

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 Executive Council

(RTAC) meeting

DATE: November 08, 2006

TIME: 5:30 pm

PLACE: Liberty Hall

Kimberly

PRESIDING Dawn Shuman

RECORDER R. Nack

NEXT MEETING: **February 14, 2007**

Liberty Hall, Kimberly

Present:

EC Members: James Austad, Dan Fifield, Michael Foley, Nettie Jenkins, Kelly Jung, Mark Kehrberg, Tim Rosin, Dave Schultz, Dawn Shuman, David Sickels, John Walsh, Ann Younger-Crandall

Absent: Judy Smolarek

Other: Suzy Arter, Jeff Burkett, Mark Busse, Mary Dusso, Mark Evers, Jeff Grimm, Val Heise, Lora Huelster, Paul Karp, Steve Krantz, Ron Molony, Robert Nack, Marianne Peck, Paul Roberts, Joanne Schilcher, Kelly Schmude, Craig Schneider, Krystal Schneider, Nick Schultz, Mark Sinotte, Nancy Wilson

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	Dawn Shuman	Twelve Executive Board members present.	<ul style="list-style-type: none"> Meeting called to order
Approval of October Minutes and November agenda	Dawn Shuman		<ul style="list-style-type: none"> Motion by Nettie Jenkins, second by John Walsh.
Treasures Report	Dotty Rippl	No report	Last month balance \$31,746.86
Committee Reports			
Injury Prevention		<ul style="list-style-type: none"> They are looking at distributing the remaining 	

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Performance Improvement	Suzy Arter	<p>bike helmets in Spring.</p> <ul style="list-style-type: none"> • They are waiting for the PI template from the State and discussed confidentiality. 	
Medical Oversight	Nettie Jenkins	<ul style="list-style-type: none"> • Letter offering training on Triage and Transport Guidelines, START and Scene Management was sent to the First Responder and EMT services. There have been no replies to the letter. • Hospital representatives will meet Nov. 14th. To discuss pre review questions for hospital designation site visits. They will also determine when in Dec. to do a mock site review visit. • Working on standardizing a First Responder Run Report. NEWRTAC would also like to work with us to have 2 regions with the same report. 	<ul style="list-style-type: none"> • Attached is Medical Oversight meeting minutes.
Public Health		<ul style="list-style-type: none"> • No one at meeting to give report 	
HRSA		<ul style="list-style-type: none"> • No one at meeting to give a report. 	
STAC	Jeff Grimm	<ul style="list-style-type: none"> • STAC hasn't met since Oct., so no new information to report. • Next year STAC Meetings are: February 6&7, 2007 April 3&4, 2007 June 5&6, 2007 August 7&8, 2007 October 9&10, 2007 December 4&5, 2007 	<ul style="list-style-type: none"> • STAC Oct. Meeting Minutes attached.
RTAC Coordinator	Bob Nack	<ul style="list-style-type: none"> • Services receiving HRSA Checks: • Collins First Responders • HRSA is offering reimbursement for First Responder and EMS services to send 2 people to Pediatric Education for Pre-hospital Professionals. At the service these people would be considered Pediatric Champions. There is a one day BLS course and a two day ALS Course. The person would be paid an honorarium \$160.00 for one day and \$320.00 for two days. 	<ul style="list-style-type: none"> • See attached Coordinator Report 10-06

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Registry Training	Kelly Jung	<ul style="list-style-type: none"> • They have discussed Inclusion Criteria, upcoming training, and report writing. • Initial reports will be looking at demographics and completeness. • Milwaukee area has approached our group to hold a joint training session possibly in the Fondulac area. 	
2007 Objectives	Dawn Shuman	<ul style="list-style-type: none"> • Objective #1 is assigned to the Medical Oversight Committee. • Objective #2 is assigned to Performance Improvement Committee. • Objective #3, there is a PRQ meeting scheduled for 11/14/06 at Berlin Hospital. At that meeting it will be decided when and where to have a mock site review and that will be scheduled in December. 	
HRSA Objective	Bob Nack	<ul style="list-style-type: none"> • Pediatric Emergency Preparedness Program (PEPP) is a HRSA Objective to put at least 1 Pediatric Champion in each EMS service. HRSA will fund tuition and handouts for the class. HRSA will reimburse up to 2 people at each service. If a person attends a BLS 8 hour course they will be reimbursed \$160.00 for their time. If a person attends an ALS 16 hour course they will be reimbursed \$320.00 for their time. If a service chooses not to participate they will be asked to sign a Letter of Declination. 	<ul style="list-style-type: none"> • Motion by Ann Younger-Crandall 2nd. by Dan Fifield to have the RTAC participate in the PEPP program. Motion carried.
Bylaws	Dawn Shuman	<ul style="list-style-type: none"> • Motion was made to change the bylaws to read: RTAC participants are allowed to vote if they meet the attendance requirement of being present at three (3) meetings in the previous 12 months. 	<ul style="list-style-type: none"> • Motion carried.
TOPIC Course	Kelly Jung	<ul style="list-style-type: none"> • TOPIC stands for Trauma Outcome Performance Improvement Course. Kelly is working on having a TOPIC course in WI. In 2007 Site Visits will focus on Level III & IV Hospitals. 	<ul style="list-style-type: none"> • Level III & IV Hospitals should have priority at attending the TOPIC Course.
State Trauma Website Funding	Dawn Shuman	<ul style="list-style-type: none"> • Motion was made by John Walsh 2nd by Dan Fifield to pay \$500.00 to fund State Trauma Website. 	<ul style="list-style-type: none"> • Motion carried.

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Election	Dawn Shuman	<ul style="list-style-type: none"> • Two resumes were received for the Prehospital Provider Position so election was held. • Dan Fifield explained some miscommunication of sending his resume for the Emergency Dept. Physician, 	<ul style="list-style-type: none"> • Paul Roberts was elected to the Prehospital Provider position. • Motion was made to accept Dan Fifield as Emergency Dept. Physician. Motion carried.
Hospital Attendance	Dawn Shuman	<ul style="list-style-type: none"> • Mike Foley will prepare a letter to go to Hospitals informing them of their required attendance at the RTAC Meetings. 	<ul style="list-style-type: none"> • The letter will be sent to the Executive Council to review before sending to the RTAC Hospitals.
Hospital Destination Guidelines	Dawn Shuman	<ul style="list-style-type: none"> • Lengthy discussion about changing the Hospital Destination Guidelines. Motion was made to remove Note 1 and to make Note 2 Note 1. 	<ul style="list-style-type: none"> • Motion carried.
Next Meeting Agenda Items and Date		<ul style="list-style-type: none"> • The next meeting is planned for Wednesday, February 14, 2007 at Liberty Hall in Kimberly. • 2007 RTAC Meeting dates, February 14, 2007 April 11, 2007 June 13, 2007 August 08, 2007 October 10, 2007 December 12, 2007 Election only 	
Adjournment			<ul style="list-style-type: none"> • Meeting adjourned