NEW BUSINESS:
 - A. Proposal for Hospital Decon Training: Handout in Packet last meeting. There is \$25,000.00 allocated in next year budget. Requested options and Danny reported - Option 1 or 2 cost would be \$20,000.00/\$2,000.00 per hospital and Option 3 costs would be \$15,000.00/1,300.00 per hospital. Keith Butler moved we fund \$20,000.00 this fiscal year for 5 day for all hospitals. The motion was second by Ram Perez. The motion carried.
- VIII. OTHER BUSINESS:
 - A. Carolyn reported possible issue. Two individuals signed in but not here for roll call or meeting. It was suggested roll call be taken from the sign in sheet. In review of the sign in sheet by Secretary the names had been marked off.
 - B. Pat Campbell reminded Provider renewal license due.
- IV. ADJOURNMENT: 2032
Rose Butler moved to adjourn; second; carried.

Respectfully Submitted by Jeanette Jacobs, RAC Secretary