

**BIG COUNTRY RAC
EXECUTIVE COMMITTEE MEETING
11/15/06**

Meeting called to order by H. T. Fillingim, Chair, at 1015.

Roll call: H. T. Fillingim, Chair
 Cindy Boles, Treasurer
 Bobbie Collom, Secretary
 Mike Rollins, Executive Coordinator
 Todd Barnes, EMS
 Tracy Emmons, Hospital
 Sheila Kuehler, Hospital
 Lee Ann Fraser, Hospital
 Josie Fillingim, EMS
 Randy King, Hospital

Attendees other than Executive Committee members: Brenda Smith of Merkel EMS.

Minutes of the Executive meeting on 10/18/06 meeting are posted on the website, and copies also made available at this meeting. Todd Barnes made motion to accept the minutes, Josie Fillingim seconded the motion, all in favor; none opposed.

Treasurer's Report: Cindy Boles reported a balance of \$183,558.86 in the BT Program account, \$46,211.00 in the EMS account; and \$102,468.54 in the Citizens Bank account, for a total of \$332,238.40 in all accounts. Copies of the spread sheet showing all credits and debits were made available at the meeting. The auditor has suggested to Mike Rollins that he change to QuikBooks, and since the RAC already had this software, Mike has made this change.

Motion by Randy King to approve the Treasurer's report, second by Josie Fillingim, all in favor, none opposed.

Coordinator's Report: Mike has asked the auditor to have the audit completed prior to the end of this year so he can be paid out of BT'04 monies, and the auditor has tentatively agreed. The audit firm has also asked to have a representative present the audit to the general assembly at the January meeting.

Texas Trauma Foundation - The organization has changed its name to Texas Foundation for EMS and Trauma and they have sent our RAC an invoice for \$5,310.22 (5% of 2006 Tobacco and EMA/RAC funds). This is considerably more than the previous invoices received in the amount of \$1,098.22. As discussed in the last general assembly meeting, no action will be taken on joining this organization until members of our RAC have an opportunity to meet with members of this group during the EMS Conference in Dallas this month.

Dispute Resolution Policy - The proposed format has been posted on the website for several weeks and there have been no responses regarding suggested changes. Tracy Emmons made the motion to approve as posted, second by Sheila Kuehler; all in favor, none opposed.

The hiring process for the approved additional temporary help for Mike did not go well and he has decided to forego hiring of another person in the office. He reports he and Barbara Vines have things in the office under control.

Webmaster - Daniel Vinson from Citizens EMS has talked to Mike about keeping the website up to date; however, he has been unable to come in for a personal interview. Mike feels the website needs more work than Amanda has time to devote to the project.

Holidays - Mike would like to close the BCRAC office on Thursday and Friday of Thanksgiving week; and the week between Christmas and New Years. He also asked the Committee for their opinion on paying Barbara Vines 16 hours holiday pay for both Thanksgiving and Christmas (for a total of 32 hours holiday pay). Todd Barnes made a motion to close the RAC office on Thursday and Friday of Thanksgiving week and the week between Christmas and New Years Day; and to pay Barbara Vines a total of 32 hours holiday for these holidays; second by Josie Fillingim; all in favor, none opposed.

Needs Assessments - Mike has been looking at needs assessments from other RACs around the State and will prepare a draft and post on the website. He would like to have different Needs Assessment forms for FRO, EMS and Hospitals.

Disaster Exercises - There will be a disaster exercise in our area sometime during May 2007. The BT '05 contract requires two exercises per hospital.

The BT '04 and BT '05 contracts also require decontamination training and it has been authorized by the Hospital Planning Group. To date there are three classes scheduled: Stamford - 11/30/06, Sweetwater 12/12/06, and Brownwood 12/13/06. The first class will cost \$2400 and additional classes will be \$2200. There is a limit of 30 people per class and additional classes may be needed to meet everyone's needs.

The Hospital Planning Group has authorized purchase of 8 ventilators at a cost of \$6,190 each.

Mike will also be getting more information on free mental health training being offered, as this is also being stressed in the contracts.

Legal and fiscal Responsibilities for Nonprofit Board of Directors - Mike thanked Sheila Kuehler for making copies of the DVD for each committee member as it is a requirement of the State that each member view this presentation.

Dues - A list showing both paid and unpaid members. These dues must be paid prior to 12/1/06 to remain in good standing.

Mike reports that the BT'03 contract and all '06 EMS contracts have been closed out.

FY'07 Contract Status - Mike presented a spreadsheet showing the amounts of these contracts (both pending and current). The total active contracts equal \$1,315,031.35.

Final System Development and Strategic Planning Review for RAC-D - On 11/08/06 Arlen Bohlenbaucher of DSHS met with Mike at the BCRAC office for this review. Since the review, Arlen sent an e-mail requesting some information before he can finalize the review. Each member of the Executive Committee as given a copy of the needed items and asked to review and send Mike an e-mail with their suggestions or comments regarding the needed information. These comments will be presented to the general assembly in January for approval.

Old Business: Trauma System Plan Revisions - The ad hoc committee is diligently working on these revisions.

New Business: Planning Discussion - A general discussion was held concerning how to improve our RAC. What do we need to do as a RAC to improve the overall quality of care in our trauma service area? What are our goals? How do we meet these goals? Are we satisfied with where we are as a RAC? How do we achieve a more public image? H.T. asked that if members have ideas or concerns to e-mail the group, write it down and present it at the next meeting, or in some way share your thoughts with others. We are in this together and we must work together in order to implement change or improvements.

During the above discussion, Randy King suggested that it might be helpful if we had representatives from the larger hospitals in our area (Hendrick and ARMC) at our meetings, and that it might be helpful to ask the physician liaison to attend our meetings.

There will NOT be a December meeting. The next meeting will be held on January 17, 2007 at a time and place to be announced. Committee appointments will be made at this meeting.

There being no further business, Todd Barnes made motion to adjourn, second by Josie Fillingim; all in favor, none opposed. Meeting adjourned at 1205.

Respectfully submitted,

Bobbie L. Collom
Secretary

