

MEETING MINUTES/OUTCOMES

Team or Dept.	NETRAC Executive Board		Date/Time	April 11, 2024
Agenda Topic	Discussion/Conclusions			
Call to Order	Meeting was called to order at 0801; roll called, and quorum was met.			
Break into Executive Session (Executive Session by Rule: 551-0745)	No new items for Executive Session			
Review and Approval of Last Quarters Minutes	Minutes for the January 11, 2024, meeting presented to the Board. Motion for approval by Russell V, motion seconded by Mandie. No discussion. Vote taken, all in favor. Minutes approved as written.			
Review and Approve Treasurer/Finance Report	<p>Russell T. presents the financial narrative to the Board for September 2023, the beginning of the grant year, to Feb 2024. The information provided for the Senate Bill 8 dollars is for the full two years. Handout to board members for review. He has concerns for the HB1/EI funding as these funds are not allowable to roll over into the next years so if we do not use it by the deadline, it has to be turned back in to DSHS. Return date is August 31st, and Russell T reports it has the same spending stipulations as the EMS pass through rules. Brad inquires that any item that can improve the RAC is eligible going forward.</p> <p>Russell V. reviewed all the bank statements, QuickBooks, and documents and makes a motion to approve the financials as presented to the Board, Heath seconds the motion. Vote was taken, no discussion or opposition. Motion passes.</p>			
RDC update/Texas wristband update/Senate Bill 8 update	<p>Brad presents information regarding the RDC on the facilities and the status of each throughout the region. RDC is focused on stroke at this time and once that is completed, they will move to cardiac. This data avenue allows the region to pull the regional standing. He presents the status of the hospitals within the region where those green are contributing data, yellow have completed the signed paperwork and are in the final stages of entering data, and the reds are those the amendments were sent to those facilities and RDC has not received a response. For those not started he will get with them individually.</p> <p>Texas wristband 2.0 presented. RT states we only have about 1500 of the old turquoise bands, the 2.0 version is about 11 cents higher and while they are the same as the first version this new one has the built in triage tag if needed. He ordered about 25,000 bands since he had additional funding and would stock up for a couple of years. Brad reports other RACs are using both bands in a hybrid depending on the end location of the patient. Jynnell asks if there is any change in the number or barcoding as the hospital staff have been educated on the 1.0 version and will need education to the new version. Shipping is planned for August, Russell to provide a picture so hospitals can educate staff as to not cut them off as they are changing. Plan to educate staff by September. Mandie states she agrees, it was a challenge to educate on the first version, also she asks the stability of the bands with the "tear away" triage tags how well will they hold up through transport and moving. Jason asks if when they come in can Russell T bring some to the meeting for us to examine before they go into practice. Plan is to get some bands when they come in to see them then move forward. Labeling the education at this time, until the Board can review.</p> <p>Senate Bill 8 monies are reviewed, Russell T reports we paid for 76 students total, with 14 either dropping from the program or did not pass the testing. There are no more scholarships left. Five certified letters have gone out and four to DSHS for those outstanding students. If those students/staff do not respond appropriately DSHS will suspend their license. If those monies are returned, then Russell T can get a few more students into the program as long as they are in the Fall class of 2024, as the program ends on December 31st. Brad asks if we need to continue to keep this on the agenda; Russell V states yes until after the grant date, so we can retire it at the January meeting.</p>			
Finance Committee	Brad asks about the finance committee and states we did not have a meeting and need to finalize this process. Russell V states he has had no other volunteers except for the Board. Recommendation is to get the final three spots filled so we can move forward. Brad explains for equality new members need to be from a different entity not already represented. Jason inquires to clarify that the entity not			

	<p>already represented is in reference to those already on the committee. Russell V states yes, for example someone from his college could not be a member since he as treasurer is already a member of the committee it would need to be someone from another college for the education member. Board members ask if these meetings are going to be in person or virtual; Brad and Russell V state the meeting would be virtual as it is off time from the others. Heath Thomas agrees to be the Education member. Brent Smith states as long as the committee meeting can be on teams or zoom, he is willing to be the EMS member, and James Park volunteers to be the hospital member.</p>
RAC Self-Assessment update	<p>Brad updates the board on the final RAC assessment is completed. The scoring will need to be cross walked to the new version sent from DSHS.</p>
Dues/Subcontracts Due	<p>Dues, and subcontracts are ready for distribution, Russell T hands them out to those present. Dues are due July 1st; subcontracts are due July 1st.</p> <p>Brad reports he has updated the subcontracts to reflect the actual current practice. Russell T reminds members to fill out the form and have signed two originals. Once completed please, mail them to Russell T. Once he receives them then he will have the Chair sign them. He will keep one copy and send back to each agency their signed copy for their records.</p> <p>Dues fee schedule is due for review, Russell T states for EMS, according to the bylaws the fees are based on the number of licensed trucks for EMS and wants to clarify how to count this either on total licensed trucks or daily staffed trucks. Brad asks if this information can be sent to the EMS committee and then given to the finance committee for review and finalization. CARES dues are at zero; TETAF and RDC did go up so those are reflected on the dues.</p>
HB 624	<p>Brad provides information on the HB 624 that Jason is on this and will discuss in EMS committee and bring forth to General Assembly.</p>
Regional Data	<p>Brad states with the RAC self-assessment there are avenues for data collection and review the RAC should be maintaining. These data point need to be defined and a plan to collect and analyze this for the purpose of demographic definitions, injury prevention, and mortality review at a minimum. Brad reports that some of the individual committees are beginning to select data points to monitor. Board agrees to continue to keep this as a standing agenda item for ongoing assessment and progress on this initiative.</p>
Bylaw Review/Approval	<p>Brad provides the status and update on the bylaw revisions; the formal comment was provided to General Assembly with a copy of the bylaws. He received no changes outside of some grammatical changes and did better define the committee chair election for odd/even years. He took it to a lawyer on March 28th for review and they did not have any concerns and felt it was a good solid document. Brad requests any input from the Board, no further discussion from the members. Heath motions to take the bylaws for General Assembly approval with an effective date of October 1st, Russell V seconds the motion. James asks about the change in board positions, Brad and Russell V explain some of the changes were to reflect the changes in the HPP no longer a part of the RAC. Vote taken with no opposition.</p>
Executive Director Position	<p>Brad presents to the Board, the decision to make the executive director position a one full time position. He has gathered examples from about 4 other Executive Directors for a job description and developed a new one to blend the expected duties of the position. Plan is to get the job description out to the Board; and have an ad hoc meeting for discussion. Meeting to take place before the July meeting so the revisions can be presented in the July meeting.</p>
Education/Finance Needs	<p>Brad asks for any education or finance needs, please forward those to either him, Russell T, or Russell V for consideration. Russell T states any equipment of 5k or more must be ordered by July 1st.</p>

GETAC Update	Brad presents to the board decision to discuss more in General Assembly.
Upcoming Events	Brad presents the information for the PEER support education in April, with a total of 28 students. All students requesting a seat were provided that spot; if someone had to cancel that spot was backfilled with someone else. Stop the bleed class after today's meeting if wanted/needed. Perimortem class at St Micheal, with a flyer that was sent out. Mandie asks questions regarding the class, Lauren able to answer. This class is a hybrid and can be attended in person or virtual. Can the participants attending have one login and several view at one time; not if they want CE credits. Every person wanting to receive CE credits must have an individual log in.
RAC Chair Discretionary Agenda items	The RAC website needs updating but the logistics are challenging. Do we continue to attempt to work with the RAC G technical staff or pursue other avenues. Item on hold until next meeting.
Open Agenda Discussion	Russell T reports the WebEOC server is out of date and no longer supported; therefore, we will be changing over to Lonestar server. Everyone will need to sign up with a new username and password through the link. When traveling for RAC, please use the tax break form for state taxes. This will take off the states taxes for hotel rooms when attending state meetings, but the form must be presented at the time of check in. Russell T states tax representative recommends moving our fiscal year to match the grant year. Russell T states this would be very beneficial in record keeping and budgeting. If Board approves, a petition with the IRS will need to be made for the official change to take effect. Motion by the Treasure to move the fiscal year to match the state's fiscal year, pending IRS approvals. This would become effective September 25, 2025. Jason seconds, vote taken no opposition; motion passes. Chair to make this a standing agenda item.
Adjourn	Motion made and seconded to adjourn meeting at 0856. Meeting adjourned.
Next Meeting Date	July 11, 2024
Time	0800
Place	TBD

Minutes by: Jynnell Elder, NETRAC Secretary

Leader: Brad Cecil, Chair

Board Member	Jan	Apr	Jul	Oct	Comp
Chair	X	X			100%
Vice-chair					
At-Large		X			50%
Acute Care/Trauma Chair	X	X			100%
Chest Pain/Stroke Chair					
EMS Chair	X	X			100%
Education/Injury Prevention Chair	X	X			100%
Perinatal Chair	X	X			100%
Secretary	X	X			100%
Treasurer	X	X			100%
Executive Director	X	X			100%
Hospital Representative	X	X			100%
Nurse Representative	X	X			100%
Response Representative					0%
Rehab Representative		X			50%

MEETING MINUTES/OUTCOMES

Team or Dept.	NETRAC General Assembly		Date/Time	April 11, 2024
Agenda Topic	Discussion/Conclusions			
Call to Order	Meeting called to order at 1101, roll called, quorum met.			
Review and Approve Last Quarter's Minutes	Meeting minutes from January 11, 2024, presented, motion to approve made by Stephen, motion seconded by Jana. No discussion, all in favor. Motion carried to approve minutes as written.			
Financial Narrative and Grant Breakdown	<p>Russell T. presents the financial narrative to General Assembly, along with a handout to breakdown monies and expenditures. Also presented are the remaining balances in each grant. Russell T states the only dollars that have to be spend in their entirety by the end of the grant year is the EMS SB1/EI dollars. The other grants can be carried over but that one has to be returned to DSHS if not used. SB8 includes 2022 and 2023 since the funding was for two years.</p> <p>Russell V. has reviewed all documents for accuracy and makes a motion to approve the narrative as presented, Stephen seconds the motion. Vote taken with no opposition and reports approved as written.</p>			
Committee Reports	<p>Each Committee Chair provides a committee discussion report (see each committee minutes for review) for the following Committees,</p> <ul style="list-style-type: none"> • Perinatal • Acute Care/Trauma/Pediatric • EMS/Air Medical • Cardiac/Stroke • Education/Injury Prevention/Disaster Preparedness 			
RDC/Wristband/SB8	<p>Brad presents the status of the hospitals within the region where those green are contributing data, yellow have completed the signed paperwork and are in the final stages of entering data, and the reds are those the amendments were sent to those facilities and RDC has not received a response.</p> <p>Texas wristband update includes 1.0 the turquoise one and the 2.0 with the triage tag included. Brad presents the picture of what the 2.0 looks like. We currently have about 1500 of the 1.0 version; we have ordered some of the 2.0 and once they come in, we will look at them and decide going forward.</p> <p>Senate bill 8 update presented by Russell T, monies have been distributed, total of 76 apply and be funded. 14 have dropped or failed. Several are known to have gone through the program and are working at this time.</p>			
RAC Self-assessment	Final version was received, the assessment has already been scored we just need to make a cross walk with the old one to the new version. Next steps to identify gaps and begin to form an action plan to improve on those identified gaps.			
Dues/Subcontracts	Dues and subcontracts have been distributed, Russell T asks that the subcontracts be completed and signed in duplicate and please send both originals back via mail. These documents are due back by July 1 st .			
House Bill 624	House Bill 624, transport by firefighter, states each RAC has to have a process in place for this activity. The states did put out a recommended guideline for this and that guidance has been reviewed by the EMS committee and they are in agreement with using this provided guideline. Jason presents additional information and states the responsibility is on EMS agencies to train the first responder organizations on the guidelines. Brad requests a motion to accept the states recommended guideline, Brent motions to approve, Wade seconds the motion. Russell V does states 20 of the 22 have adopted this same form, no additional comments or discussion. Vote taken with no opposition; motion passes to accept the state guideline as recommended.			
Regional Data	Brad reports this is going to become a standard agenda item as we continue to develop the regional data we will collect and plans for improvements going forward.			
Bylaws review	Brad presents the final version of the bylaws, to General Assembly. Brad provides the status and update on the bylaw revisions; the formal comment was provided to General Assembly with a copy of the bylaws. He			

	<p>received no changes outside of some grammatical changes and did better define the committee chair election for odd/even years. He took it to a lawyer on March 28th for review and they did not have any concerns and felt it was a good solid document. Final version was presented to General Assembly, member asks the development of these bylaws and Brad explains the board held a special meeting to develop this document, it was reviewed in the las meeting, as well as in all of the committees. The revised document was emailed out with the formal comment period. General Assembly has no additional comments on the final version of the bylaws. Stephen makes a motion to accept the bylaws, Heather seconds the motion. Vote taken by show of hands, no opposition. Motion passes and bylaw adoption date is October 1, 2024. Brad encourages everyone to take a copy to be familiar with the guidelines and wording as the board is making improvements to the functionality of the RAC.</p>
<p>Educational & Budget needs</p>	<p>Brad asks for anyone needing budget items or educational needs please let him know. Russell V. states if the entity will fill out a needs assessment and send to him, he will get it to the finance committee.</p> <p>Brad reviews the finance committee members with General Assembly, so the assembly is aware of the members representing the General Assembly.</p>
<p>GETAC update</p>	<p>Brad presents to General Assembly, the items discussed at GETAC meeting in March including the utilization of whole blood in the field. STRAC is starting a whole blood college as well as the vision, mission, and goals for the whole blood program.</p> <p>Eclipse planning throughout the state was discussed and what everyone was doing to prepare.</p> <p>Pediatric disaster preparedness guidance documents were emailed out once provided so each facility can use as guidance in including pediatrics within the hospital preparedness plans.</p> <p>Pediatric readiness program did report RAC F had a regional PECC in place, his name is Brandon Nance from Titus. Jodi reports he is actually traveling today for the state provided education for the PECC role. More to come on this as he gets going but hospitals can expect him to reach out to them for this new initiative.</p> <p>Toyota grant providing simulations for trauma centers to have for required drills. An example was provided during the meeting, and it is very interactive and scalable for any trauma center to use for the required drills.</p> <p>Pre-hospital pediatric readiness assessment sent out for EMS to complete. Brad and Jason encourage all EMS agencies to complete this assessment when it is received.</p> <p>EMS wall time documents were discussed, and the document was emailed out to members.</p> <p>Pulsara is talking about doing a Pulsara regional educational academy and offered for them to come to the RAC to present education regarding Pulsara usage. If this is an interest, then let Brad know and he can get more information on bringing this to the region.</p> <p>Injury prevention state initiatives, such as magnet ingestion, pediatric concussion protocols, safe gun storage, child safety seats programs, and suicide prevention are putting things together to assist with regional initiatives. The state is also looking at burn care and improving overall state care of the burn patient.</p>
<p>Response Partners Update:</p>	<p><u>NETPC:</u> Glenn presents to the group the actives for the eclipse that we did not fully need. Some classes are available in Titus at the TRMC wellness center, AWR-375 “Targeting Cyber Attacks”. It is a free class through TEEX. ICS 300 class this week if needed. If anyone needs an ICS 400 class, he is trying to get one for the region but needs to know the interest. TEEX requires a certain number of students to hold a class and if there is not enough interest, we won’t schedule one. If not, there is ICS 400 in Tyler on May 7-8 if interested. Glenn introduces Lisa Modisette the HCC coordinator for RAC G Coordinator; she is interested in working with RAC F to bring classes that are closer to F and not have to travel to Tyler all the time. Working on a radiation search drill on May 10th in RAC G. There have been a lot of requests for the MGT 439 “Management of Pediatric Disaster and Response” class. This class is in high demand and the next class for RAC F is not scheduled until November of 2025 and RAC G is having one in June 2025. Additional cyber-attack classes coming in the future. Lisa does state if anyone wants to be an evaluator or observer in any of her drills, she welcomes anyone that wants to help. They also have victim cards available for those wanting to perform a drill.</p> <p><u>ATCOG:</u> Whitney has no updates at this time.</p> <p><u>EMTF:</u> Eric reports on the smokehouse creek fire, it was the largest one to date in the US and a shout out to Hopkins Co. EMS and Paris EMS who sent staff on deployments. Bataan Death march event went very well and had a great turnout. Total of 11 people responded from the area. EMTF was deployed to Childress for drill event with wild land fires. Also, three strike teams were deployed to areas for the eclipse, and one stayed over to cover the weather flooding. There will be no MIST courses this year, due to changes in the curriculum and DSHS input. EMTF is revising the curriculum to better fit the needs. EMS staging management team initial education dates are May 16th & 17th in San Antonio. State is starting up a new component; Radiological</p>

	Response Unit, we don't currently have many experts so if anyone knows of any subject matter experts, please let him know. <u>DSHS</u> : No updates at this time				
Upcoming events	Peer support team training, taught by Joslyn Robert with Tanya Glenn and Associates, will be April 22-23 at Paris Junior College. Anyone voicing interest received a spot, any cancellations were back filled. Anyone interested in Stop the Bleed please let us know. St Micheal is hosting a Perimortem Cesarean Section class, and it is both in person and virtual.				
RAC Chair Discretionary Items	RAC website is in need to update, trying to develop a plan to update but want to get the best options to accomplish this. Brad reports our tax representative recommends moving our fiscal year to match the grant year. Russell T states this would be very beneficial in record keeping and budgeting. The Board passed a motion to change the fiscal year to October 1st to September 31 and present to this assembly for approval. Russell V explains this came about as DSHS had a revision on all the monies and grants to the same time frame. Jynnell makes a motion to accept the fiscal year change, Daniel seconds the motion. Vote taken with no opposition. Motion passes. Web EOC server is at the end of life; and the support is no longer being funded. RAC is going to the state Lonestar system. Everyone will have to reset an account to move to the new system.				
Other Discussion	None				
Adjourn	Motion made and seconded to adjourn the meeting at 1158. Meeting adjourns				
Next Meeting Date	July 11, 2024	Time	11:00	Place	TBD

Minutes by: Jynnell Elder, Secretary

Leader: Brad Cecil, Chair

Agency	Jan	Apr	Jul	Oct	Comp
Air Evac 139	X	X			100%
ATCOG	X	X			100%
Atlanta Fire Dept EMS	X	X			100%
CHRISTUS Flight for Life					0%
CHRISTUS Mother Frances - SS	X	X			100%
CHRISTUS St Michael Health-Atlanta	X	X			100%

CHRISTUS St Michael Health-Texarkana	X	X			100%
DSHS	X	X			100%
Encompass Health		X			50%
Hopkins County EMS	X	X			100%
Lifenet EMS	X	X			100%
Northeast Texas Community College	X	X			100%
Paris EMS	X	X			100%
Paris Junior College	X	X			100%
Paris Regional Health	X	X			100%
Quality Care ER	X	X			100%
Signature Care ER - Paris	X				50%
Signature Care ER - Texarkana	X	X			100%
Texarkana College					0%
Texarkana Emergency Center & Hosp.					0%
Texas A&M University-Texarkana					0%
Titus Regional EMS	X	X			100%
Titus Regional Medical Center	X	X			100%
Wadley Regional Medical Center	X	X			100%