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| Chairman | Kenneth Mattox, M.D. |
| Chief Executive Officer | Darrell Pile |
| Vice Chair-Hospital Services | Tom Flanagan |
| Vice Chair-PreHospital Services | John Kowalik |
| Secretary | Open |
| Treasurer | Lon Squyres |
| Member at Large | David Persse, M.D. |

SouthEast Texas Regional Advisory Council (Trauma Service Area Q)
Austin, Colorado, Fort Bend, Harris, Matagorda, Montgomery, Walker, Waller and Wharton Counties

Board Meeting Minutes
May 13, 2019

1. CALL TO ORDER / ROLL CALL AND WELCOME

Dr. Kenneth Mattox, Chairman, called the meeting to order at 6:30 pm. The meeting was held at the Harris County Office of Homeland Security and Emergency Management at the Houston TranStar facility in Houston, Texas. Ron Dille called roll and a quorum was established. John Kowalik's absence was excused.

Dr. Mattox welcomed everyone in attendance and informed the board members that the minutes from the previous meeting will be voted on for approval at the end of the meeting.

2. OFFICER REPORTS

A. Chairman's Report

Dr. Mattox stated that election of officer positions with expiring term limits will be held during the next meeting in accordance with the bylaws. Tom Flanagan and Dr. David Persse have both expressed interest in serving as the board chair.

The Texas Legislature is currently in session. Additional information regarding the legislature is provided in the Chief Executive Officer report.

B. Vice Chair Hospital Services

Mr. Flanagan reported that Jared Cosper has resigned from Montgomery County Hospital District (MHCD). James Campbell has been selected by MCHD to replace Mr. Cosper as their representative on the SETARC Board.

Amanda Campos has resigned from her position as Treasurer. The board considered the options and took the following actions:

- Lon Squyres will fulfill the position of Treasurer through the end of the current term, July 2020. (No other nominations were made and the board approved by unanimous vote.)
- John Kowalik will fulfill the position of Vice Chair – Prehospital Services through the end of the current term, July 2020. (No other nominations were made and the board approved by unanimous vote.)
- The position of Secretary is currently open.

Elections will be held during the July 15th meeting for the following positions:

- Chairman (3-year term). Mr. Flanagan and Dr. David Persse expressed to the board their interest in serving in this position.
- Member-at-Large (3-year term)
- Secretary position (fulfilling term expiring July 2020.)

Any board members who wish to be considered for these positions are requested to email his/her intention to Darrell Pile.

C. Vice Chair Pre-Hospital Services

Lon Squyres stated that this organization is like none other. SETRAC has always been need-driven (not personality driven) and looks forward to its continuation as such.

D. Secretary Report

No items to report.

E. Member-at-Large Report

Dr. Persse reminded everyone how well prepared our communities are for events such as those that have happened recently (e.g. flooding, ITC incident) and thanked everyone who contributes their services.

F. Treasurer Report

A written report was provided to the board and was highlighted by Donald Morrison.

All grants are running according to budgeted line items. EMS agencies are submitting packets for reimbursement through the EMS county pass-through funds in advance of the June 30th deadline. Agencies who do not submit their packets by the deadline will have their money redistributed to other agencies in their county.

A consultant has been chosen for the Homeland Security Credential Cards and work has begun.

SETRAC will have a reduction of approximately \$100,000 received through the HPP grant due to an overall reduction in funds provided to the state. To offset the reduction, travel costs and contract services are being curtailed. Also, the Department of State Health Services (DSHS) was not to approve the funding for the state to contribute to this year's RHPC symposium in October.

The report was unanimously approved by the board.

3. LEADERSHIP REPORT

Chief Executive Officer

A written report was provided by Darrell Pile to the board. Highlights of the report include:

- Normal operations are not being interrupted by the cuts in HPP funding due to internal changes made to reduce expenses.
- A bill is being presented to the Texas House and Senate this month which calls for the elimination of the Drivers Responsibility Program in its current state and provides for more money to be allocated to RACs.

- Additional funds are being generated through SETRAC's contract with the City of Houston for helping manage the staffing of personnel at the Houston Fire Department Base Station. This contract is in effect for five years.
- Alternative grants are being sought to obtain additional funds, including a possible grant of \$280,000 from a hospital foundation.
- SETRAC is seeking board approval to establish a mental health committee to help ease the burden facing hospitals, patients, and police due to a lack of resources.
- The Stop the Bleed Program started the year off with having trained 10,000 people. This number is expected to double or triple based on demand.
- The Joint Conference Committee was created to discuss the performance of the recently approved prehospital stroke protocols, as requested by the board during the previous meeting. A training video for EMS has been created, data points selected, and a hospital survey will soon be distributed. The goal is to have EMS personnel trained by the end of December.
- Every committee now has a chair and two vice chairs. All committees are showing great energy, enthusiasm, and creativity coming together.

Regional Director Preparedness

A written report was provided by Lori Upton to the board. Highlights of the report include:

- The review of the CMOC plan and all its annexes is complete and posted on the SETRAC website.
- SETRAC is currently providing technical assistance to the University of Nebraska regarding medical operations center and response coalition. The university was one of two awardees of the ASPR grant SETRAC applied for last fall about what a coalition should look like.
- SETRAC's assistance has been requested by interested parties across the nation to assist with developing coalitions.
- Coordinators continue to build partnerships and have been asked to provide support during response efforts such as the plane crash in Chambers County, ITC fire, and helping to keep a hospital in San Augustine open when a F2 tornado struck the area, and recent flooding.
- Fidel Calvillo has been selected to the Board of Advisors for Prevention, Preparedness Response Academy at the UTHealth Science Center Houston.
- SETRAC's annual regional exercise, this year titled "Operation Blindside" was held on May 1st and 2nd. Just about every hospital in the region participated in the exercise.
- A med-surge exercise was held on April 11th. One of the key lessons learned is there is not enough beds statewide to transfer babies. An RHPC committee has been created to work on this issue.
- Chris Collier has been asked to sit on the Texas Public Safety Training Strategic Advisory Group.
- SETRAC has been asked to join the Texas Military Force's 2019 Air Exercise on June 12th. The exercise, involving the Texas Military, the federal government's DOD, and the Coast Guard will utilize rescue helicopters to move patients and determine to which location they should be brought. The state will simultaneously be doing a similar exercise with the Texas military.
- Funding has been received for an additional high-water vehicle as well as training and PPE. One of the vehicles was recently used during the recent flood in Sugar Land.
- Jon Clingaman has been selected as the new EMTF-6 Coordinator.
- The Annual Preparedness Coalition Symposium will take place October 9th-11th. This year, a "refer a friend" program has been created and a hotel cancellation policy is in place to curtail paying any hotel room attrition rates due to last minute cancellations.

4. ACTION ITEMS

- A. Prior Meeting Minutes – There being no concerns or issues, the minutes were approved as circulated.
- B. Financial Report – There being no concerns or issues, the report was approved as circulated.
- C. CEO Report – There being no concerns or issues, the report was approved as circulated.
- D. Committee Reports – A change was made to the RHPC report. The Clinical Advisor Committee has been created and will work on guidelines to benefit the region, the first priority of which will be the pediatric focus that was included in Ms. Upton's report.

There being no other concerns or issues, the reports were approved with the above revision.

- E. Other Resolutions – Mental Health Standing Committee – There being no concerns or issues, the board unanimously approved the formation of the committee under the initial leadership of the Chair Emeritus for a one-year term or until a leadership structure emerges.

5. GENERAL DISCUSSION/AUDIENCE Q&A

On behalf of the SETRAC board, Mr. Flanagan presented long-time board member Ron Dille an award for his service to SETRAC and to his community.

6. ADJOURNMENT

Dr. Mattox adjourned the meeting at 7:25 pm.

SETRAC Board - Secretary: _____

