

FOX VALLEY REGIONAL TRAUMA ADVISORY COUNCIL

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

DATE: April 9, 2003

TIME: 6:00 pm

PLACE: St. Elizabeth's Hospital
Appleton

PRESIDING

RECORDER K. Stanislaus

NEXT MEETING: **May 13, 2003**
Berlin Memorial Hospital, Berlin
6:00 pm

Present: James Austad, Boris Berejan, Bill Brown, Christine Bruehl, Gail Burns, Deb Captain, Mark Evers, Dan Fifield, Tracey Froiland, Chad Gardner, Ray Georgen, Jeff Grimm, Dave Henning, Paul Hirte, Diane Holschbach, Jane Hottinger, Chris Hugo, Rhonda Jobe, Faye Kamrath, Mark Kehrberg, Barb Larson, Cliff Lehman, Julie Meisenhelder, Erica Meyer, Bob Nack, Kathy Nickel, Marianne Peck, Jim Piper, John Porrey, Dotty Rippl, Sharon St. Louis, JoAnn Schilcher, Dawn Schuman, Ginger Selle, Diane Smerling, Judy Smolarek, Kelly Stanislaus, JoAnn Strandell, Pat Trinko, Diane Tyler, Jackie Wiedenhoef, Ann Younger-Crandall, Mary Zimmerman

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Welcome and Introductions			
Approval of Minutes			<ul style="list-style-type: none"> • Minutes approved
Update from the State	M. Peck	<ul style="list-style-type: none"> • All applications approved • Action Plan due to the state by June 1st. This needs to include the who, what, and when of the RTAC activities. The action plan must run parallel with the rules. • A letter was sent to the Attorney General regarding confidentiality r/t performance improvement 	<ul style="list-style-type: none"> • Marianne will send out a model action to serve as a reference.

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Executive Council	J. Piper	<ul style="list-style-type: none"> • STAC to become a permanent body • Looking at some funding sources: 911 surcharge, insurance surcharge to name a few. • Continue to proceed with the rule writing. They are a ¼ of the way completed. Will then need to go to public hearing. Dave Henning is the local contact. • Next STAC meeting May 14th • Meetings will be the second Wednesday of the month • Draft Letter to the hospitals to find out what is the hospital's level of intent regarding current trauma capabilities and any anticipatory changes in future. Will give some back round information of the state trauma plan and draft guidelines from the state. • Executive Council will vote on issues for the Fox Valley RTAC after there has been a discussion from the open meeting., except when electing new members to the Executive Council or special circumstances. This will follow the format of the STAC. • Will discuss how to have equal hospital representation at the E.C. meeting tonight. 	<ul style="list-style-type: none"> • See Dave Henning for any concerns or suggestions r/t the rule writing • Barb Larson will obtain the draft guidelines for hospital capabilities. Attach to minutes.

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Committees		<ul style="list-style-type: none"> • Performance Improvement Committee • Need to follow up with the hospitals in our area that have not submitted information to the state about Fox Valley RTAC membership. • Will review list of area licensed EMS services and first responder groups and contact in future regarding membership of FV-RTAC • Would like to obtain information about state trauma registry and data elements that are being discussed at the STAC level • Medical Oversight/Systems Committee • Goal to find out what EMS services are in the FV-RTAC and their level of service. • Put together a minimum set of trauma standards (build off information from what other states have accomplished so as not to have to start over from scratch) • Review the hospital designation documents • Set up Contact person for EMS Outagamie County EMS Services • Drafting a letter to send out to the hospitals re: level of intent • Specialty Committee: pediatrics, rehab, burns, geriatrics • Request information from hospitals • Restated their goals • Requests from other RTACs to find out what they are currently working on • Send out agendas prior to each meeting • Education and Injury Prevention Committee • Reviewed community assessments and what is being done in our area • Linda Hale will be at the next meeting • Talk with DOT regarding current trends and target populations. • Critiqued the 6 page paper from Linda Hale 	<ul style="list-style-type: none"> • Drafted a letter that could be used for hospitals and EMS services to obtain membership information • Dotty Rippl will go to next STAC meeting for the Registry subcommittee meeting • Each committee would like to send out some type of questionnaire. Jeff Grimm will put together a questionnaire with questions from each committee so that only one will be mailed. Needs to include some data collection information

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Bioterrorism Update	T. Froiland	<ul style="list-style-type: none"> • Meeting the second Tuesday of the month • MOU- (Memorandum of Understanding) was submitted. Funds should be dispersed in the next 2-4 weeks for about \$100,000. • Working on communication with in the region and off site isolation • Objectives must be met by December 2003: bioterrorism preparedness plan and sufficient capacity to treat 500 patients • Looking at hiring a person to help with their work 	
Public Health Consortia	J. Smolarek	<ul style="list-style-type: none"> • Working on Phase IA and B of the pre- event smallpox vaccination. This should be completed by April 2003 • Looking at development of Phase 3 immunization clinics for mass vaccinations • Need for collaboration within communities • Started interviews for a consortia coordinator 	
Next Steps		<ul style="list-style-type: none"> • The meeting day of the month is still the second Wednesday of the month at 6pm. Will change location to places that are available without a fee. Next meeting at Berlin Memorial Hospital in Berlin. 	
Adjournment			