

TSA –B Regional Advisory Council
General Membership Meeting
Tuesday, July 16, 2019 at 6:00pm
Covenant Medical Center
Knipling Education & Conference Center

Members Present:

AeroCare: Brandon Burleson; Daryl Jones
BRMC EMS: Sonya Betterton
Castro County EMS: Dana Cobb
Cochran Memorial Hosp: Larry Turney
Covenant Children's: Kaci Thompson
Covenant Hosp Plainview: Leslie Hackett
Cov Med Ctr: Susi Mitchell, Tammy Jones
Crosbyton Clinic Hosp EMS: Sheila Womack
Floydada EMS: Katrina Gooch
King County EMS: Priscilla Harvey
Lubbock Aid Ambulance: Chad Ehler
Lynn County Hosp EMS: John Baker
Motley Co Amb Ser: Katrina Gooch
Plains EMS: Dacia Lowrey
Post Garza Co. EMS: Rodney Tidwell
Scurry Co EMS: Brandon Rollins
Seminole EMS: Carly French
Seminole Vol EMT Assoc: Bryan Taylor
SPEMS: Mona Hamby; Will Pointer
TTUHSC: Steven Brooks
UMC EMS: M. Troxel; Jeff Hill, T. Moore
Yoakum Co Hosp: Dacia Lowrey

Borden County EMS: Mona Hamby
Brownfield Regional Med Ctr: Sonya Betterton
Cochran County EMS: Larry Turney
Cogdell Mem Hosp: Brandon Rollins
Covenant Hosp. Levelland: Pat Vigil
Covenant Levelland EMS: Pat Vigil
Crosbyton Clinic Hosp: Sheila Womack
Dickens County Amb Serv: Debi Gardner
Kent County EMS: Beth Guerra
Lamb Healthcare Center: Lauren Swartz
Lynn County Hosp: John Baker
Mangold Memorial: Billie Hendrix
Olton Vol Ambulance Assoc: Rusty Powers
Plains Mem Hosp: Dana Cobb
Ralls Vol Ambulance Ser: Brandy Tidwell
Seagraves Loop EMS: Dana Lambert
Seminole Memorial Hosp: Jessica Franco
South Plains College: Rusty Powers
TSA-B: Jeannie Bennett; Will Pointer
UMC: A. Tucker, S. Brooks; Mittin
Wolfforth EMS: Charles Addington

Others Present:

DSHS: Sharon King

RAC-A/EMTF: Rodney Hunt

Call to Order

Jeannie Bennett called the meeting to order at 1745. Jeannie welcomed everyone to the meeting.

Approval of Minutes from July 17, 2018

The minutes from the April 16, 2019 meeting were presented. The motion was made by Brian Taylor and seconded by Rodney Hunt to approve the minutes. The minutes were approved unanimously as presented.

Financial Report

Jeannie and Will Pointer presented the third quarter financial report that ended in May. Will did report that TSA-B has secured a new CPA, since Tim Berry has moved and resigned his position. The motion was made by John Baker and seconded by Sheila Womack to accept the financial report as written.

Expenditure of Remaining FY19 Grant Funds

1. Reviewed the expenditure report. The motion was made by Carly French and seconded by Rodney Hunt to allow the Executive Board Officers to have the final decision on how the funds will be spent. The motion passed unanimously.
2. There was an overage in the expense of EMS training. The motion was made by Dana Cobb and seconded by Katrina Gooch to move unspent funds from another category to cover the overage. The motion passed unanimously.
3. Jeannie reported that the LPG grant will be managed by TSA-B again. There was discussion regarding utilizing the LPG funds for the HealthEMS software program. The motion was made by Amber Tucker to utilize these funds to assist with paying for the HealthEMS software program. The motion was seconded by Tammy Jones. The motion passed unanimously.

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Annual Review of Bylaws, Plans, and Policies and Procedures

Travel Plan: There were changes made based on the physical audit. Jeannie reported:

- a. Gratuity increased up to 20%.
- b. Daily meals expense to a maximum of \$65 per person provided the funds allowed food cost.
- c. For hotels, utilize the state or event rate if available; if not available, then prudence should be used in booking the room.
- d. All employees & contractors will submit travel expenses for business conducted by contract or job description. This change allows the executive director to make travel plans and utilize expenses as needed for compliance with the TSA-B contract.

The motion was made by Dana Cobb and seconded by Brian Taylor to accept the above changes as written in the Travel Plan. The motion passed unanimously.

Bylaws: Mona Hamby reviewed the bylaw changes:

- a. Consolidate all committees into one group.
- b. Additional 3 representatives will come from the remaining RAC committees.
- c. Include all plans, policies, and procedures in the compliance requirement.

The motion was made by Dana Cobb and seconded by Brian Taylor to accept the revisions to the bylaws.

Other Policies and Procedures reviewed:

Whistleblower
Conflict of Interest
Procurement
Financial Policy
Contractor Policies
Document Retention

There were no changes discussed or made. The motion was made by Dana Cobb and seconded by Debi Gardner to accept the policies and procedures as written. The motion passed unanimously.

Election of FY19 Board Members

Jeannie reported that Billie Hendrix, Brian Taylor and Leslie Hackett have all agreed to remain on the Executive Board. Rusty made the motion to accept the present board members by acclamation. The motion was seconded by Tammy Jones. The motion passed unanimously.

Jeannie reported that Lynn Wallis' position will need to be filled for the remainder of his term. The motion was made by Rusty Powers to nominate John Baker and seconded by Rodney Hunt. The motion was made by Brian Taylor and seconded by Carly French to nominate Jason Tyler. There was a vote by show of hands to vote on the position. John Baker will be completing Lynn Wallis' term.

Jeannie reported there is an open position for the Executive Board with a representative from the PIPS committee. Michael Smith nominated Amber Tucker and Brian Taylor seconded the

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motion and requested nominations cease. The motion passed unanimously.

Committee Reports

EMS Providers: Rusty reported: On-going installing of the new software program. Kent Co is going live on August 1st. Training is still available if anyone needs it for their services. There are also conference calls that are still on-going.

Injury Prevention: No new business

Special Pops: No new business

Health Care Coalition – HPP: Nicholas reported he is currently working with facilities to get a current list of HPP equipment. All hospitals need to submit an Inventory list of all the equipment that has been purchased by the RAC, to him by August 31, 2019.

PIPS: No new business

TC/ENC: Tammy reported she is working on a PI presentation for the next TC meeting. There will be a TOPICS course scheduled for next year. She is also looking at scheduling a TCAR (Trauma Care After Resuscitation) course, this course mainly focuses on ICU care. All hospitals need to send in registration forms for TNCC and ENPC courses that are scheduled prior to August 31, 2019 for TSA-B to pay for courses.

Open Discussion

1. Mona reported she is working on the website for SPEMS and TSA-B. Mona reported she is also helping Nicholas to update the HPP website. If you have any questions or concerns about the websites, please contact Mona. Meeting minutes will be posted also to the website. For meeting minutes that include a case review, the case review will not be posted.
2. Brian Taylor reported that the State EMS provider committee has a preliminary Assistance Policy for EMS personnel that involves Drug or Alcohol issues with EMS personnel. Brian asked that EMS personnel please review and contact Brian if you have any concerns or problems about the policy since it is not approved, and it is being reviewed by personnel. Brian's email: btaylor9002@gmail.com

The motion was made by Rodney Hunt seconded by Brian Taylor to adjourn. The meeting was adjourned at 1840.

Respectively submitted,

Jeannie Bennett, RN BSN