



Chairman	David Persse, MD
Vice Chair-Hospital Services	Tom Flanagan
Vice Chair-PreHospital Services	James Campbell
Secretary	Walter Morrow, RN, CFRN, EMT-P
Treasurer	Lon Squyres
Officer-at-Large	Brent Kaziny, MD, MA
Chief Executive Officer	Lori Upton

SouthEast Texas Regional Advisory Council (Trauma Service Area Q)

Austin, Colorado, Fort Bend, Harris, Matagorda, Montgomery, Walker, Waller and Wharton Counties

Board Meeting Minutes January 22, 2024

1. CALL TO ORDER / ROLL CALL

Dr. David Persse, Chairman, called the meeting to order at 6:30pm. The meeting was held in-person at the SETRAC Conference Center. Walter Morrow, Secretary, called roll and a quorum was established.

2. WELCOME AND INTRODUCTION OF SPECIAL GUESTS

Dr. Persse welcomed the board members and the stakeholders in attendance. No special guests were in attendance for this meeting.

Dr. Persse shared that Mr. David Rives recently passed away. Mr. Rives was one of the original founders of SETRAC and the first Executive Director for SETRAC from 2000-2008 and retired from SETRAC in June 2013. Prior to his work at SETRAC, he was an EMS surveyor for the state's EMS program. Mr. Rives was remembered for his hard work and passion. Information about funeral services was shared with those in attendance. SETRAC will support his family as best as we can and everyone is encouraged to attend the memorial service if available.

A round of applause was given to Lori Upton, who is celebrating her one-year anniversary as CEO at SETRAC.

3. OFFICER REPORTS

A. Chairman

Dr. Persse reported that HFD and HPD trialed a way to help distribute acute psychiatric/behavioral health patients more evenly across hospitals. The plan is for officers to contact the base station when they have an EDO patient and the base station will advise the officers on where the last EDO patient went (within 24 hours) and which facilities may not have had an EDO patient in a while. Some hospitals feel the process is working well; however, officers did not feel that NPC was providing the base station with an accurate status report. Also, officers reported that hospital staff are telling them they are unable to take the psychiatric patient. In this instance, HPD command will be telling the officers to stay at the hospital. A reminder was given that EDO patients fall under EMTALA according to CMS. The goal is to have this initiative be replicated across the region with additional hospitals and law enforcement partners. Lori Upton reminded hospitals to provide daily reports on how the patients arrived at their facility.

The City of Houston opened warming centers for a couple of days during the recent cold snap and saw about 1,000 patrons. Hospitals are reminded that patients should not be discharged to warming centers as there is no medical infrastructure to care for the patients. The SETRAC staff was thanked for their assistance with pushing through announcements during the event.

The trauma, EMS, and RAC rules are available for commenting. There are some dramatic changes that can have an effect on trauma hospitals and EMS agencies in the region. Everyone is encouraged to read the draft changes to the rules.

B. Vice Chair Hospital Services

Tom Flanagan reported that the Bylaws Committee was convened to discuss the section of the bylaws concerning committee and subcommittee attendance. The committee determined that because SETRAC is a public agency, anyone should be able to attend any meeting they would like to attend and therefore no changes will be made to the bylaws at this time.

The Bylaws Committee believes that for each committee's charter, the chairs and co-chairs designate the number of voting members and who those voting members are for each hospital and EMS agency to ensure that voting is balanced. The Bylaws Committee will meet with the committee leaders regarding the voting requirements.

Mr. Flanagan has requested the Bylaws Committee to review the bylaws in totality (section by section) as the organization has grown and become more complex over the years. The review is expected to begin in February with a goal of presenting any changes (if needed) at the annual meeting in July. The board will be kept apprised of any suggested revisions regarding the current bylaws. Those interested in assisting with the review or becoming a member of the Bylaws Committee can get in touch with Mr. Flanagan.

C. Vice Chair Pre-Hospital Services

James Campbell reported that the EMS Committee meetings are going well with active discussions and are well attended. Meaningful work is occurring in the subcommittees and around the region.

D. Secretary

Mr. Morrow had no items to report.

E. Officer-at-Large Report

Dr. Brent Kaziny gave appreciation to the SETRAC staff for their work with the Baylor College of Medicine grants team with the Pediatric Disaster Network. Dr. Kaziny reiterated the need for everyone to review the changes to the trauma, EMS, and RAC rules.

F. Treasurer Report

Lon Squyres reported on the SETRAC financials which was provided to the board. Highlights include:

- Each SETRAC grant falls into one of three budget years.
- All grant accounts are being spent as scheduled and as expected.
- The general fund is almost at \$1 million.
- SETRAC is financially stable.

4. EXECUTIVE REPORT

A written report was provided to the board and Ms. Upton provided the following highlights:

- EMTF executives met in Dallas and discussed the need for governance on how EMTF will be moving forward in the state.
- Revisions to the EMS, RAC, and trauma rules:
 - EMS rules revisions include changes to the requirements for agencies and RACs to receive the pass-through funding, including passing the RAC assessments.
 - Revisions to the trauma rules will be very onerous to the Level III and IV designated facilities which could make it difficult for them to retain their designations. A meeting will be held at SETRAC for hospitals and EMS agencies to review and discuss the trauma rule revisions. Public comment opened on January 19th for comment and closes on February 19th. Ms. Upton's recommendation is to send public comments prior to February 17th as that is when the GETAC executive committee will meet to discuss/approve the rule revisions. Requests for public hearings should also be submitted along with the public comments. The board discussed additional concerns regarding the changes including the possibility of having sicker patients arriving at the hospitals and overcrowding at the Level I and II trauma facilities.
 - Contractual requirements for the RACs are being written into the RAC rules, including assessments needing to be performed by specific years. Assessments include who is required to sit on the RAC boards, what is included in bylaws, what the financials need to look like, what needs to be included on the public website, and more.
- Chris Collier and Carrie Cox are no longer with SETRAC. Grant Kelley is the new EMTF-6 Coordinator and Jarrod Moreno is the new Mobile Asset Coordinator.
- Starlink will be added to SETRAC mobile assets.
- The SETRAC Foundation had 2 CDs that have been cashed in and all accounts will be moved to Amegy Bank. A meeting will take place with Amegy bank later in the week.
- Funds are still available for scholarships funded through SB 8. The last day for scholarships to be awarded is December 31, 2024.
- A state fiscal audit was recently held. There were a couple of payroll issues which are easily corrected as well as six items that were paid late during the transitional time in the finance department. Two inventory items were not located – a radio provided to the hospital and a duplicator that was disposed due to end-of-life without paperwork. Other items include missing tags on trays in the DPMU, incorrect serial numbers, and GC-11 items approved for removal after being listed for 1 year, of which there is contradiction from federal guidance.
- **Preparedness and Response** – Lisa Spivey and Troy Erbentraut provided the following update:
 - Coordinators have been actively engaging with stakeholders to ensure trainings are being conducted.
 - The training and exercise team is working on the 2024 spring exercise.
 - Fidel Calvillo, Special Populations Coordinator, continues to work with long-term facilities. A monthly collaboration discussing best practices will include Mr. Calvillo and representatives from Nevada, South Carolina, and California.
 - End-of-year surveys were sent to special population facilities and hospitals in the region. About 95 hospitals in the region completed the survey. The survey will assist with determining future training.
 - The warehouse is once again fully staffed.
 - SETRAC was staffed at the EOC for the college football championship game and the Houston Marathon.
 - Interviews will be taking place for a new training and exercise coordinator to replace Ms. Cox.
- **Emergency Healthcare Systems** – Suzanne Curran, Melanie Aluotto, and Clayton Ehrlich provided the following update:

- "Trauma Days" have been successfully established so all trauma meetings will take place on the same day.
- The Trauma Committee continues to look at goals for the next year, including reviewing how feedback gets from trauma centers to EMS efficiently.
- ICS 300 is being required for trauma managers according to the new trauma rules. Currently, this class is scheduled for the first two weeks of May and will be advertised once confirmation is received from TEEEX.
- Trauma program managers will be reviewing deficiencies stated by Jorie Klein so education can be rolled out in the region.
- The Trauma Data Workshop had to close registration due to a high number of enrollments.
- Falls remain the number one mechanism of injury. Education continues in the region, including attendance at a health fair held in November.
- The Pediatric Committee has seen a large increase in attendance. New initiatives will be reviewed, including working with school nurses to see how the committee can assist with Stop-The-Bleed and other education.
- A 2-day stroke bootcamp was recently held, mainly to assist stroke coordinators with less than 2 years of experience in their roles. Emergency neuro education was included as well.
- A dashboard for rehab utilization has been created for the Stroke Coordinators Subcommittee to review data.
- Dr. Rao has submitted an abstract for the International Stroke Conference on behalf of the Stroke Committee regarding the evolution of stroke care. The abstract was accepted and will be presented at the ISC conference in February.
- The Heart of the Matter program has been developed as a collaboration between SETRAC's stroke, cardiac, and perinatal service lines. High-risk communities are being targeted by zip codes for education on hands only CPR, and risk factors on stroke, cardiac, and maternal care. Blood pressure monitors to be handed out to the public have been donated to SETRAC by HEB. Grants have been applied for as well.
- A partnership is being developed between the cardiac and EMS committees to develop a safe transfer guideline for balloon pump patients.
- The placenta accreta spectrum disorder online education has been taken by 500 learners.
- Initial discussions have begun to collaborate with the March of Dimes on the implementation on a maternal and infant mobile health clinic. The deadline to submit proposals ended last week.
- NRP classes for EMS are being planned for 2024.
- The EMS Committee has recently formed the Blood Products Subcommittee which has a goal to implement the regionalization process by the end of the year.
- HB 624 documents have been posted to the SETRAC website and is available for fire departments to use.

5. ACTION ITEMS

A. Prior Meeting Minutes

There being no further discussion or objections, the board approved the minutes as presented.

B. Reports (Officer, Finance, and Executive)

There being no further discussion or objections, the board approved the reports as presented.

C. Resolutions and/or Other Action Items

a. *Approval of the EMS/RAC & EMS/RAC Systems Development Narrative Report.*

Copies of the reports were provided to the board prior to the meeting. There being no objections, the board approved the reports.

A suggestion was made to look at EMS wall times in the region as a future goal.

b. *Approval of elected Medical Director for Prehospital/EMS Committee.*

There being no objections, the board approved the EMS Committees election as Dr. Shane Jenks as the new medical director for the EMS Committee.

6. GENERAL / OPEN DISCUSSION

Purchase of SETRAC warehouse and property.

Christy Gonzales asked for an update regarding the purchase of the property where the SETRAC warehouse currently resides. Ms. Upton reported that the current property may be outgrown for SETRAC's use. SETRAC is working with the real estate agent who previously assisting with renegotiating our current lease to look at other properties that may be available to assist with SETRAC's future needs.

7. ADJOURNMENT

Dr. Persse adjourned the general board meeting at 7:50 pm.

SETRAC Board - Secretary: _____

