

# FOX VALLEY REGIONAL TRAUMA EXECUTIVE COUNCIL

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

DATE: June 12, 2004

TIME: 5:00 pm

PLACE: St. Elizabeth's Hospital  
Appleton

PRESIDING: Jim Piper

RECORDER: K. Stanislaus

NEXT MEETING: **August 11, 2004**  
**Mercy Medical Center, Oshkosh**  
**5:00 pm**

**Present:**

**EC Members:** Jim Austadt, Boris Berejan, Chris Hugo, Mark Kehrberg, Jim Piper, John Porrey, Dotty Rippl, Kelly Stanislaus, Diane Tyler, Ann Younger-Crandall

**Other:** Travis Anderson, Suzy Arter, Cliff Lehman, Brian Miller, Ron Moloney, Marianne Peck, Dawn Schuman, Steve Stroman, John Walsh

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	J. Piper		<ul style="list-style-type: none"> <li>• Meeting called to order</li> </ul>
Approval of Minutes from February meeting	J. Piper		<ul style="list-style-type: none"> <li>• Minutes approved</li> </ul>
Finalize secretary position	J.Piper	<ul style="list-style-type: none"> <li>• The RTAC falls within the guise of the state; therefore we cannot hire employees to do work. Our options are to have a state employed person assist with the work, we can reimburse someone for this expenses but not their time or we can have a volunteer and give their time for free. At this point, we can't hire a secretary for the RTAC.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• We will look into having the minutes hand written at the meeting and then have help with the typing.</li> <li>• Dawn Schuman has tentatively offered to help with some of the secretary duties. She will talk with Kelly before she commits. If she agreed to help, she would</li> </ul>

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Ballot Template Procedures	J. Piper	<ul style="list-style-type: none"> <li>• Discussion about ballot procedure. Some changes made to policy.</li> </ul>	<p>need the RTAC portable laptop.</p> <ul style="list-style-type: none"> <li>• Will send out changes made to ballot guidelines.</li> </ul>
Effective Meeting Running	J. Piper	<ul style="list-style-type: none"> <li>• Effective meeting running was discussed. The group felt that we could run meetings more smoothly. Some suggestions were to have the floor yielded to the person talking with no interruptions, respect for the speaker, time limits for discussions, Sergeant of Arms to keep time and direction. There may be some topics open only to Executive Council members vs open for general discussion.</li> </ul>	<ul style="list-style-type: none"> <li>• Jim will bring forward the Running of a meeting 101 for the August meeting. Email meeting etiquette suggestions to Jim Piper.</li> </ul>
New Business:			
American Trauma Society (ATS) Video	K. Stanislaus	<ul style="list-style-type: none"> <li>• Reviewed and watch the video sent out by the ATS about a state trauma plan, Wisconsin state statistics, and the benefits of going to a trauma center. Copies were given out of the folder and the video or CD.</li> </ul>	<ul style="list-style-type: none"> <li>• Will add the video to the RTAC web site. Will defer to the Education or IP Committee to discuss how and if we can utilize this information.</li> </ul>
Legislative Discussion	K. Stanislaus	<ul style="list-style-type: none"> <li>• Melissa Brown spoke at the last STAC meeting about keeping the state trauma work moving forward and making sure that the Legislators in our region know about the State trauma plan, STAC, RTAC and all of the work we have done in our region.</li> </ul>	<ul style="list-style-type: none"> <li>• Will bring this message to the August meeting to discuss. Bring ideas forward so that we can come up with information to share and the players in our region.</li> </ul>
PI Committee	J.Piper	<ul style="list-style-type: none"> <li>• The PI Committee has requested funds for a new laptop and portable printer.</li> </ul>	<ul style="list-style-type: none"> <li>• It was voted and approved that funds not to exceed \$3000 will be encumbered for the purchases.</li> </ul>
C. Hugo	Triage and Transport Guidelines	<ul style="list-style-type: none"> <li>• The Triage and Transport guidelines were not approved by the FVMCA last month. One of the things that have to be put together is the document for a Level 3 to become a Level 2 trauma center. This will be worked on in the Medical Oversight Committee tonight and should be ready for review and vote in the August meeting.</li> </ul>	

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Agenda for next meeting:	J.Piper	<ol style="list-style-type: none"> <li>1. Voting Guideline Document Vote</li> <li>2. Medical Oversight Committee document: Level 3 to a level 2 criteria. Plan to vote on document</li> <li>3. Review running of meeting</li> <li>4. Legislative Discussion</li> </ol>	
Next Steps		<ul style="list-style-type: none"> <li>• <b>The next meeting is planned for Wednesday, August 11, 2004 at 5pm at Mercy Medical Center in Oshkosh.</b></li> </ul>	
Adjournment			