

REGULAR QUARTERLY MEETING MINUTES

AUGUST 6, 2019

AGENDA

- Call to order/Roll Call/Quorum/Additions to Agenda
- Approval of May minutes
- Treasurers Report – Kirby Clock
- FY 2020 Budget
- Coordinator’s Report – Danny Barela
- RMD Report- Dr. Mackenzie
- Old Business
 - Logo designs
 - County Funding
 - Mental Health
 - CARES
 - Regional Funding
- New Business
 - RFP for accounting services
 - Occupant safety/injury prevention
 - Awards program
- Roundtable
- Adjourn

Agenda Item:	Called to Order/Roll Call/Quorum/Additions to Agenda
Overview:	Meeting was called to order at 1204 by Reg Vickers. Regional funding was removed from the agenda as it is a duplicate of “county funding” that is to be discussed. A quorum was present.
Present:	Danny Barela, CJ Malcolm, Kirby Clock, Jillian Emmons, Melissa Tuohy, Rob Weisbaum, Jeff Stephens
On the phone:	Luke De LaPerra, Kim Mitchell,
Guests:	Avery Mackenzie, Roger Rash, Erin Houk, Sherry Johnson, Tad Rowan, Emil Sante

Agenda Item:	Approval of May Minutes
Overview/Discussion:	Minutes of the May Quarterly Meeting were emailed to the board prior to the meeting and brought for review
Action:	<i>Motion made by Kim, Seconded by Rob and Passed to accept minutes as read. Unanimous vote.</i>
Attachments:	Minutes will be posted on the Website

Agenda Item:	Treasurer’s Report
Overview/Discussion:	Financial Report reviewed by Kirby. Last year’s final numbers presented. Year ended with a positive net income. Total \$90k in County subsidies not used up. Montrose has \$30k (last 2 years not used). Gunnison has \$7500

	from 2018 and 2019. Discussion about county funding carryover in later portion of meeting. No questions.		
Action:	<i>Motion made by Melissa to approve minutes as presented, seconded by CJ, and passed unanimously to accept Treasurer's Report as presented</i>		
Person(s) Responsible:	NA	Deadline:	N/A

Agenda Item:	FY 2020 Budget
Overview/Discussion:	The budget was sent out to board members ahead of the meeting to review. There were no questions about it.
Action:	<i>Motion made by Jeff to approve FY2020 budget as presented, seconded by Jillian, and passed unanimously.</i>
Recommendations:	<i>None</i>

Agenda Item:	Coordinator's Report
Overview/Discussion:	Danny discussed his coordinator's report. He presented an overview of recent meetings which included an overview of three new laws that have passed. Our biennial plan was approved at SEMTAC. The WRETAC website has been updated. Everyone should have a WRETAC email address. If you don't please let Danny know. It is easier to share documents through gmail. At the last meeting, it was recommended that Danny write an RFP for accounting and payroll services. He will get that done after this meeting. There were no questions.
Recommendations/Action:	<i>Danny will write an RFP within the next month for accounting and payroll services. Board Members encouraged to review the website and provide feedback to Danny.</i>
Attachments:	Coordinator's Report for May 2019

Agenda Item:	Regional Medical Director update/Mental Health CSU update/CARES
Overview/Discussion:	<p>Dr. Mackenzie reported not much progress since the last meeting.</p> <ol style="list-style-type: none"> 1. The group is committed to enrolling in CARES. CARES stands for the Cardiac Arrest Registry to Enhance Survival. The ultimate goal of CARES is to improve survival from sudden cardiac death. Starting Hearts is a Colorado Non-profit that was awarded a federal grant to get Colorado set up as a CARES state for two years. Currently in the hiring process for a statewide coordinator. 2. The Crisis Stabilization Unit is supposed to be opening in August. State has approved Denver Metro protocols for direct admission to the CSU from the field if appropriate. Insurance will not cover the transport if ED is not the destination. There will be discussions with agencies that have rolled out the protocol to see how it is going. The RMD group meets next week. 3. There is a three day National Medical Director conference in San Diego 1/2020. Dr. Mackenzie would like to attend. There is \$ available from the state support of RMD group to send her.
Action:	<i>Informational Only</i>

Agenda Item:	Logo designs
Overview/Discussion:	Melissa reached out to a designer who offers logo development for non-profits for \$200. Melissa will work with Jillian, Rob and Scott to come up with some solid ideas that will then be presented to the board.
Action:	<i>The motion was made by Rob to approve the amount of \$200 to move forward with logo redesign, seconded by CJ and passed unanimously.</i>
Person Responsible:	<i>Melissa will reach out to True North Designs to start the logo redesign process.</i>

Agenda Item:	County Funding
Overview/Discussion:	Discussion about the practice of counties carrying over funds from year to year. Montrose was in the planning process but had the Emergency Manager leave. Hinsdale requested the money but needs to report what the money is going to be spent on. They were waiting for the new medical director to be in place. CJ did not feel there was any harm done by carrying over the funds if there is a project that would benefit from/require a larger amount to complete. Seems best to spend the money when most adventitious, could be timing issues. The WRETAC is accountable to county commissioners and the state as to how the money is being spent. Recommended 1 year carryover with approval of the Board.
Action:	<i>CJ made a motion that if, at the end of the year the county money is not spent, the county needs to deliver a reasonable statement as to why the money is being carried over and what the plan is for it. Rob seconded, and passed unanimously. The application will be updated to reflect the 1 year carryover with Board approval. Longer periods of carryover will be annually approved by the Board on case by case basis as appropriate.</i>
Person(s) Responsible:	Danny
Deadline:	11/5/2019

Agenda Item:	Mental Health
Overview/Discussion:	Discussed previously in RMD report
Action:	NA

Agenda Item:	CARES
Overview/Discussion:	Five people were on the pre-selection committee including Danny. They are down to fourteen applicants for the statewide coordinator position for managing this program. All have EMS/planning experience. The position should be filled by month-end. August 15 th is the meeting for the next round of interviews. Will be good to find gaps in care in the region. Jillian found through STB activities that there are AED opportunities for placement. Any cardiac arrest encountered by agencies will be asked to submit a report that includes 17 items. There are 5 hospital items. Dr. MacKenzie mentioned they will need to sort out the flow of the data to the coordinator. The initial plan was that Brent would get trip sheets from agency directors and then send monthly or quarterly to the State.

Action:	NA
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Agenda Item:	RFP for Accounting Services
Overview/Discussion:	RFP presented that was used in the past search for accounting/payroll services. Currently ASAP pays bills, reconciles cc etc. Any time we need accounting services, we need to use a local accountant. We have not explored the possibility of having one company act as payroll and accounting services in many years. Question if we can consolidate our costs by having one company for both service. It was mentioned the RFP has old dates in one section but looked good otherwise to the group. CJ recommended a free online service that counties, government agencies use to post RFPs.
Action:	<ol style="list-style-type: none"> 1. CJ will get Danny the online site that RFPs can be posted on. 2. A motion was made by CJ that the RFP get sent out to the Board once edits are made for final approval and will then send out to community advertising site. Seconded by Rob and approved unanimously.

Agenda Item:	Occupant Safety/Injury Prevention
Overview/Discussion:	<p>Danny is trying to get an inventory of the Occupant Safety trailer in the next few days and have the trailer moved to be closer so Danny can keep better tabs on it.</p> <p>Melissa went to CMRETAC/NWRETAC trauma retreat this past year and was impressed by the organization of the injury prevention program. They have a paid Injury Prevention Coordinator position that manages the program for the region. She was wondering if our RETAC could work on developing our injury prevention position into something more meaningful/beneficial to our whole region. Deb is a volunteer for the Occupant Safety Coalition that does a lot of work getting new car seats to people in need and having car seat checks performed. It was mentioned how the trauma nurse coordinators could help shape this position to include the needs of the group. Danny mentioned Steve Jennings was interested in getting involved and volunteering again. Danny proposed creating a taskforce that would work together to develop our injury prevention position. Question if grant money would be available to help create a position?</p>
Action:	<i>Danny will reach out to possible members of this taskforce and organize a meeting.</i>
Person(s) Responsible:	Danny
Deadline:	11/5/2019

Agenda Item:	Awards Program
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Overview/Discussion:	<p>Danny brought up that there are awards given by the State of Colorado for EMS Service of the Year, EMT of the Year, Instructor of the Year etc. There are a lot of awards that go to El Paso County. Plains to Peak has their own regional awards program that mirrors the state awards program. This cuts the work down for the state awards since it has already been formally flushed out in the local process and is ready to submit with supporting letters etc. We have sent out invitations for people to consider submitting nominations for these awards. Danny encouraged members to submit nominations for state awards. Awards can help us locally if looking for donations, wanting to elevate a leader, secure trainings in our area. Discussion that we can set up similar process where we make local award nominations and then be ready for state awards submission ahead of time. CB is already gathering letters of support for Ambulance Service of the Year after all the changes they have successfully implemented this year.</p>		
Action:	<i>Next August we will be ready with award nominations.</i>		
Person(s) Responsible:	All	Deadline:	August 2020

Agenda Item:	Roundtable
Overview/Discussion:	<ul style="list-style-type: none"> • Rob reported CB has been busy. They are not balance billing community members for transports- only bill insurance currently. • CJ- Gunnison area is growing. Inter-facility transports nearly doubled this year. They are lobbying for a new EMS building. Growing out of their 20 year old barn. • Melissa from Telluride announced Trauma Certified RN Review Class being hosted at MMH 10/21-10/22. Registration is open. New CEO Karen Winkleman hired. Bike park has kept TMC busy this summer. • Luke from HC mentioned the new ambulance is in service. They are looking for new EMS director. Dealing with big mudslides in area with people getting trapped. • Jillian is training STB class to Freshman orientation this month. DCAD to help. • Jeff from West End- In November they will be merging Paradox into West End. Will be one district but Paradox will be its own department within the district. Looking to do Basic and AEMT class for Nucla/Paradox area. Trouble finding a training center to hold class. Delta Technical College saying they are unable to hold a class. Considering Pueblo Community College. <i>Danny will look into reason why DTC not able to hold class.</i> • Robert Rash, a County Commissioner from Montrose reported Montrose County is looking for a new Emergency Manager. • Sherry Johnson introduced herself as the new Injury Prevention Coordinator for SMH, Trauma EMS Outreach Coordinator. • Erin from MMH reports the region has trained over 1200 community members. Montrose HS school nurses took over teaching high school students STB. Pediatric Sim Trailer will be at

	<p>Montrose Hospital this Friday. All welcome to attend just contact Erin. CTN working on legislation to allow hospitals to bill for trauma activations called by EMS. They have a new rapid infusor- Belmont is replacing their Level 1 infusor. Have a new CFO at Montrose Hospital.</p> <ul style="list-style-type: none"> • Avery reported Careflight is now Careflight of the Rockies. They now have a coalition of Medical Directors that are providing oversight for the Service. • Emil from San Miguel County reported they have a peds sim trailer coming in October. Seventh ambulance arriving soon. EMTI class finishing up. • Kim reports they have been busy in Ouray. New ambulance in service. • Danny reported on behalf of Ben Stone that CFoR will be holding 2 day Critical Incident Stress Debriefing class October 10-12. They did not secure CREATE grant so St. Mary's Foundation will be covering the other half of the class with SMH. Partner agencies welcomed to attend. Cost is \$250. WRETAC Forum in is CB this year. Let Danny know of you would like to attend. He will re-send the agenda.
Action:	<i>Informational Only</i>

There being no further business, the motion was made, seconded and carried to adjourn at 1338.

Respectfully submitted – M. Tuohy, WRETAC Secretary