

# 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: March 10, 2004

TIME: 5:00 pm

PLACE: St. Elizabeth's Hospital  
Appleton

PRESIDING: Jim Piper

RECORDER: K. Stanislaus

NEXT MEETING: **April 14, 2004**  
**Aurora Medical Center, Oshkosh**  
**5:00 pm**

Present:

**EC Members:** James Austad, Bill Brown, Ray Georgen, Chris Hugo, Jim Piper, Dotty Rippl, Judy Smolarek, Kelly Stanislaus, Diane Tyler, Ann Younger-Crandall

Other: Jeff Grimm, Brian Miller, Ron Molony, Bob Nack Theresa Pichelmeyer, Steve Stroman, John Walsh, , Mary Zimmerman

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>
Goals for 3004	J.Piper	<ul style="list-style-type: none"> <li>• Reviewed the goals for 2004:               <ol style="list-style-type: none"> <li>1. EMS Assessment</li> <li>2. Triage and Transport Guidelines</li> <li>3. Education to public, policy holders/makers, and EMS about triage and transport guidelines and State Trauma Plan (by December 2004)</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Goals approved as written</li> </ul>

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Finalize secretary position	J.Piper	<ul style="list-style-type: none"> <li>There have been no candidates for the secretary position to date. Bill Brown, Doty Rippl, and Kelly Stanislaus will check with some potential leads.</li> </ul>	<ul style="list-style-type: none"> <li>Contact Jim Piper if interested in this role. Bill Brown offered to set up and help with interviews</li> </ul>
Ballot Template	J. Piper	<ul style="list-style-type: none"> <li>Ballot template reviewed. Changes: <ol style="list-style-type: none"> <li>Remove Jim' name and just add Chairperson for the RTAC</li> <li>Add absentee</li> <li>Need to have a procedure written for voting.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Bring ballot template and procedure to next meeting to review/approve.</li> </ul>
Peds/ Specialty Committee	J. Piper	<ul style="list-style-type: none"> <li>Peds/ Specialty committee has requested to disband and split the members up to other committees. Ad Hoc committees can be developed for peds/specialty concerns as issues or needs arise.</li> </ul>	<ul style="list-style-type: none"> <li>Discussion ensued and felt that burns should not get lost in the shuffle. It was approved that the peds/ Specialty committee be disbanded and re- enacted when the state trauma plan moved forward. Pediatric and burn issues will move to the Medical Oversight Committee for now. Executive Council members moving to the other committees will be discussed at a later time.</li> </ul>
Budget items	J. Piper	<ul style="list-style-type: none"> <li>We will retain the funds for the Specialty Committee, \$200.00 for later use.</li> </ul>	
Treasurer Report	C. Hugo	<ul style="list-style-type: none"> <li>\$10,685.00 left in budget</li> </ul>	
Triage and Transfer guidelines	J. Piper	<ul style="list-style-type: none"> <li>Presentation of guidelines and major trauma definition from Chris Hugo.</li> </ul>	<ul style="list-style-type: none"> <li>Discussion ensued. Mark Kehrberg document brought forward and reviewed. Motion made to hold vote until June. Motion not passed. Second motion to approve guidelines as is with exception that another hospital can accept trauma patients if they have been through ACS consultation visit for determination of appropriate resources. The Executive Council to determine appropriate ACS deficiencies for a hospital.</li> </ul>

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Agenda for next meeting:	J.Piper	<ol style="list-style-type: none"> <li>1. Finalize Secretary</li> <li>2. Ballot template</li> <li>3. Ballot Template for future</li> <li>4. Review Disbursement of Committee members to other committees</li> </ol>	Wording to guidelines will change to add ... or RTAC approved Trauma center. Motion passed
Next Steps		<ul style="list-style-type: none"> <li>• <b>The next meeting is planned for Wednesday, April 1, 2004 at 5pm at Aurora Medical Center in Oshkosh</b></li> </ul>	
Adjournment			