

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: June 13, 2007

TIME: 5:30 pm

PLACE: Liberty Hall

Kimberly

PRESIDING Jim Austad

RECORDER R. Nack

NEXT MEETING: **August 08, 2007**
Liberty Hall, Kimberly

Present:

EC Members: James Austad, Dan Fifield, Michael Foley, Nettie Jenkins, Kelly Jung, Paul Roberts, Tim Rosin, Dave Schultz, Dawn Shuman, David Sickels, Judy Smolarek, John Walsh,

Absent: Pediatric Representative

Other: Suzy Arter, Mary Dusso, Mark Evers, Jeff Grimm, Paul Karp, Jason Krueger, Robert Nack, Marianne Peck, Linda Schwister, Craig Schneider, Krystal Schneider, Mark Sinotte, Debbie Vande Hey, Ann Younger-Crandall, Terry Timmerman, Susan Janquart

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	Jim Austad	Twelve Executive Board members present.	<ul style="list-style-type: none"> Meeting called to order
Approval of February, 07 Minutes and June, 07 agenda	Jim Austad		<ul style="list-style-type: none"> Motion by Nettie Jenkins, second by John Walsh to accept the minutes and agenda. Motion carried.
Injury Prevention Program	Jim Austad	Jim Austad asked to move the Injury Prevention ahead on the agenda because he brought John Holland from Oshkosh Fire Dept. and Steve Sagmister from Oshkosh Police Dept. to give a Powerpoint presentation about Safety City.	<ul style="list-style-type: none"> Safety City is a program put on in Oshkosh for children ages 4-7. A is a child size city designed to provide a complete hands-on safety education for children.
Treasures Report	Kelly Jung	Remaining outstanding funds \$23,159.00 are available till 6/30/07.	<ul style="list-style-type: none"> Funds to be distributed to hospitals and EMS services with

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Committee Reports Injury Prevention	Judy Smolarek	<ul style="list-style-type: none"> • They gave 28 bike helmets to every agency that belongs to the Public Health Consortia. 	<p>in FVRTAC.</p> <ul style="list-style-type: none"> • Agencies receiving the bike helmets are: Waushara , Waupaca, Green Lake, Winnebago, Outagamie, and Calumet County, City of Appleton, Oshkosh, Neenah, Menasha Public Health Departments.
Performance Improvement	Suzy Arter	<ul style="list-style-type: none"> • They will be using the State template for Performance Improvement. Request for \$500.00 to buy a printer. • Pay someone to collect the required data for the State. It was discussed to pay Suzy Arter \$25.00/hour for 15 hours/month. 	<ul style="list-style-type: none"> • Dawn Shuman made a motion and seconded by Jim Austad to approve spending \$500.00 to buy a printer. Motion passed unanimously. • Motion was made by Tim Rosin ,second by Dan Fidfield to pay Suzy Arter \$2500.00 for 6 months to collect the PI data from the RTAC Hospitals. She should report back monthly of her progress and time.
Medical Oversight	Nettie Jenkins	<ul style="list-style-type: none"> • Have come up with a standardized EMS patient form. • Discussion on how to disseminate the remaining \$23,000.00 of this year RTAC funds. 	<ul style="list-style-type: none"> • Jim Austad made a motion and second by Nettie Jenkins to give \$600.00 to the EMS Services and Hospitals within FVRTAC. These funds to be used for trauma system development within each agency. Checks will be given out at RTAC meetings with a report as to what the agency is using the funds for. Motion passed unanimously.
Public Health	Mike Foley	<ul style="list-style-type: none"> • Read a thank you letter from Riverside Medical Center. They received 120 bike helmets from the Injury Prevention Committee of the FVRTAC. They distributed the helmets on April 26, 2007 at the Waupaca Learning Center. 	<ul style="list-style-type: none"> • Letter filed in binder.
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 June Meeting Minutes attached.

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RTAC Coordinator	Bob Nack	<ul style="list-style-type: none"> • 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. The deadline for taking the PEPP course is 12/31/07. • Objective 1 the Regional Trauma Plan is complete and was submitted. Objective 2 the Trauma Registry workshop have been completed and the report needs to be completed and submitted to the State. Objective 3 the Site Designation workshops have been completed and the report was submitted to the State. • There are 3 objectives for next year. Objective 1 regarding holding a Trauma Coding workshop. Objective 2 refers to Data collection report due at STAC Feb. 08 meeting. Objective 3 is continuation of our Regional Trauma Plan. 	<ul style="list-style-type: none"> • We will be trying to organize a PEPP class in our area. • These 2008 objectives will be published electronically when they are available.
Registry Training	Suzy Arter	<ul style="list-style-type: none"> • Report was given during RTAC Coordinator report. 	
Fox Valley Regional Trauma Plan	Nettie Jenkins	<ul style="list-style-type: none"> • Plan was prepared and ready for approval. 	<ul style="list-style-type: none"> • Motion by Jim Austad second by Dawn Shuman to approve Regional Trauma Plan. Motion passed unanimously.
Pediatric Representative	Jim Austad	<ul style="list-style-type: none"> • Discussion for members to encourage anyone interested in being a Pediatric Representative on the Executive Council. Submit a Letter of Intent and resume to RTAC Coordinator Bob Nack rfnack@yahoo.com or to Jim Austad. 	
Fox Valley Medical Control Council Representative	Jim Austad	<ul style="list-style-type: none"> • Fox Valley Medical Control Council doesn't have a Medical Director. So this position should be taken off the Executive Council. 	<ul style="list-style-type: none"> • Motion by Dan Fifield second by Dawn Shuman to put on next agenda Bylaws Revision. Motion passed unanimously.
Fox Valley RTAC Letterhead	Jim Austad	<ul style="list-style-type: none"> • To see if anyone could create a letterhead and bring it forward to our next meeting. 	
New Business	Kelly Jung	<ul style="list-style-type: none"> • As hospitals receive their State Designation Letters that they bring forward a copy of the letter and they can be recognized at an RTAC 	<ul style="list-style-type: none"> • Motion by Kelly Jung second by John Walsh to have hospitals bring

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<p>Next Meeting Agenda Items and Date</p>	<p>John Walsh</p> <p>Jim Austad</p> <p>Lora Huelster</p>	<p>meeting.</p> <ul style="list-style-type: none"> • Put on next meeting agenda Executive Council Positions that are up for election in Dec. • April RTAC meeting was cancelled do to weather. Jim apologized to anyone that didn't get the email and drove to the meeting. • Mentioned at STAC meetings in Madison it is quite impressive to see the amount of people attending from the FVRTAC. Jim stated approximately ¼ of the people are from FVRTAC. • Her father is an amateur photographer and at Oct. 10th. meeting he will take a photo of the Executive Council. • The next meeting is planned for Wednesday, August 8, 2007 at Liberty Hall in Kimberly. • State Hospital Designation Letters • Bylaw Revisions • Executive Council Positions Up For Election • 2007 RTAC Meeting dates, August 08, 2007 October 10, 2007 December 12, 2007 Election only 	<p>State Designation Letter to RTAC to be read and acknowledged. Motion passed unanimously.</p> <ul style="list-style-type: none"> • In the future if a meeting has to be cancelled to put out an email and post it on the website. <p>This photo will be put on the website.</p> <ul style="list-style-type: none"> • Meeting adjoined
<p>Adjournment</p>			