

**BIG COUNTRY REGIONAL ADVISORY COUNCIL  
EXECUTIVE MEETING MINUTES  
10/18/2023**

Roll Call: See Sign in Sheet for Attendance

A quorum was present. Meeting called to order by Russel Thomas at 10:14

Minutes of September 20, 2023 meeting approved as posted on website on motion by Marta Pagura; second by David Allman, all in favor, none opposed.

**Financial Review –**

EMS RAC	\$ 60,700.12
EMS County	\$ 209,465.00
Tobacco	\$ 83,253.52
SB8	\$ 332,165.35
Dues Account	\$ 8,283.00

**GRANT REVIEW**

**EMS County –** Funding has been received and letters have been mailed to providers that are eligible for the EMS County grant – deadline for participation is 3/31/2024  
Regional projects for EMS providers will continue to be funded from the EMS County grant

**EMS RAC –** Funding has been received – this grant is used for administrative purposes. Additional funding of \$150,000 has been added to this grant and will be available for use during this contract period. The purpose of this money as it was outlined by meetings held with DSHS and RAC Executive Directors was to provide additional administrative support as the RAC Assessment continues to develop. Executive Committee members reviewed Marlee’s job description and current rate of pay. It was recommended to make the job description and independent contractor agreement available for review to all Executive members and set a special meeting for 11/7/2023 to approve if there are no objections after the thorough review. (See addendum)  
The Executive Board is recommending the Injury Prevention and Education Committee make recommendations for additional use of these additional funds

**RAC Development –** Funding has been received – estimated \$60,000 available for injury prevention and education. Attempted to schedule an AAAM course but the provider we were working with did not follow through with the scheduling. We will continue to work to secure a date that this course can be administered in the Fall of 2024. Per the July recommendation from the General Assembly, dechokers have been ordered for infant and children – these are pending delivery and will be available upon receipt as requested. A recommendation is being made to the Injury Prevention and Education committee to approve purchases made to maintain the demand for Fall Prevention and Injury Prevention items that have been widely used throughout the region. Additional funding will be made available for compliant members to request reimbursement for injury prevention and education expenses. Receipts and Proof of Purchases should be sent to the RAC office before the deadline of 3/31/2024.

\*\*\*ITEMS AVAILABLE FOR MEMBERSHIP \*\*\*

- Fire Extinguishers & CO2 monitors

- Rescue Me Tags and all expenses associated with Project Rescue me including, postage & 1-800 #
  - File of Life magnets
  - Child ID Safety tags
  - Vehicle Thermometers
  - STEMI/Stroke magnets
  - Fall prevention items including but not limited to: night lights, non-skid socks, grabbers, toilet rails, bed rails, bath tub rails, socks assist
- These items remain available at the office.

**SB8** – Currently paid out \$429,415.46

28 Basic EMT (11 should have completed the course)

20 AEMT (2 have withdrawn and have not responded to repayment request – these will be referred to the state )

(16 should have completed the course )

44 Paramedic (1 withdrawn but has been repaid & 1 has not responded to repayment request – will be referred to the state)

**EMS Sponsor is responsible for tracking reporting progress –**

On the website under SB8 & Education are the surveys that should be completed after completion of the course, tracking of certification and continued monitoring for hours worked

Incentive money of \$137,006.09 has been returned to the state

Equipment purchase has been made and delivery is pending

Motion to approve the Financial and Grant Review by Kellie Batangan; second by Marta Pagura; all in favor, none opposed.

**Bylaw Review** – no action needed

**Committee Review:**

Stroke Committee – will be reviewed in the General Assembly meeting

STEMI – will be reviewed in the General Assembly meeting

PI Committee – will be reviewed in the General Assembly meeting

Hospital Committee – will be reviewed in the General Assembly meeting

Finance Committee – will be reviewed in the General Assembly meeting

Neonatal Committee – will be reviewed in the General Assembly meeting

Education/Injury Prevention – will be reviewed in the General Assembly meeting

No Motion to approve as nothing was reviewed

**Open Forum**

Poster presentations for review and discussion

Rural vs Metro

Injury Prevention items available for members

Compliance

Reminder that all required documents are due.

These can be found on the website at [www.bigcountryrac.org](http://www.bigcountryrac.org) under links/documents

Reminder dues are due

Invoice can be found on the website and payment can be made via pay pal link on the website

Meeting adjourned at 11:12 on motion made by David Allman, second by Sarah Alvares; all in favor, none opposed.

Respectfully submitted,  
Marlee Puckett, Executive Director

## Addendum

### BIG COUNTRY REGIONAL ADVISORY COUNCIL EXECUTIVE SPECIAL MEETING MINUTES 11/7/2023

#### Roll Call:

Russel Thomas, Chair	Present
Jason Gruben, Vice Chair	Present
Marta Pagura, Treasuree	Present
Sarah Alvarez, Secretary	Present
Steven Hobbs	Present
Aaron Maxwell	Present
Lexie Feist	Absent
Tammy Hamilton	Absent
Sheila Kuehler	Present
Elizabeth Craig	Present
Deni Davis	Present
Jimmy Bryant	Present
David Allman	Present
Jonathan Galinak	Present
Kayla Cehand	Present

A quorum was present. Meeting called to order by Russel Thomas at 10:00am

Introduction of meeting by Russel Thomas, Chair

Special meeting was called in order to give the Executive Committee members an opportunity to review the Executive Director's job description and Independent Contractor Agreement as amended and presented via email on 11/6/2023

Motion to approve the Executive Director Job Description and Independent Contractor Agreement by David Allman; second by Kayla Cehand; all in favor, none opposed.



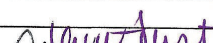
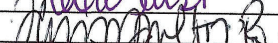
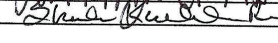
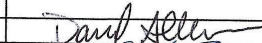
Motion to close by Jonathan Galinak, second by Marta Pagura; all in favor, none opposed.

Meeting adjourned at 10:12am

Respectfully submitted,  
Marlee Puckett, Executive Director

## BCRAC Officers/Board Members

10/18/2023

Executive Council	Position		Affiliation	Signature
Russel Thomas	Chair - interim	August, 2024	Scurry Co EMS	
Jason Gruben	Vice Chair - interim	August, 2025	Mitchell Co EMS	
Sarah Alvarez	Secretary/Hospital Rep	August, 2024	Hendrick South	
Marta Pagura	Treasurer	August, 2025	Air EVAC - Abilene	
Steven Hobbs	EMS Rep	August, 2025	AirMethods	
Aaron Maxwell	EMS Rep	August, 2024	Abilene Fire	
Lexie Fiest	Hospital Rep	August, 2024	Comanche Medical	
Tammy Hamilton	Hospital Rep	August, 2025	Fisher County Hos	
Sheila Kuelher	Hospital Rep	August, 2024	Knox County Hospital	
	Hospital Rep	August, 2024		
	Hospital Rep	August, 2024		
	EMS Rep	August, 2024		
David Allman	EMS Rep/Web Design	August, 2024	Taylor EMS	
Jonathan Galinak	First Responder Rep	August, 2025	Eula VFD	
Kayla Cehand	Hospital Rep	August, 2025	Hendrick North	
Marlee Puckett	Executive Director			
Gary Griffith	EMS Program Specialist		DSHS	