

# FOX VALLEY REGIONAL TRAUMA EXECUTIVE COUNCIL

	AGENDA
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X	MINUTES
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	INVITED TO ATTEND
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X	PRESENT
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MEETING OF: Fox Valley Regional Trauma Advisory Council  
(RTAC) meeting

DATE: June 11, 2003

TIME: 6:00 pm

PLACE: Theda Clark Medical Center  
Neenah

PRESIDING

RECORDER K. Stanislaus

NEXT MEETING: **September 10, 2003**  
**Mercy Medical Center, Oshkosh**  
**6:00 pm**

Present: Travis Anderson, James Austad, Kristine Bruehl, Mark Evers, Tracey Froiland, Ray Georgen, Paul Hirte, Jane Hottinger, Chris Hugo, Rhonda Jobe, Mark Kehrberg, Cliff Lehman, Ron Maloney, Julie Meisenhelder, Erica Meyer, Bob Nack, Marianne Peck, Dotty Rippl, Paul Roberts, JoAnn Schilcher, Judy Smolarek, Kelly Stanislaus, JoAnn Strandell, Pat Trinko, Diane Tyler, Ann Younger-Crandall, Mary Zimmerman

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
<b>Welcome and Introductions</b>			
Approval of Minutes			<ul style="list-style-type: none"> <li>• Minutes approved</li> </ul>
Update from the State	M. Peck	<ul style="list-style-type: none"> <li>• Continue to work on the rules and regulations. Hospital participation was a big discussion.</li> <li>• Looking at funding sources for the future-bioterrorism funding may be the most likely source.</li> <li>• The State is more aware of some of the needs of the RTACs. The workload of some of the members of the RTAC is a problem. We have to have some deadlines but will try being more flexible in future.</li> </ul>	<ul style="list-style-type: none"> <li>• Will continue to work on rules and regs and have further discussion about hospital participation in the trauma system.</li> </ul>

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Executive Council	J. Smolarek	<ul style="list-style-type: none"> <li>• Need s Assessment- will get together on July 15th to work on a needs assessment template for each RTAC to use.</li> <li>• The two registry vendors: Digital Innovation-Collector and Med data solutions will be demonstrating their software in Madison on Tuesday, July 15<sup>th</sup>.</li> <li>• The Surgeon General of the U.S. will be coming to talk about the state trauma plan to increase awareness. The tentative date is August 15<sup>th</sup>.</li> </ul> <ul style="list-style-type: none"> <li>• Worked on Administrative bylaws for the Fox Valley RTAC.</li> <li>• Action plan for the Fox Valley RTAC was updated. Copy attached.</li> </ul>	

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Committees		<ul style="list-style-type: none"> <li>• <b>Performance Improvement Committee</b></li> <li>• Proposal for Core members for PI: Trauma Surgeon, Trauma Coordinator, EMS Service Director, ER MD from Level III and IV hospital, ER RN from Level II and III hospital, EMS Rep, Ad Hoc members (specialty areas as needed)</li> <li>• <b>Medical Oversight/Systems Committee</b></li> <li>• Reviewed the letter to be sent out to the EMS Services and Hospitals. Will send out and would like responses by July.</li> <li>• <b>Specialty Committee:</b> pediatrics, rehab, burns, geriatrics</li> <li>• Reviewed the bylaws.</li> <li>• Put together action plan</li> <li>• Prepared budget needs.</li> <li>• <b>Education and Injury Prevention Committee</b></li> <li>• Reviewed some of the data from Linda Hale.</li> <li>• Will conduct a 9 county inventory and do a GAP analysis.</li> <li>• Reviewing other web sites to determine what is needed for our regional site.</li> </ul>	
Budget		<ul style="list-style-type: none"> <li>• Put together how the finances will be spent for this fiscal year. <ul style="list-style-type: none"> <li>1. Medical Oversight: (total 8500) <ul style="list-style-type: none"> <li>\$4000 lap top</li> <li>\$2000- mailing s and printings</li> <li>\$1000- data entry</li> <li>\$1000-education</li> <li>\$500- travel expenses</li> </ul> </li> <li>2. Peds/Specialty: (total 2000) <ul style="list-style-type: none"> <li>\$1000- prevention</li> <li>\$1000- education</li> </ul> </li> <li>3. PI- (total 4500) <ul style="list-style-type: none"> <li>\$4000- education</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Will submit to state</li> </ul>

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Bioterrorism Update	T. Froiland	<p>500- mailings and printings</p> <p>4. Prevention: (total 6000)</p> <p>\$2000- speakers</p> <p>\$4000- collaterals</p> <p>5. General fund-\$5000 for meetings and expenses</p> <p>6. TOTAL: \$26000</p> <ul style="list-style-type: none"> <li>• Meeting the second Tuesday of the month</li> <li>• Received some of the initial money- state telling the region how some of the money needs to be spent.</li> <li>• Reviewing the documentation for the state plan and how it will come out in the future.</li> <li>• Needs assessment being put together by the state.</li> <li>• Need to have a regional bioterrorism drill by December 31, 2003.</li> </ul> <ol style="list-style-type: none"> <li>1. Will have a table top drill in October that is required for EMS, Fire and hospitals</li> <li>2. The state is making a template for all seven regions</li> </ol>	
Public Health Consortia	J. Smolarek	<ul style="list-style-type: none"> <li>• Developing a memorandum of understanding (MOU) for mutual aid to be in place for the region</li> <li>• Reviewing the state bioterrorism plan and how it affects the public health regions.</li> <li>• Working on a Pharmaceutical stockpile plan.</li> <li>• Reviewing training requirements for the local team, Incident Command or Emergency Centers and the HAN</li> <li>• Objectives for next year.</li> </ul>	
Web Site follow-up		<ul style="list-style-type: none"> <li>• Will need to determine the content of the website, what information to keep</li> <li>• What server? Find a Webmaster?</li> </ul>	<ul style="list-style-type: none"> <li>• Send names to Kelly for those individuals who are interested in working with the web site.</li> </ul>

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Next Steps		<ul style="list-style-type: none"> <li>• <b>The next meeting is Wednesday, September 10<sup>th</sup>, 2003 at Mercy Medical Center in Oshkosh. Meeting room to be determined.</b></li> <li>• Committees can meet in the interim. If meeting send a 2-week announcement to Kelly and she will distribute.</li> </ul>	
Adjournment			