

BOARD OF DIRECTORS MEETING & VIRTUAL GENERAL MEMBERSHIP SESSION MINUTES

Date & Time: 13 May 2025

Location: 600 Six Flags Drive OR Virtual via Zoom

Meeting Leader (Chair Elect):
Danielle Sherar
Quorum: Yes

Meeting Scribe: Adrian Bautista

- Attendance documentation attached



Agenda	Discussion	Action Plan	Responsible Individual	Targeted Completion / Next Step
Call to Order, Welcome, Announcements (Quorum = 8)	The May Board of Directors Meeting was conducted in person at 600 Six Flags Drive and virtually via Zoom. Mr. Jim Dickerson called the meeting to order at 10:03 A.M. Quorum was confirmed and announced.			
Chair's Report: Recognition	Mr. Darian Shadd is the most recent recipient of the NCTTRAC STAR Performer Award.			
Chair's Report: Executive Committee of the Board of Directors Update	Ms. Danielle Sherar summarized the Executive Board of Directors meeting.			
Chair's Report: Board Ratifications	Mr. Keith Jones of Texas Health Hospital Mansfield was elected as Chair Elect by the ED Ops Committee.	Motion to ratify the ED Ops Chair Elect by Mr. Matthew Baker and Seconded by Ms. Rachal Bracker. Motion carried.	Board of Directors	Complete
Chair's Report: TETAF Update	Mr. Bill Bonny gave a brief update on TETAF. Mr. Jim Dickerson advised of TETAF's upcoming Legislative Workgroup meeting and their pursuits.			

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Chair's Report: Pulsara Utilization Workgroup Update	Mr. Jacob Seil gave an overview of the work of the Pulsara Utilization Workgroup. He presented the recommendation from the Pulsara Utilization Workgroup that makes daily use of Pulsara as part of the NCTTRAC Active Participation requirement. Mr. Seil presented updated language in the 2026 Membership & Participation SOP supporting the recommendation that will be sent to General Membership for vote.	Motion to accept the 2026 Membership & Participation SOP by Mr. Matthew Baker and Seconded by Dr. Bappaditya Ray. Motion carried.	Board of Directors	Submit to General Membership for a final Vote in August
Financial Reports: Treasurer's Report	Ms. Rachal Bracker stated she reviewed the Financial Reports. Ms. Kimmie Tran provided the Financial Report as of March 31, 2025, noting changes to the Financial Statement. No significant changes to the Balance Sheet.	Motion to accept the Treasurer's Report by Mr. Matthew Baker and Seconded by Dr. Bappaditya Ray. Motion carried.	Board of Directors	Complete
Financial Reports: Finance Report	Ms. Kimmie Tran provided an overview of the Finance Report. She reported on Compliance and Accountability, Investment Update, and EHS Contract Updates.			
Consent/Action Agenda Items:	Mr. Jim Dickerson provided an overview of the May voting items as follows: • April Board of Directors Meeting Minutes • April REPC Meeting Minutes • FY25 Membership Approval (2) • 2025 HCC-E Regional Response Plan • NCTTRAC Prehospital Blood Product Transfusion Record • NCTTRAC Regional Trauma Registry Coding Dictionary • FY25 System Performance Improvement Plan • NCTTRAC Falls Prevention and Outreach Initiatives Guidelines • FY25 Inter-Facility Stroke Transfer Guidelines • FY25 NCTTRAC EMS MD Dialysis Sample Resource Document • Other Action Items	Motion to accept the consent agenda items by Mr. Matthew Baker and Seconded by Mr. Andrew Hogan. Motion carried.	Board of Directors	Complete

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Executive Director's Report: Staffing Update	Mr. Jim Dickerson provided a staff update. He noted the RAC is currently in a hiring pause but will move forward with recruiting for the Preparedness Coordinator role under special circumstances.			
Executive Director's Report: Legislative/Funding Update	Mr. Jacob Seil provided an update on Legislative/Funding and highlighted the HPP Federal Update. Mr. Jim Dickerson provide a review of the current Legislative Bills that TETAF is tracking.			
Executive Director's Report: Planning & Budgeting Session Highlights & Recommendations	Mr. Jim Dickerson presented highlights from the Planning & Budgeting Session.			
Executive Director's Report: Accountability & Performance (live)	Mr. Jacob Seil provided an overview of the NCTTRAC Accountability Scorecard and the Board of Directors Scorecard.			
Dallas-Fort Worth Hospital Council Update	Mr. John Phillips provided a brief overview of the state of the DFW Hospital Council. Mr. Cory Wilson reported that Steve Love, Executive Director of DFW Hospital Council, went to Washington DC to speak with legislators during the current legislative session to inform them of the importance of the funding hospitals receive from the federal government.			
Emergency Healthcare Systems Reports	Dr. Skipper Bertrand provided an update on the work of the EMS Medical Directors committee. Ms. Natalie Carpenter provided an update on the work of the Pediatric committee. Dr. Suzanne Whitbourne provided an update on the work of the Perinatal committee. Ms. Carolann Vinzant provided an update in the work of the Trauma committee.			

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	Dr. Elizabeth Fagan provided an update on the work of the EMS Wall Time Workgroup. Ms. Danielle Sherar announced the Call for Board Officer and Committee Chair and Chair Elect Nominations. Ms. Corrine Cooper provided an overview of the RAC Self Assessment. Ms. Melissa Christon overviewed the upcoming FY25 EHS Education & Training Courses.			
Preparedness and Response Reports: REPC	Mr. Brian Lugo provided an overview of the World Cup 2026 subcommittee meetings, plans, and preparations.			
Preparedness and Response Reports: Preparedness Updates	Mr. Brian Lugo provided an update on upcoming subcommittee meetings. He covered the Medical City Argyle Fiber Outage, the response, and preventative measure taken. He reported updates on the Measles outbreak and reviewed the upcoming Medical Response Surge Exercise.			
Preparedness and Response Updates: Response/Activations	Mr. Maurice Murray provided updates on EMTF-2. Mr. Murray gave a detailed overview of the Infectious Disease Response Unit Training, Mobile Medical Unit participation in the 9 th Annual Batton March, and the Wildland Fire Support Team participation in the Palo Pinto Wildland Fire Exercise.			
Closing Comments, Next Meetings, & Adjourn	Ms. Danielle Sherar provided closing remarks and an update on the upcoming meetings noting the following: - Next Board of Directors Meeting is Tuesday, June 10, 2025 at 10:00 A.M. The meeting was adjourned at 11:53 A.M.			

These minutes are an accurate record of the business conducted at the NCTTRAC Board of Directors & Virtual General Membership Meeting held on Tuesday, May 13, 2025.

Secretary's Signature

Date

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NAME	OFFICE / COMMITTEE	MEMBER ORGANIZATION	FY25 Monthly Attendance									
			Sept*	Oct	Nov	Dec*	Jan	Feb	Mar	Apr*		
Bill Bonny	*Chair	Prosper Fire Department	V	V	V	V		V	V	V		
Danielle Sherar	*Chair Elect		V	V	E	V		V	V	O		
Nakia Rapier	*Secretary (thru 12/24)	Baylor University Medical Center	V	O	V	V						
Philip Angelo	*Secretary (eff. 2/25)	Baylor Scott & White Medical Center - Grapevine						E	V	V		
Rachal Bracker	*Treasurer	Texas Health Harris Methodist Fort Worth	V	V	V	V		O	V	V		
Amy Atnip	Immediate Past Chair	Medical City Plano	N	N	E	N		E	N	N		
Michael Cosentino	Air Medical Chair	Air Evac Lifeteam	V	E	V	V		O	O	E		
Jeff Donson	Air Medical Chair Elect	CareFlite	A	V	A	A		A	A	V		
Bethany Brunson	Cardiac Chair (thru 12/24)	Crescent Medical Center Lancaster	U	E	V	E						
Alison Fresh	Cardiac Chair (eff. 2/25)	Texas Health Arlington Memorial Hospital						U	O	O		
Alison Fresh	Cardiac Chair Elect (thru 1/25)	Texas Health Arlington Memorial Hospital	A	A	A	A						
Chassadie Reynolds	Cardiac Chair Elect (eff. 3/25)	Medical City Arlington							A	N		
Donald Tucker	ED OPS Chair (thru 12/24)	Medical City Alliance	V	V	V	V						
Jessica Lucio	ED OPS Chair (eff. 2/25)	Texas Health Hospital Mansfield						V	E	V		
Jessica Lucio	ED OPS Chair Elect (thru 12/24)	Texas Health Hospital Mansfield	N	N	N	N						
VACANT	ED OPS Chair Elect	VACANT										
Kevin Sandifer	EMS Chair	Mansfield Fire Department	U	V	V	V		V	O	V		
Matthew Baker	EMS Chair Elect	Cedar Hill Fire Department	V	A	N	N		N	N	N		
Dr. Skipper Bertrand	EMS Medical Directors Chair	Baylor Scott & White Medical Center - Grapevine	V	E	V	V		V	V	V		
Dr. Andrew Hogan	EMS Medical Directors Chair Elect	UT Southwestern Medical Center	E	E	A	N		N	O	A		
John Phillips	Hospital Executive - East	Methodist Dallas Medical Center	E	E	O	O		E	V	V		
Corey Wilson	Hospital Executive - West	Texas Health Harris Methodist Fort Worth	E	O	O	O		V	E	V		
Natalie Carpenter	Pediatric Chair	Cook Children's Medical Center	E	V	V	O		V	E	E		
Amy Tucker	Pediatric Chair Elect	Parkland Health	V	N	A	N		N	A	N		
Dr. Suzanne Whitbourne	Perinatal Chair	Texas Health HEB	V	V	V	V		V	O	V		
Dr. Heather Holmes	Perinatal Chair Elect (thru 3/25)	Medical City Dallas	A	N	A	A		A	A			
Dr. Christina Chan	Perinatal Chair Elect (eff. 4/25)	Texas Health Presbyterian Hospital Dallas								V		
Stephan Epley	REPC Chair	Texas Health Harris Methodist Fort Worth	V	O	V	V		V	E	V		
Brian Lugo	REPC Chair Elect	Baylor University Medical Center	N	N	N	A		N	A	N		
Dr. Martin Weiss	Stroke Chair	Baylor University Medical Center	V	E	V	O		O	V	V		
Dr. Bappatidya Ray	Stroke Chair Elect	Texas Health Presbyterian Hospital Dallas				N		N	N	N		
Carolann Vinzant	Trauma Chair	Texas Health Presbyterian Hospital Dallas	V	E	E	V		V	V	V		
Ann Quinlan	Trauma Chair Elect	Texas Health Resources Fort Worth	O	A	A	A		N	A	A		

V	Attendee - Voting, In-person
O	Attendee - Voting, Online
N	Attending - Non Voting (e.g. Chair Elect)
E	Absent - Excused (Prior Notice Provided, Not Absent)
A	Absent - Not Required (Chair Elect, not required to attend)
U	Absent - Unexcused (No Notice Provided)

Excerpt from the NCTTRAC Bylaws

7.8 Board of Directors Attendance Policies

7.8.1 All Officers and Directors are required to attend all Board meetings. At a minimum, all Officers and Directors are required to attend at least 50% of all Board meetings regardless of excused absences.

7.8.1.1 It is preferred that at least 50% of the Board meetings that an Officer or Director attends be attended in-person.

7.8.1.2 All Officers and Directors are expected to attend the four General Membership meetings in-person. General Membership meeting dates for the upcoming Fiscal Year will be identified in the August Board of Directors meeting.

7.8.2 If an Officer or Director is unable to attend a Board meeting, they may request an excused absence. Excused absence requests should be conveyed to NCTTRAC Administration for review by the Executive Committee prior to the missed meeting.

7.8.2.1 If an Officer or Director has two consecutive excused absences, NCTTRAC Administration will bring the situation to the Executive Committee's attention for discussion and resolution.

7.8.3 In the event that a Committee Chair, in their role as a ratified Director on the NCTTRAC Board, is unable to attend a Board meeting, the Committee Chair Elect, also ratified as an Alternate Director, may attend in their place. The Committee Chair Elect's attendance will count as the Director's attendance for that Board meeting and will count towards Board attendance policies listed above.