

**TSA-B Regional Advisory Council  
Executive Board Meeting  
Tuesday, June 13, 2019 at 11:30 PM  
50<sup>th</sup> Street Copper Caboose**

**Executive Board Members Present:**

Kevin Baize – Bailey Co EMS  
Susi Mitchell – Covenant Medical Center  
Billie Hendrix – Mangold Mem. Hospital  
Bryan Taylor-Seminole EMS  
Jeannie Bennett-TSA – B

Leslie Hackett – Covenant Hosp Plainview  
Mike DeLoach – Littlefield EMS  
Rusty Powers – Olton & SPC  
Gary Vaughn -Shallowater EMS & FD

**Others Present:**

Kay King – DSHS  
Jim Waters – Ransom Canyon FD EMS  
Nicholas Gordon – TSA-B/TSA-A

Mona Hamby – SPEMS  
Will Pointer – TSA-B

The meeting was called to order at 1200 by Kevin Baize.

**Approval of Minutes**

The minutes from the March 28, 2019 meeting were reviewed. The motion was made by Gary Vaughn and seconded by Bryan Taylor to accept the minutes as written. The minutes were approved by a unanimous vote.

**Financial Report**

Jim gave the financial report. Jim did report that all the account balances are current to date. The motion was made by Gary Vaughn and seconded by Mike DeLoach to accept the financial report. The motion passed unanimously.

Jim did report that the RAC has a new CPA/Bookkeeper. Jim reported that the new CPA has reviewed all the accounts. All balances are correct and current. There will no longer be funding labeled as Tobacco funds, the new name for the funds are called RAC Development System funds. 20% of the funds will be allowed to use for administrative costs.

**Expenditures of Remaining FY19 Grant Funds**

Jim reported that there is \$31,661 from the LPG funds and \$46,233 for the run form program. Rusty reported that the last General Membership meeting it was discussed to utilize the remaining funds for the e-PCR project. The motion was made by Mike and seconded by Bryan to allow the Executive Board Officers to make the final decision regarding the remaining funds. The motion passed unanimously.

**Annual Review of Bylaws, Plans, and Policies & Procedures**

Based on recommendations from the auditors, the Travel Policy needed to be revised. The recommendations are to increase the per diem per day to \$65 per person for meals; increase the gratuity from 15% to 20%; utilize the event rate for hotels if applicable and be prudent if not; and allow the administrative staff to perform duties as outlined in their job description without obtaining board approval each time they have to travel. All receipts will be submitted after travel. The motion was made by Rusty Powers and seconded by Susi Mitchell. The motion passed unanimously.

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The other Policies and Procedures, Bylaws and Plans were reviewed. There were issues with the bylaws that needed to be addressed. There was much discussion pertaining to the structure of the committees. See attached revised bylaws.

**Committee Reports**

**EMS Providers & Medical Direction:** Rusty stated there was no new business to discuss.

**Acute Care:** Jeannie stated there was no new business to discuss.

**TNC:** No report

**PIPS/Injury Prevention:** No report

**Special Pops:** No report

**Open Discussion**

There was no further business.

The motion was made by Gary and seconded by Bryan to adjourn. The meeting adjourned at 1315.

Respectfully submitted,

Jeannie Bennett, RN BSN  
TSA-B Secretary