

County	Service	Total-EMS Service	Total County
Bailey	Bailey County EMS	\$7,520.00	\$7,520.00
Borden	Borden County EMS	\$8,001.00	\$8,001.00
Castro	Castro County EMS	\$8,203.00	\$8,203.00
Cochran	Cochran County EMS	\$6,975.00	\$6,975.00
Cottle	Paducah Ambulance Service	\$8,042.00	\$8,042.00
Crosby	Crosbyton Clinic Hospital EMS	\$2,793.34	\$8,380.00
Crosby	Lorenzo EMS	\$2,793.33	
Crosby	Ralls Volunteer Ambulance Service	\$2,793.33	
Dawson	Dawson County EMS (Hill Corp)	\$8,411.00	\$8,411.00
Dickens	Dickens County Ambulance Service	\$8,092.00	\$8,092.00
Floyd	Floydada EMS	\$4,553.50	\$9,107.00
Floyd	Lockney VFD EMS	\$4,553.50	
Gaines	Seagraves Loop EMS	\$7,017.00	\$14,034.00
Gaines	Seminole EMS	\$7,017.00	
Garza	Post-Garza County EMS	\$8,346.00	\$8,346.00
Hale	Abernathy EMS	\$3,512.66	\$10,538.00
Hale	Ambulance Service of Hale Center	\$3,512.67	
Hale	Plainview FD EMS	\$3,512.67	
Hockley	Levelland EMS Corp	\$3,066.67	\$9,200.00
Hockley	Littlefield EMS	\$3,066.67	
Hockley	Ropes Volunteer EMS	\$3,066.66	
Kent	Kent County EMS	\$8,064.00	\$8,064.00
King	King County EMS	\$8,097.00	\$8,097.00
Lamb	Amherst EMS	\$1,958.60	\$9,793.00
Lamb	Earth EMS	\$1,958.60	
Lamb	Littlefield EMS	\$1,958.60	
Lamb	Olton Volunteer Ambulance Assoc.	\$1,958.60	
Lamb	Sudan Fire Dept/EMS	\$1,958.60	
Lubbock	Abernathy EMS	\$2,392.30	\$23,923.00
Lubbock	Idalou EMS	\$2,392.30	
Lubbock	Lubbock Aid Ambulance	\$2,392.30	
Lubbock	Lubbock EMS	\$2,392.30	
Lubbock	Med-Trans dba AeroCare	\$2,392.30	
Lubbock	New Deal Vol Fire Dept	\$2,392.30	
Lubbock	Shallowater Vol EMS	\$2,392.30	
Lubbock	Slaton EMS	\$2,392.30	
Lubbock	West Carlisle FD/EMS	\$2,392.30	
Lubbock	Wolfforth EMS	\$2,392.30	
Lynn	Lynn County Hospital District EMS	\$8,198.00	\$8,198.00
Motley	Motley County Ambulance Service	\$8,851.00	\$8,851.00
Scurry	Scurry County EMS	\$8,732.00	\$8,732.00
Terry	BRMC EMS	\$8,505.00	\$8,505.00
Yoakum	Denver City EMS	\$3,672.00	\$7,344.00
Yoakum	Plains EMS	\$3,672.00	
		\$206,356.00	\$206,356.00

PANTHERR Study

Post Arrest Neuroprotective Therapeutic Hypothermia Efficacy in Rural Regions

*Dr. Raed Alalawi M.D., Matt Hall MSII NREMT-P, Drew Farmer MSII, Michael Pandya MSII NREMT-P
PANTHERRStudy@gmail.com*

B-RAC Informational Sheet

The Study: We are conducting a descriptive study of EMS initiated Therapeutic Hypothermia (TH) during transport for persons who have suffered a cardiac arrest in the southern Texas panhandle.

Why TH? Given its proposed and demonstrated benefits as the only ACLS intervention currently shown to increase survival rates for patients who have suffered cardiac arrest, TH is a relatively easy and inexpensive procedure to implement. Research has shown that core body temperature can be effectively managed with external cooling measures and cold saline infusion. This method has an estimated cost of approximately \$50/pt. Commercial external and invasive cooling devices exist to assist clinical staff in managing CBT as an alternative to low cost options.

Why West Texas? West Texas provides several unique opportunities for this type of research. First, the EMS system serving the southern Texas panhandle surrounding Lubbock is under the direction of a single medical authority. Similarly, all critically ill patients will likely pass through one of three major medical facilities located in Lubbock. This large, unified emergency response structure presents the opportunity for enactment of TH on a region-wide scale, as well as examination of implementation and efficacy in an expansive rural region.

Who Are We? The PANTHERR study group consists of Raed Alalawi M.D., Matt Hall MSII NREMT-P, Drew Farmer MSII, and Michael Pandya MSII NREMT-P. Dr. Alalawi is an attending physician in critical care medicine with Texas Tech University Health Sciences Center School of Medicine (TTUHSC SOM). Matt, Drew, and Michael are second year medical students at the TTUHSC SOM.

Goals for meeting:

- I. Inform members of the RAC about current TH research underway in the region and plans to expand.
 - Role of area EMS and hospitals
- II. Discuss current documentation systems and project/RAC needs.
 - Need for uniform, detailed documentation of specific data elements
- III. Obtain feedback on barriers to implementation.
 - Known barriers: Consensus on Care, Defining Care Roles, Patient Flow, Standardized Documentation

**TSA-B Regional Advisory Council
General Membership Meeting
Tuesday – July 19, 2011 5:00 PM
Covenant Medical Center
Knipling Education Center**

Members Present:

Abernathy EMS: Darrel Stephenson	AeroCare: S. Shultz, C. Rhyne
Amherst EMS: Mike DeLoach	Borden Co. EMS: Carrie Hart
BRMC EMS: Jeannie Bennett	Cogdell Memorial Hospital: Leslie Luecke
Covenant Amb. Service: Jerry Hazel	Covenant Hosp. Levelland: LaDon Hunt
Covenant Hosp. Plainview: Leslie Hackett	Covenant Medical Center: P. Freier, C. Rhyne, B. Waters
Cov Women/Childrens: R. Martinez, V. Martinez	Crosbyton Clinic Hospital: Charles Wallace
Crosbyton Clinic Hosp. EMS: Charles Wallace	Denver City EMS: Karen Tovar
Dickens County Amb Ser: Debi Gardner	Floydada EMS: Katrina Gooch
Grace Medical Center: Everett Smith	Hale Center EMS Assoc: Lamar Hayes
Idalou EMS: Tim Berry	Kent county EMS: Antonio Rodriguez
King County EMS: Pat Bradbury	Levelland EMS: Kay Armes
Littlefield EMS: Mike DeLoach	Lorenzo EMS: J. Lively, D. Wallace
Lubbock Aid Amb: Sue Flowers	Lubbock EMS: A. Harrison, M. Powers, B. Mowrey, R. Sandefur
Lubbock Fire Dept: Chris Addington	Lubbock Heart Hosp: Jeannie Bennett
Lynn County Hospital: Vera Reno	Lynn County Hosp EMS: Vera Reno
Medical Arts Hosp: Jeana Amos	Motley Co. Amb Service: Debi Gardner
Olton Vol. Amb. Assoc: D. Smith, R. Powers	Plains EMS: Marc Traweek
Plainview FD EMS: Rusty Powers	Post-Garza Co EMS: Renee Sandefur
Ralls Vol. Ambulance Ser: Diann Wallace	Ransom Canyon FD EMS: B. Waters, J. Waters
Ropes Volunteer EMS: Ramona Hamby	RRAMS Team: Tim Berry
Scurry County: Leslie Luecke	Seagraves Loop EMS: Jim Waters
Seminole EMS: Bryan Taylor	Seminole Memorial Hosp: Bryan Taylor
Slaton EMS: Tyra Rodgers	Sudan Fire Dept/EMS: Patty Hill
Sundown EMS: Kay Armes	UMC: D. Melton, K. Salinas, A. Harrison
Wolfforth EMS: Chris Addington	Yoakum Co. Hosp: Joyce Tedford

Other Organizations:

DSHS: Sharon King, Taiya Jones

Attendance via webinar:

BRMC: Melissa Richolson	Castro County EMS: Shawn Wheat
Cochran County EMS: Albert Salas	Covenant Hospital Plainview: Juan Escamilla
Dawson County EMS: Priscilla Teague	Idalou EMS: Adam Berry
Littlefield EMS: Monica McGee	Motley Co. Amb Service: Seven Alexander
Native Air: Gary Valeriano	Paducah Amb Serv: Jason Detwiler
Post-Garza Co EMS: Rodney Tidwell	Ralls EMS: Matthew Perez
Scurry County EMS: Jason Tyler	UMC: L. Ward, A. Johnson
Wolfforth EMS: Jeff Tweed	

Tim Berry called the meeting to order at 1700.

The minutes were approved for the April 2011 General Membership meeting. The motion was made by Mike DeLoach and seconded by Jeana Amos. The vote was unanimous.

Financial Reports:

The financial report was presented by Tim Berry.

1. The HPP funds have been spent except for the Mobile Unit supplies.
2. Hospital and EMS services need to submit their paid receipts for reimbursement.
3. All tobacco funds have been encumbered.

The motion was made by Kay Armes and seconded by Belinda Waters to accept the financial report as written. The vote passed unanimously.

**TSA-B Regional Advisory Council
General Membership Meeting
Tuesday – July 19, 2011 5:00 PM
Covenant Medical Center
Knipling Education Center**

FY 11 Budget Revision

Tim explained the revisions to the HPP budget. The motion was made by Mike DeLoach and seconded by Bryan Taylor to accept the changes to the HPP budget. The vote was passed unanimously.

Bryan Taylor made the motion to authorize the Executive Board to make the appropriate revisions to the FY 11 Budget as needed. The motion was seconded by Joyce Tedford. The motion passed unanimously.

FY 12 Budget

Tim reported that there was a 12% decrease in funding to both HPP and EMTF budget. The Tobacco grant funds are an estimate at this time. Mike DeLoach made the motion and Jeana Amos seconded the motion to accept the FY 12 budget as written. The motion passed unanimously.

Election of Officers

The motion was made by Darrell Stephens and seconded by Beaver Wallace to re-elect all current officers.

Mike DeLoach
Kay Arms
Rusty Powers

Linda Rasor
Tonya Guffey

The vote was unanimous.

GETAC Committee

Written report was submitted by Martha Berry.

Committee Reports

1. Providers: Bryan Taylor reported there is still funding and classes are still in progress.
2. Acute Care: Belinda reported the subcommittee will be meeting, and there will be an Acute Care meeting August 9, 2011.
3. EMTF – Tim reported that the Steering Committee met the first week of July.
4. Injury Prevention: There will be a car seat event in Snyder on August 5th.
There will be a car seat event and bike rodeo in Littlefield on Aug. 13th.
There will be an upcoming care seat event in Seminole.

**TSA-B Regional Advisory Council
General Membership Meeting
Tuesday – July 19, 2011 5:00 PM
Covenant Medical Center
Knipling Education Center**

Open Discussion:

1. Covenant ER discussed their new linen service for EMS services. All EMS services need to contact the vendor and obtain key information to access linen in the ER. 1-888-200-4797, IPA and the contact is Lisa Parker. The pack will be wrapped in plastic and will include: 2 sheets; 1 pillow case, 2 towels and 2 blankets.
2. Tri-State Symposium has been cancelled due to low participation.
3. Anatomy of the Trauma Patient Conference will this Saturday at the Knipling Center
4. Jeana Amos has given her notice and will be leaving Lamesa Hospital ER.
5. SPEMS has a new employee: Bailey Bownds.

There was no further business.

A motion was made to adjourn by Karen Tovar and seconded by Bryan Taylor.

Meeting was adjourned at 1740.

Respectfully submitted:
Jeannie Bennett, RN BSN

09/27/11

BRAC Inc.
Balance Sheet
As of August 31, 2011

	Aug 31, 11
ASSETS	
Current Assets	
Checking/Savings	
Cash in Bank - Bioterrorism	30,298.85
Cash in Bank - Plains Capital	70,357.47
Cash in Bank - T.C.S. Account	210,809.25
Total Checking/Savings	311,465.57
Total Current Assets	311,465.57
Fixed Assets	
Equipment	
Allowance For Depreciation	-3,280.00
Equipment - Other	15,074.66
Total Equipment	11,794.66
Total Fixed Assets	11,794.66
TOTAL ASSETS	323,260.23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due To State	-639.00
Other Payables	2,009.00
Total Other Current Liabilities	1,370.00
Total Current Liabilities	1,370.00
Total Liabilities	1,370.00
Equity	
Restricted Fd Bal - Bio Year 4	604,126.00
Restricted Fund Balance	
EMS/RAC FY 08	0.43
Restricted Fund Balance - Ot...	-498,123.00
Total Restricted Fund Balance	-498,122.57

09/27/11

BRAC Inc.
Balance Sheet
As of August 31, 2011

	<u>Aug 31, 11</u>
Restricted Fund Balance - RAC/9	94,358.00
Unrestrict (retained earnings)	-401,801.06
Unrestricted RE	498,930.24
Net Income	24,399.62
Total Equity	<u>321,890.23</u>
TOTAL LIABILITIES & EQUITY	<u><u>323,260.23</u></u>

BRAC Inc.
Profit & Loss
September 2010 through August 2011

	Sep '10 - Aug 11
Ordinary Income/Expense	
Income	
Bioterrorism Funds	
Year 10	44,446.50
Year 9	662,298.00
Total Bioterrorism Funds	706,744.50
EMS Trauma Funds	
FY 12	206,356.00
Total EMS Trauma Funds	206,356.00
EMS/RAC Funds	
FY 12	66,146.00
Total EMS/RAC Funds	66,146.00
Tobacco Funds	116,471.00
Total Income	1,095,717.50
Expense	
Bioterrorism Fund Expenses	
Administrative	
Other	
Year 10	11,796.42
Year 9	86,196.70
Total Other	97,993.12
Total Administrative	97,993.12
Communications - BT	
Year 9	28,809.73
Total Communications - BT	28,809.73
Pharmaceutical Cache - BT	
Year 9	78,214.76
Total Pharmaceutical Cache - BT	78,214.76

BRAC Inc.
Profit & Loss
September 2010 through August 2011

	Sep '10 - Aug 11
Planning	
Year 9	9,345.00
Total Planning	9,345.00
PPE - BT	
Year 9	42,731.80
Total PPE - BT	42,731.80
Programmatic Contractual	
Equipment Maint	
Year 10	5,000.00
Year 9	55,000.00
Total Equipment Maint	60,000.00
Other	
Year 9	266,357.89
Total Other	266,357.89
Software Support	
Year 9	9,946.50
Total Software Support	9,946.50
Supplies	
Year 9	16,803.46
Total Supplies	16,803.46
Training	
Year 8	0.00
Year 9	77,300.00
Total Training	77,300.00
Total Programmatic Contractual	430,407.85
Total Bioterrorism Fund Expenses	687,502.26
EMS Trauma Funds Expenses	
EMS Reimbursements - TCS EMS	200,108.00
Total EMS Trauma Funds Expenses	200,108.00

09/27/11

BRAC Inc.
Profit & Loss
September 2010 through August 2011

	Sep '10 - Aug 11
EMS/RAC Expenses	
Administrative Salary - EMS/RAC	21,000.00
Audit/Legal - EMS/RAC	1,025.00
Communications - EMS/RAC	4,500.00
Disaster Response - EMS/RAC	12,369.50
Foundation Assessment - EMS/RAC	6,000.00
Injury Prevention- EMS/RAC	7,711.70
Office Equip. & Sup - EMS/RAC	2,410.78
Postage - EMS/RAC	491.40
Prof. EMS Ed. - EMS/RAC	5,175.00
Prof. Nursing Ed. - EMS/RAC	3,850.00
Telephone - EMS/RAC	132.20
Travel - EMS/RAC	3,306.42
Total EMS/RAC Expenses	67,972.00
Tobacco Funds Expense	
Administrative Salary - TF	19,000.00
Communications - TF	10,145.60
Disaster Response/Prep - TF	6,487.98
EMS Education/Case Reviews - TF	
ED	4,345.00
Total EMS Education/Case Reviews...	4,345.00
EMS Run Software - TF	15,000.00
Injury Prevention - TF	5,250.00
Postage - TF	100.00
Professional Nursing Ed. - TF	5,250.00
Stake Holder Reimb - TF	
EMS - TF	31,292.73
Hospitals - TF	15,610.95
Total Stake Holder Reimb - TF	46,903.68

09/27/11

BRAC Inc.
Profit & Loss
September 2010 through August 2011

	<u>Sep '10 - Aug 11</u>
Telephone - TF	647.32
Travel - TF	3,341.42
Total Tobacco Funds Expense	<u>116,471.00</u>
Total Expense	<u>1,072,053.26</u>
Net Ordinary Income	23,664.24
Other Income/Expense	
Other Income	
Interest Income	
Bio Account	124.02
Genereal Account	183.29
TCS Account	428.07
Total Interest Income	<u>735.38</u>
Total Other Income	<u>735.38</u>
Net Other Income	<u>735.38</u>
Net Income	<u><u>24,399.62</u></u>

BRAC Inc.
Profit & Loss Budget vs. Actual
 September 2010 through August 2011

	Sep '10 - Aug 11	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Bioterrorism Funds			
Year 10	44,446.50		
Year 9	662,298.00	682,298.00	-20,000.00
Total Bioterrorism Funds	706,744.50	682,298.00	24,446.50
EMS Trauma Funds			
FY 12	206,356.00		
Total EMS Trauma Funds	206,356.00		
EMS/RAC Funds			
FY 12	66,146.00		
Total EMS/RAC Funds	66,146.00		
Tobacco Funds	116,471.00	116,471.00	0.00
Total Income	1,095,717.50	798,769.00	296,948.50
Expense			
Bioterrorism Fund Expenses			
Administrative			
Other			
Year 10	11,796.42		
Year 9	86,196.70	95,069.03	-8,872.33
Total Other	97,993.12	95,069.03	2,924.09
Total Administrative	97,993.12	95,069.03	2,924.09
Communications - BT			
Year 9	28,809.73	28,809.73	0.00
Total Communications - BT	28,809.73	28,809.73	0.00
Pharmaceutical Cache - BT			
Year 9	78,214.76	78,214.76	0.00
Total Pharmaceutical Cache - BT	78,214.76	78,214.76	0.00
Planning			
Year 9	9,345.00	9,345.00	0.00
Total Planning	9,345.00	9,345.00	0.00
PPE - BT			
Year 9	42,731.80	42,731.80	0.00
Total PPE - BT	42,731.80	42,731.80	0.00

BRAC Inc.
Profit & Loss Budget vs. Actual
September 2010 through August 2011

	Sep '10 - Aug 11	Budget	\$ Over Budget
Programmatic Contractual			
Equipment Maint			
Year 10	5,000.00		
Year 9	55,000.00		
Total Equipment Maint	60,000.00	60,000.00	-5,000.00
Other			
Year 9	266,357.89	266,357.82	0.07
Total Other	266,357.89	266,357.82	0.07
Software Support			
Year 9	9,946.50	9,946.50	0.00
Total Software Support	9,946.50	9,946.50	0.00
Supplies			
Year 9	16,803.46	14,523.36	2,280.10
Total Supplies	16,803.46	14,523.36	2,280.10
Training			
Year 8	0.00		
Year 9	77,300.00	77,300.00	0.00
Total Training	77,300.00	77,300.00	0.00
Total Programmatic Contractual	430,407.85	428,127.68	2,280.17
Supplies - Bio			
Year 9	0.00	0.00	0.00
Total Supplies - Bio	0.00	0.00	0.00
Total Bioterrorism Fund Expenses	687,502.26	682,298.00	5,204.26
EMS Trauma Funds Expenses			
EMS Reimbursements - TCS EMS	200,108.00	200,108.00	0.00
Total EMS Trauma Funds Expenses	200,108.00	200,108.00	0.00

BRAC Inc.
Profit & Loss Budget vs. Actual
September 2010 through August 2011

	Sep '10 - Aug 11	Budget	\$ Over Budget
EMS/RAC Expenses			
Administrative Salary - EMS/RAC	21,000.00	21,000.00	0.00
Audit/Legal - EMS/RAC	1,025.00	1,025.00	0.00
Communications - EMS/RAC	4,500.00	4,500.00	0.00
Disaster Response - EMS/RAC	12,369.50	12,369.50	0.00
Foundation Assessment - EMS/RAC	6,000.00	6,000.00	0.00
Injury Prevention- EMS/RAC	7,711.70	7,711.70	0.00
Office Equip. & Sup - EMS/RAC	2,410.78	2,410.78	0.00
Postage - EMS/RAC	491.40	491.40	0.00
Prof. EMS Ed. - EMS/RAC	5,175.00	5,175.00	0.00
Prof. Nursing Ed. - EMS/RAC	3,850.00	3,850.00	0.00
Telephone - EMS/RAC	132.20	132.20	0.00
Travel - EMS/RAC	3,306.42	3,306.42	0.00
Total EMS/RAC Expenses	67,972.00	67,972.00	0.00
Tobacco Funds Expense			
Administrative Salary - TF	19,000.00	19,000.00	0.00
Communications - TF	10,145.60	10,145.60	0.00
Disaster Response/Prep - TF	6,487.98	6,487.98	0.00
EMS Education/Case Reviews - TF			
ED	4,345.00		
EMS Education/Case Reviews - TF - ...	0.00	4,345.00	-4,345.00
Total EMS Education/Case Reviews - TF	4,345.00	4,345.00	0.00
EMS Run Software - TF	15,000.00	15,000.00	0.00
Injury Prevention - TF	5,250.00	5,250.00	0.00
Postage - TF	100.00	100.00	0.00
Professional Nursing Ed. - TF	5,250.00	5,250.00	0.00
Stake Holder Reimb - TF			
EMS - TF	31,292.73		
Hospitals - TF	15,610.95		
Stake Holder Reimb - TF - Other	0.00	46,903.68	-46,903.68
Total Stake Holder Reimb - TF	46,903.68	46,903.68	0.00
Telephone - TF	647.32	647.32	0.00
Travel - TF	3,341.42	3,341.42	0.00
Total Tobacco Funds Expense	116,471.00	116,471.00	0.00
Total Expense	1,072,053.26	1,066,849.00	5,204.26
Net Ordinary Income	23,664.24	-268,080.00	291,744.24

09/27/11

BRAC Inc.
Profit & Loss Budget vs. Actual
September 2010 through August 2011

	Sep '10 - Aug 11	Budget	\$ Over Budget
Other Income/Expense			
Other Income			
Interest Income			
Bio Account	124.02		
General Account	183.29		
TCS Account	428.07		
Total Interest Income	735.38		
Total Other Income	735.38		
Net Other Income	735.38		
Net Income	24,399.62	-268,080.00	292,479.62

09/27/11

BRAC Inc.
Balance Sheet
 As of September 27, 2011

	Sep 27, 11
ASSETS	
Current Assets	
Checking/Savings	
Cash in Bank - Bioterrorism	4,020.01
Cash in Bank - Plains Capital	101,966.58
Cash in Bank - T.C.S. Account	210,809.25
Total Checking/Savings	316,795.84
Total Current Assets	316,795.84
Fixed Assets	
Equipment	
Allowance For Depreciation	-3,280.00
Equipment - Other	15,074.66
Total Equipment	11,794.66
Total Fixed Assets	11,794.66
TOTAL ASSETS	328,590.50
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due To State	-639.00
Other Payables	2,009.00
Total Other Current Liabilities	1,370.00
Total Current Liabilities	1,370.00
Total Liabilities	1,370.00
Equity	
Restricted Fd Bal - Bio Year 4	604,126.00
Restricted Fund Balance	
EMS/RAC FY 08	0.43
Restricted Fund Balance - Ot...	-498,123.00
Total Restricted Fund Balance	-498,122.57

09/27/11

BRAC Inc.
Balance Sheet
As of September 27, 2011

	<u>Sep 27, 11</u>
Restricted Fund Balance - RAC/9	94,358.00
Unrestrict (retained earnings)	-377,401.44
Unrestricted RE	498,930.24
Net Income	5,330.27
Total Equity	<u>327,220.50</u>
TOTAL LIABILITIES & EQUITY	<u><u>328,590.50</u></u>

09/25/11

BRAC Inc.
Profit & Loss
September 2011 through August 2012

	<u>Sep '11 - Aug 12</u>
Ordinary Income/Expense	
Expense	
Bioterrorism Fund Expenses	
Administrative	
Other	
Year 10	6,339.18
Year 9	5,066.66
Total Other	<u>11,405.84</u>
Total Administrative	11,405.84
Programmatic Contractual	
Equipment Maint	
Year 10	5,000.00
Total Equipment Maint	<u>5,000.00</u>
Software Support	
Year 10	9,873.00
Total Software Support	<u>9,873.00</u>
Total Programmatic Contract...	<u>14,873.00</u>
Total Bioterrorism Fund Expen...	<u>26,278.84</u>
Total Expense	<u>26,278.84</u>
Net Ordinary Income	<u>-26,278.84</u>
Net Income	<u><u>-26,278.84</u></u>

BRAC Inc.
Profit & Loss Budget vs. Actual
September 2011 through August 2012

	Sep '11 - Aug 12	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Tobacco Funds	31,673.50	126,694.00	-95,020.50
Total Income	31,673.50	126,694.00	-95,020.50
Expense			
Bioterrorism Fund Expenses			
Administrative			
Other			
Year 10	6,339.18	166,752.17	-160,412.99
Year 9	5,066.66		
Total Other	11,405.84	166,752.17	-155,346.33
Total Administrative	11,405.84	166,752.17	-155,346.33
Programmatic Contractual			
Equipment Maint			
Year 10	5,000.00		
Total Equipment Maint	5,000.00		
Software Support			
Year 10	9,873.00		
Total Software Support	9,873.00		
Programmatic Contractual - Ot...	0.00	438,394.83	-438,394.83
Total Programmatic Contractual	14,873.00	438,394.83	-423,521.83
Total Bioterrorism Fund Expenses	26,278.84	605,147.00	-578,868.16
EMS Trauma Funds Expenses			
EMS Reimbursements - TCS EMS	0.00	206,355.58	-206,355.58
Total EMS Trauma Funds Expenses	0.00	206,355.58	-206,355.58
EMS/RAC Expenses			
Acute Care PR/Training- EMS/RAC	0.00	2,700.00	-2,700.00
Administrative Salary - EMS/RAC	0.00	21,000.00	-21,000.00
Audit/Legal - EMS/RAC	0.00	2,000.00	-2,000.00
Communications - EMS/RAC	0.00	3,500.00	-3,500.00
Disaster Response - EMS/RAC	0.00	5,650.00	-5,650.00
Foundation Assessment - EMS/R...	0.00	6,000.00	-6,000.00
Injury Prevention- EMS/RAC	0.00	2,700.00	-2,700.00
Office Equip. & Sup - EMS/RAC	0.00	2,850.00	-2,850.00
Postage - EMS/RAC	0.00	746.00	-746.00
Prof. EMS Ed. - EMS/RAC	0.00	5,650.00	-5,650.00

09/27/11

BRAC Inc.
Profit & Loss Budget vs. Actual
September 2011 through August 2012

	Sep '11 - Aug 12	Budget	\$ Over Budget
Prof. Nursing Ed. - EMS/RAC	0.00	5,650.00	-5,650.00
Telephone - EMS/RAC	64.39	700.00	-635.61
Travel - EMS/RAC	0.00	7,000.00	-7,000.00
Total EMS/RAC Expenses	64.39	66,146.00	-66,081.61
Tobacco Funds Expense			
Acute Care PR/Training-TF	0.00	3,000.00	-3,000.00
Administrative Salary - TF	0.00	21,000.00	-21,000.00
Disaster Response/Prep - TF	0.00	6,000.00	-6,000.00
EMS Education/Case Reviews - TF	0.00	6,000.00	-6,000.00
EMS Run Software - TF	0.00	15,000.00	-15,000.00
Injury Prevention - TF	0.00	3,000.00	-3,000.00
Postage - TF	0.00	100.00	-100.00
Professional Nursing Ed. - TF	0.00	6,000.00	-6,000.00
Stake Holder Reimb - TF	0.00	62,400.00	-62,400.00
Telephone - TF	0.00	750.00	-750.00
Travel - TF	0.00	3,444.00	-3,444.00
Total Tobacco Funds Expense	0.00	126,694.00	-126,694.00
Total Expense	26,343.23	1,004,342.58	-977,999.35
Net Ordinary Income	5,330.27	-877,648.58	882,978.85
Net Income	5,330.27	-877,648.58	882,978.85

**Regional Advisory Council
Trauma Service Area "B"
BRAC
Final Budget for Year Ended August 31, 2011**

		<u>9-10 to 8-11 Out of Tobacco Funds</u>	<u>9-10 to 8-11 Out of County 911 Funds</u>	<u>9-10 to 8-11 Out of EMS/RAC Funds</u>	<u>9-10 to 8-11 Out of Bioterrorism Funds</u>	20% Tobacco Admin Expenses
<u>INCOME</u>						
EMS RAC Funds	67,972.00			67,972.00		
Tobacco Funds	116,471.00	116,471.00				23,294.20
County 911 Funds (Pass Thru)	200,108.00		200,108.00			(19,000.00)
Bioterrorism	682,298.00				682,298.00	(647.32)
						(100.00)
<u>TOTAL INCOME</u>	1,066,849.00					(3,341.42)
						205.46
<u>EXPENDITURES</u>						
Administrative Salary	40,000.00	(19,000.00)		(21,000.00)		
Office Equipment & Supplies	2,410.78	-		(2,410.78)		
EMS Database Support	-			-		
Audit/Legal	1,025.00	-		(1,025.00)		
Telephone	779.52	(647.32)		(132.20)		
Postage	591.40	(100.00)		(491.40)		
Rent	-			-		
Travel	6,647.84	(3,341.42)		(3,306.42)		
Communications	14,645.60	(10,145.60)		(4,500.00)		
Injury Prevention	12,961.70	(5,250.00)		(7,711.70)		
Foundation Assessment	6,000.00			(6,000.00)		
RAC Designation Fee	-			-		
To Be Reallocated	-	-		-		
Professional EMS Education	9,520.00	(4,345.00)		(5,175.00)		
Professional Nursing Education	9,100.00	(5,250.00)		(3,850.00)		
EMS Run Software	15,000.00	(15,000.00)		-		
Disaster Response	18,857.48	(6,487.98)		(12,369.50)		
EMS/Hospital Reimbursements	247,011.68	(46,903.68)	(200,108.00)		-	
Bioterrorism - Prog. Impl.	95,069.03				(95,069.03)	
Bioterrorism - Program	587,228.97				(587,228.97)	
<u>TOTAL EXPENDITURES</u>	1,066,849.00	-	-	-	-	
<u>INCOME OVER EXPENDITURES</u>	-					

NOTES

Amount to Distribute to Stakeholders 64 entities

57,180.00

Per entity Allocation. Rounded up for ease, with
Disaster Response taking the offset

893.44

893.00

57,152.00

28.00

**Regional Advisory Council
Trauma Service Area "B"
BRAC
Proposed Budget for Year Ended August 31, 2012**

		<u>9-11 to 8-12 Out of Tobacco Funds</u>	<u>9-11 to 8-12 Out of County 911 Funds</u>	<u>9-11 to 8-12 Out of EMS/RAC Funds</u>	<u>7-11 to 6-12 Out of Bioterrorism Funds</u>	<u>7-11 to 6-12 Out of EMTF (HPP) Funds</u>	
<u>INCOME</u>							
EMS RAC Funds	66,146.00			66,146.00			
Tobacco Funds	126,694.00	126,694.00					25,338.80
County 911 Funds (Pass Thru)	206,355.58		206,355.58				(21,000.00)
Bioterrorism (HPP and EMTF)	605,147.00				381,689.00	223,458.00	(750.00)
							(100.00)
<u>TOTAL INCOME</u>	<u>1,004,342.58</u>						<u>(3,444.00)</u>
							44.80
<u>EXPENDITURES</u>							
Administrative Salary	42,000.00	(21,000.00)		(21,000.00)			
Office Equipment & Supplies	2,850.00	-		(2,850.00)			
EMS Database Support	-			-			
Audit/Legal	2,000.00	-		(2,000.00)			
Telephone	1,450.00	(750.00)		(700.00)			
Postage	846.00	(100.00)		(746.00)			
Rent	-			-			
Travel	10,444.00	(3,444.00)		(7,000.00)			
Communications	3,500.00			(3,500.00)			
Injury Prevention	5,700.00	(3,000.00)		(2,700.00)			
Foundation Assessment	6,000.00			(6,000.00)			
Acute Care PR/Training	5,700.00	(3,000.00)		(2,700.00)			
To Be Reallocated	-	-					
Professional EMS Education	11,650.00	(6,000.00)		(5,650.00)			
Professional Nursing Education	11,650.00	(6,000.00)		(5,650.00)			
EMS Run Software	15,000.00	(15,000.00)		-			
Disaster Response (EMTF)	11,650.00	(6,000.00)		(5,650.00)			
EMS/Hospital Reimbursements	268,755.58	(62,400.00)	(206,355.58)		-	-	
Bioterrorism - Prog. Impl.	166,752.17				(93,300.04)	(73,452.13)	
Bioterrorism - Program	<u>438,394.83</u>				<u>(288,388.96)</u>	<u>(150,005.87)</u>	
<u>TOTAL EXPENDITURES</u>	<u>1,004,342.58</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<u>INCOME OVER EXPENDITURES</u>	<u>-</u>						

NOTES

Amount to Distribute to Stakeholders 64 entities

62,400.00

Per entity Allocation. Rounded up for ease

975.00

975.00

62,400.00

-



TSA-B Regional Advisory Council (BRAC) Inc. Policy and Procedures CONFLICT OF INTEREST POLICY

Article I Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV
Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V
Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI
Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII
Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII
Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Signature & Title

Name (Print)

Date

The Conflict of Interest Policy was adopted by a resolution of the Board of Directors.



**TSA-B Regional Advisory Council (BRAC) Inc.
Policy and Procedures
CONTRACTOR POLICIES**

1. The TSA-B Regional Advisory Council (BRAC) maintains a policy of non-discrimination with contractors. No aspect of the contractor within the company will be influenced in any manner by race, color, religion, sex, age, national origin, veteran status, mental or physical disability, or any other basis prohibited by statute.
2. Access to contractor files is restricted to the Executive Board Officers on a "need to know" basis. Contractor files are the property of the RAC.
3. Contractor Status:
TSA-B Regional Advisory Council (BRAC) Inc. contracts for the services of the Executive Director and other administrative functions as needed. The contractor is not in an employee-employer relationship with TSA-B Regional Advisory Council (BRAC) Inc. The contractor is responsible for all taxes and any benefits for the contracted personnel.
4. Performance evaluations will be completed at regular intervals to provide a process by which the performance of each contractor is appraised for purposes of contract continuation.
5. There is no set time that contractors have to be available except for the RAC meetings that they schedule.



**TSA-B Regional Advisory Council (BRAC) Inc.
Policy and Procedures
DOCUMENT RETENTION & DESTRUCTION POLICY**

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored. Nonprofit organizations should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance.

The following table provides the minimum requirements for TSA-B:

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Signature & Title _____

Date _____

Name (Print)



**TSA-B Regional Advisory Council (BRAC) Inc.
Policy and Procedures
FINANCIAL POLICY**

1. Annual financial records will be prepared using Generally Accepted Accounting Principles.
2. Tracking of financial activities is performed on commercial accounting software by grant.
3. All checks have two signatures.
4. Bank statements are received, opened and reviewed by the Executive Director who passes them to the bookkeeper. Bank statements are reconciled against a detailed transaction report and the general ledger by the bookkeeper. A comparison of canceled checks recorded on the bank statements are compared to the recorded disbursements to reveal any unrecorded checks.
5. Quarterly statement of financial activity is presented to the Executive Board. Financial activity reports are presented at each General Membership Meeting. Financial reports are available to members by request between reporting intervals.
6. All returned checks to the RAC will be vigorously pursued and appropriate bank charges will be assessed.
7. At a minimum, a review by an independent CPA will be performed annually. Audits will be completed, as required.
8. Unrestricted net assets will not exceed three times the size of the past year's budget.
9. Property Transfer Records are obtained for all equipment issued, and a summary is maintained.
10. Financial information is available to the Department of State Health Services.
11. All expenditures are accounted for through the budget process. If an item is not budgeted for, it cannot be purchased unless appropriate budget revisions are approved by the Executive Board and General Membership.
12. The Executive Director shall write checks for expenditures that are authorized by the currently approved budget.
13. Deposits are made by the Executive Director with a notification email going to the bookkeeper so that they can be accounted for.



TSA-B Regional Advisory Council (BRAC) Inc. Procurement Policy

Procurement of Goods and Services

B-RAC strives to ensure a fair and objective process for acquiring equipment and services.

Purchasing activities aim to achieve advantageous procurement outcomes by:

- Establishing a framework required for the implementation of B-RAC's procurement arrangement;
- Promoting value for money;
- Providing reasonable opportunity for competitive local businesses, including historically underutilized businesses; and
- Promoting compliance with relevant contract requirements.

Purchases greater than \$25,000 but less than \$150,000:

- The Executive Director may authorize expenditures associated with specific grants if a budget was submitted as part of the grant application process and the grant application was approved by the Board of Directors and ratified by the General Membership.
- Expenditures outside of the annual approved budget must conform to the following schedule:

	<u>Amount</u>	<u>Approval Required</u>
A.	\$ 0.01 - \$100,000.00	Board of Directors
B.	\$ 100,000.01 or more	General Membership

- Detailed specifications should be provided to prospective suppliers;
- Quality assurance requirements need to be established and addressed as part of the specifications;
- At least two, preferably three, written quotations are to be sought from genuine competitors known to be capable of supplying the requirements at competitive prices;
- A written purchase order will be executed prior to purchase.

Purchases greater than \$150,000:

- Purchases above \$150,000 require at least three written quotations. Less than three offers may be acceptable provided every effort has been made to obtain at least three and relevant documentation is available (such as sole-sourced items);
- Detailed specifications and quality assurance requirements need to be provided for the quotations;

- If an RFP is utilized:
 - The RFP will be posted on the organization website;
 - At least 21 days must be allowed from the date of advertisement for the submission of proposals;
 - All proposal documents submitted shall become the property of B-RAC.
 - Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself.
 - B-RAC is not liable for any costs incurred by the bidder prior to issuance of a signed contract.
 - The contents of the selected bidder's proposal will become contractual obligations if a subsequent agreement is reached. Failure of the selected bidder to accept these obligations may result in cancellation of the award and such proponent may be removed from future solicitation for services by B-RAC.
- All proposals/quotations are to be recorded and filed with the purchase order;
- A written purchase order will be executed prior to purchase.

Vendor identification

Vendors for equipment and services may present in many ways. Cold calls, existing vendor/customer relationships, trade shows, trade magazines, word of mouth, etc. When B-RAC is evaluating particular products or services, it is important that attempts are made to identify at least a second competitive vendor and preferably more than two. If only one vendor is available, supporting information will be maintained (patent on the product, etc.)

Product demonstration

Product demonstrations are recommended. Vendors should be allowed roughly the same amount of time for presentations. If no demonstration is necessary or appropriate, supporting documentation will be maintained (previous purchase of similar interoperable equipment, etc).

Selection process

A selection committee, consisting of appropriate committee membership, is established to review all bids.

Product and services will be evaluated based on pertinent criteria, such as ease of use, functionality, interoperability, and price. Although price should be a high consideration in selection, it is not the sole criteria and, therefore, should be considered along with other criteria.

Evaluation Criteria

Fair and equitable consideration will be given to all bidders. B-RAC reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit quotation opportunities or proposals. Selection will be based on the most responsible and responsive quotation/proposal which is determined to be within the best interests of B-RAC. The following criteria shall be considered:

- Cost or price analysis;
- Best value for the cost;
- The reputation, experience and efficiency of the proponent/supplier,

- The ability of the proponent/supplier to perform the contract or provide the goods and services within the time specified;
- The comparative quality of the goods and services bid;
- The proponent/supplier's performance under previous contracts with B-RAC;
- The number and scope of conditions attached to the quotation/proposal;
- The proponent/supplier's interest in the project, as well as their understanding of the project scope and the specific requirements of B-RAC, and
- The application of all of the above criteria to any sub-consultants, subcontractors or products to be utilized by the proponent/supplier.

All proposals submitted must be valid for a minimum period of ninety (90) days after the date of the proposal submission. Each proponent must submit with the proposal a list of all subcontractors, independent contractors, or sub-consultants employed or proposed to be employed by the proponent in the performance of the contract.

If a contract cannot be negotiated between B-RAC and the selected proponent, the negotiations with the next most qualified proponent will commence. B-RAC makes no guarantees to any proponent until such time as the B-RAC submits a purchase order or the Board of Directors approves the negotiated contract.

All supporting documents, to include complete bid packages, are maintained in the procurement file.



**TSA-B Regional Advisory Council (BRAC) Inc.
Policy and Procedures
BUSINESS TRAVEL REIMBURSEMENT**

SOP STATEMENT: Travel is a necessary component of RAC business. Mandatory meetings occur throughout the year. The following policy will detail how travel expenses will be reimbursed. Travelers will strive to achieve maximum savings by ensuring that each travel arrangement is the most cost effective considering all relevant circumstances.

1. RAC business travel:
 - Authorized RAC representative attending an approved meeting outside of the TSA-B region. Required attendance at scheduled RAC meetings within the region is not included.
 - Contractors and employees attending meetings beyond a 20 mile radius of the RAC Office.
 - a. All RAC representative associated business/education requests must be submitted to RAC Chair for approval upon notification of the meeting dates.
 - b. Expense Report and all original receipts showing proof of payment including meals must be submitted to the RAC Office within 10 days of return from the trip.
 - 1) Approved expenses include:
 - a) Hotel receipts at the current State rate or special meeting block rate for the approved trip days. If a special meeting block rate is not available a rate up to \$ 150.00/night plus taxes will be accepted for the approved trip days.
 - b) Airline, bus, shuttle, taxi, auto rental and parking receipts. Gasoline receipts for rental car.
 - c) Mileage rates for use of personal vehicle will be paid at the approved Federal rates as defined by the U.S. General Services Administration Guide and the IRS Revenue Procedure Code. Point to point odometer reading or mapping that shows total mileage must be submitted. Gasoline is not reimbursable when mileage rates are claimed.
 - 2) Meals will be paid at the maximum of \$45.00 per day. Reimbursement will be paid only for meetings or other RAC business in which the grant will allow for the purchase of food and prior authorization is given. Receipts for alcohol will not be accepted.
 - 3) Taxes and gratuities up to 15% are allowable expenses.
2. Any disputed travel charges/reimbursements will be reviewed by the RAC Executive Board.



**TSA-B Regional Advisory Council (BRAC) Inc.
Policy and Procedures
WHISTLEBLOWER POLICY**

1. Purpose.

TSA-B requires board members, committee members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities, and all directors, committee members and employees to comply with all applicable laws and regulatory requirements.

2. Reporting Responsibility.

TSA-B seeks to have an “Open Door Policy” and encourages board members and employees to share their questions, concerns, suggestions or complaints regarding the organization and its operations with someone who can address them properly. In most cases, a board member or committee member should present his or her concerns to the Chair of the Board. The Executive Director is generally in the best position to address an employee’s area of concern. However, if a board member is not comfortable speaking with the Board Chair or is not comfortable with the Board Chair’s response, or if an employee is not comfortable speaking with the Executive Director or if the employee is not satisfied with the Executive Director’s response, the board member, committee member or employee is encouraged to speak with anyone on the Board whom the employee is comfortable in approaching, or to directly contact the organization’s outside legal counsel, whose contact information can be obtained from the Executive Director.

3. No Retaliation.

No board member, committee member, or employee who in good faith reports a violation of a law or regulation requirement shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable persons to raise serious concerns within TSA-B prior to seeking resolution outside the organization.

4. Compliance Officer.

TSA-B’s Executive Director, working with the Chair of the Board, will act as TSA-B’s Compliance Officer. The Compliance Officer is responsible for investigating and resolving all employee complaints and allegations concerning violations of the Principles and/or Code. The Board Chair or his or her designee will take on the Compliance Officer role if the complaint involves the Executive Director. If the complaint involves both the Executive Director and Board Chair, outside legal counsel will carry out the functions of the Compliance Officer.

5. Accounting and Auditing Matters.

The Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Board of Directors of any such complaint and work with the Board until the matter is resolved.

6. Requirement of Good Faith.

Anyone filing a complaint concerning a violation or suspected violation of the law or regulation requirements must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

7. Confidentiality.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

8. Handling of Reported Violations.

The Compliance Officer, or the person responsible for carrying out the Compliance Officer’s role with respect to a reported or suspected violation, will acknowledge receipt of the reported violation or suspected violation by writing a letter (or e-mail) to the complainant within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Signature & Title

Name (Print)

Date

PANTHERR Study

Post Arrest Neuroprotective Therapeutic Hypothermia Efficacy in Rural Regions

*Dr. Raed Alalawi M.D., Matt Hall MSII NREMT-P, Drew Farmer MSII, Michael Pandya MSII NREMT-P
PANTHERRStudy@gmail.com*

B-RAC Informational Sheet

The Study: We are conducting a descriptive study of EMS initiated Therapeutic Hypothermia (TH) during transport for persons who have suffered a cardiac arrest in the southern Texas panhandle.

Why TH? Given its proposed and demonstrated benefits as the only ACLS intervention currently shown to increase survival rates for patients who have suffered cardiac arrest, TH is a relatively easy and inexpensive procedure to implement. Research has shown that core body temperature can be effectively managed with external cooling measures and cold saline infusion. This method has an estimated cost of approximately \$50/pt. Commercial external and invasive cooling devices exist to assist clinical staff in managing CBT as an alternative to low cost options.

Why West Texas? West Texas provides several unique opportunities for this type of research. First, the EMS system serving the southern Texas panhandle surrounding Lubbock is under the direction of a single medical authority. Similarly, all critically ill patients will likely pass through one of three major medical facilities located in Lubbock. This large, unified emergency response structure presents the opportunity for enactment of TH on a region-wide scale, as well as examination of implementation and efficacy in an expansive rural region.

Who Are We? The PANTHERR study group consists of Raed Alalawi M.D., Matt Hall MSII NREMT-P, Drew Farmer MSII, and Michael Pandya MSII NREMT-P. Dr. Alalawi is an attending physician in critical care medicine with Texas Tech University Health Sciences Center School of Medicine (TTUHSC SOM). Matt, Drew, and Michael are second year medical students at the TTUHSC SOM.

Goals for meeting:

- I. Inform members of the RAC about current TH research underway in the region and plans to expand.
 - Role of area EMS and hospitals
- II. Discuss current documentation systems and project/RAC needs.
 - Need for uniform, detailed documentation of specific data elements
- III. Obtain feedback on barriers to implementation.
 - Known barriers: Consensus on Care, Defining Care Roles, Patient Flow, Standardized Documentation

Regional Advisory Council TSA –B
Performance Improvement Patient Safety Committee Meeting
Tuesday, September 20, 2011 at 6:00pm
Knipling Education & Conference Center

Members Present:

Abernathy EMS: Norma Stephens
Borden Co EMS: Carrie Hart
Covenant Amb Service: Jerry Hazel
Covenant Med Ctr: K.Williams; P.Freier; V.Martinez
Denver City EMS: Elaine Fairfax
Floydada EMS: Katrina Gooch
Kent Co EMS: Tony Rodriguez
Littlefield EMS: Mike DeLoach
Lubbock EMS: T.Berry; Chris Teague
Lynn Co Hosp: Vera Reno
Mangold Mem: Rodney Hunt
Ransom Canyon: Jim Waters
RRAMS: Tim Berry
Seminole Mem Hosp: Bryan Taylor
UMC: Skylar Meloy

AeroCare: Shirley Scholz
BRMC EMS: Jeannie Bennett
Covenant Levelland: LaDon Hunt
Covenant Women's: T.Jones; R.Ranne, MD; A.Campbell
Dickens Co Amb: Donna Edinburgh
Idalou EMS: Tim Berry
Lamb Healthcare Ctr: Mike DeLoach
Lockney EMS; Rodney Hunt
Lubbock Heart Hosp: Jeannie Bennett
Lynn Co EMS: Vera Reno
Motley Co Amb: Donna Edinburgh
Ropes Vol EMS: Ramona Hamby
Seminole EMS: Bryan Taylor
Slaton EMS: Tyra Rodgers
West Carlisle EMS/FD: Kim Williams

Other Organizations:

DSHS: Sharon King

Webinar Participants:

BRMC: Kristy McClure-Williams
Crosbyton EMS: Scott Neu
EMTF1: Rodney Hunt
Levelland EMS: Kay Armes
Lorenzo EMS: Raleigh Hudzietz
Paducah EMS: Jason Detwiler
Scurry County EMS: Jason Tyler

Cogdell Hospital: Charlene Morris, Leslie Luecke
Dawson County EMS: Priscilla Teague
Lamb Healthcare: Dana Likes
Littlefield EMS: Monica McGee
Lubbock Aid Ambulance: Susan Mhoon
Ralls Vol Amb: M.Perez
Sundown EMS: Jon Williams

Skylar Meloy called the meeting to order at 1805. The motion was made by Mike DeLoach and seconded by LaDon Hunt to approve the minutes from the August 2011 meeting. The minutes were approved as written.

Confidentiality and Sign-In

All members present were reminded to sign-in. Sign-in book on table at door. Reminder that minutes may contain confidential information and are not to leave the room. Jim will collect and destroy. New members were requested to sign confidentiality statements.

Educational Program

Dr. Ranne presented a program on Use of Lactated Ringers for Pediatric Patients

Planned Activity for the Oct PIPS Meeting

Wendi will discuss the PIPS Quality Measures

Injury Prevention

No new business to discuss

Open Discussion

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1. Several upcoming Golf tournaments. Please contact Mona for more information. Handouts available at the sign-in desk also
2. The annual Trauma and Critical Care conference is scheduled for November 19 at the McInturff center. Brochures will be mailed out
3. West Texas Cardiac Symposium is scheduled for October 15 at the Knipling Center. Brochures have been mailed out

There was no further business

The motion was made by Mike DeLoach seconded by Rodney Hunt to adjourn.

The meeting was adjourned at 1920.

Respectively submitted,
Jeannie Bennett, RN BSN