

# FOX VALLEY REGIONAL TRAUMA EXECUTIVE COUNCIL

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	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: February 14, 2007

TIME: 5:30 pm

PLACE: Liberty Hall  
Kimberly

PRESIDING Jim Austad

RECORDER R. Nack

NEXT MEETING: **April 11, 2007**  
Liberty Hall, Kimberly

**Present:**

EC Members: James Austad, Dan Fifield, Michael Foley, Nettie Jenkins, Kelly Jung, Tim Rosin, Dawn Shuman, Judy Smolarek, John Walsh, Ann Younger-Crandall

**Absent:** Dave Schultz, David Sickels, Paul Roberts

**Other:** Suzy Arter, Jeff Burkett, Becky Christensen, Mary Dusso, Mark Evers, Jeff Grimm, Val Heise, Paul Karp, Jason Krueger, Diane Light, Robert Nack, Dotty Rippl, Kelly Schmude, Craig Schneider, Krystal Schneider, Nick Schultz, Mark Sinotte, Joel Strahota, Nancy Wilson, Debbie Vande Hey, Ann Trombley, Julie Lededhaus, Linda Schwister, Jim Bradley, Alex Hennek

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	Jim Austad	Ten Executive Board members present.	<ul style="list-style-type: none"> <li>• Meeting called to order</li> </ul>
Approval of November, 06 Minutes and February, 07 agenda	Jim Austad		<ul style="list-style-type: none"> <li>• Motion by Nettie Jenkins, second by John Walsh to accept the minutes and agenda. Motion carried.</li> </ul>
Treasures Report	Dotty Rippl	February 08, 07 Balance \$20,186.62	Motion by John Walsh, 2 <sup>nd</sup> by Dan Fifield to accept the treasurer's report. Motion carried
Committee Reports			

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Injury Prevention		<ul style="list-style-type: none"> <li>They didn't meet at November meeting because Executive Council meeting took all the time.</li> </ul>	<ul style="list-style-type: none"> <li>No report</li> </ul>
Performance Improvement	Suzy Arter	<ul style="list-style-type: none"> <li>They didn't meet at November meeting.</li> </ul>	<ul style="list-style-type: none"> <li>No report</li> </ul>
Medical Oversight	Nettie Jenkins	<ul style="list-style-type: none"> <li>They didn't meet at the November meeting.</li> </ul>	<ul style="list-style-type: none"> <li>No report</li> </ul>
Public Health	Judy Smolarek	<ul style="list-style-type: none"> <li>Judy reported that Julie Lederhaus is the new Consortia Coordinator, she replaces Eric Ostermann.</li> <li>Julie reported that the Consortia is working on objectives and training. They are working on Pandemic Influenza Preparedness and will have training and exercises in the future.</li> </ul>	
HRSA		<ul style="list-style-type: none"> <li>No one at meeting to give a report.</li> </ul>	<ul style="list-style-type: none"> <li>HRSA report attached.</li> </ul>
STAC	Jeff Grimm	<ul style="list-style-type: none"> <li>STAC has a new member, Dr. Carpenter. He is an ER Dr. at Marshfield Clinic in Park Falls.</li> <li>Up coming STAC Meetings are: April 3&amp;4, 2007 June 5&amp;6, 2007 August 7&amp;8, 2007 October 9&amp;10, 2007 December 4&amp;5, 2007</li> </ul>	<ul style="list-style-type: none"> <li>STAC Feb. Meeting Minutes attached.</li> </ul>
RTAC Coordinator	Bob Nack	<ul style="list-style-type: none"> <li>Services receiving HRSA Checks: Collins First Responders \$100.00 Freedom First Responders \$100.00 Grand Chute Fire Dept. \$100.00 Weyauwega Ambulance Service \$1400.00</li> <li>HRSA is offering reimbursement for First Responder and EMS services to send 2 people to Pediatric Emergency Preparedness Program (PEPP). 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.</li> </ul>	<ul style="list-style-type: none"> <li>These checks were delivered to these services before the end of 2006 to clear the books of all outstanding checks.</li> <li>The next PEPP course offered in our RTAC is March 9, 06.</li> <li>See attached Coordinator Report 02-07.</li> </ul>
Registry Training	Kelly Jung	<ul style="list-style-type: none"> <li>Feb. 13<sup>th</sup> FVRTAC held a Registry workshop for all the FVRTAC hospitals. The workshop was presented by Debbi Peters the State</li> </ul>	

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2007 Objectives	Bob Nack	<p>Registrar. The class was well received and there was a lot input from the participants. Initial reports will be looking at demographics and completeness.</p> <ul style="list-style-type: none"> <li>• Sometime in April looking at holding another workshop which will deal with coding and how to use the Registry information.</li> <li>• Objective #1 is a written Regional Trauma Plan. This objective is due July 31, 2007</li> <li>• Objective #2 is for Level III &amp; IV hospitals to demonstrate an understanding of the State Trauma Registry. This is due July/31/07.</li> <li>• Objective #3 is preparing the hospitals for their upcoming Site Reviews. This is due 1/31/07.</li> </ul>	<ul style="list-style-type: none"> <li>• This objective was assigned to the Medical Oversight Committee. Nettie Jenkins and Bob Nack have met and started initial work on this objective.</li> <li>• This objective was assigned to Performance Improvement Committee. They had 1 workshop 2/13/07 and plan a 2<sup>nd</sup> meeting in April.</li> <li>• There was a PRQ meeting 11/14/06 at Berlin Hospital. On 12/20/06 there was a Mock Site review at Appleton Medical Center for all the RTAC hospitals to experience what a site review will be like. This objective has been completed.</li> </ul>
HRSA Objective	Bob Nack	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Jim Austad mentioned that PEPP is a very good program that it deals with development of the pediatric patient and that also the medications that a service uses can be implemented in the presentation.</li> </ul>	<ul style="list-style-type: none"> <li>• 13 students did attend a PEPP course in Dec. There were 2 courses scheduled in Jan., 07 that were cancelled due to low registration. There is a class scheduled for 3/9/07 at FVTC. Please contact FVTC to register. I encourage ever service to take advantage of this great opportunity to take this PEPP course.</li> </ul>
TOPIC Course	Kelly Jung	<ul style="list-style-type: none"> <li>• TOPIC stands for Trauma Outcome Performance Improvement Course. There was a TOPIC Course held 2/9/07 in Madison. 101 people attended the course. It was very informative for all participants.</li> </ul>	<ul style="list-style-type: none"> <li>• The TOPIC Course was a success and everyone ended up with a todo list of PI information to take back to</li> </ul>

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Hospital Attendance	Bob Nack	<ul style="list-style-type: none"> <li>It is a State requirement that all hospitals have someone that attends 80% of all RTAC meetings. The person that attends the meeting must be able to take the information back to the hospital and disseminate the information to the staff.</li> </ul>	<p>their facility.</p> <ul style="list-style-type: none"> <li>Marianne requires me to give hospital attendance information to her for the Site Reviews.</li> </ul>
Vice Chair & Open Position	Jim Austad	<ul style="list-style-type: none"> <li>Judy Smolarek said she would stay on the Executive Council as the Public Health/Injury Prevention representative.</li> <li>Tim Rosin was nominated as the Vice Chair of the Executive Council..</li> </ul>	<ul style="list-style-type: none"> <li>Motion by Dawn Shuman, 2<sup>nd</sup> by Nettie Jenkins, unanimous vote.</li> <li>Motion by Dawn Shuman, 2<sup>nd</sup> by Jim Austad, unanimous vote.</li> </ul>
Pediatric Representative	Jim Austad	<ul style="list-style-type: none"> <li>At the Nov. election no one came forward to fill the Pediatric Representative position. So there was discussion on how to find someone to fill the vacant position on the Executive Council.</li> </ul>	<ul style="list-style-type: none"> <li>Mike Foley volunteered to write a letter requesting anyone interested in filling the Pediatric Representative position. The letter will be sent to institutions that have Pediatricians.</li> </ul>
Executive Council Hospital Affiliation	Jim Austad	<ul style="list-style-type: none"> <li>With Mark Kehrberg leaving the Executive Council that puts all hospital representatives within the bylaw guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>No action required.</li> </ul>
Next Meeting Agenda Items and Date		<ul style="list-style-type: none"> <li>The next meeting is planned for Wednesday, April 11, 2007 at Liberty Hall in Kimberly.</li> <li>2007 RTAC Meeting dates, April 11, 2007 June 13, 2007 August 08, 2007 October 10, 2007 December 12, 2007 Election only</li> </ul>	
Adjournment			<ul style="list-style-type: none"> <li>Meeting adjourned</li> </ul>