

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: August 8, 2007

TIME: 5:30 pm

PLACE: Liberty Hall

Kimberly

PRESIDING Jim Austad

RECORDER R. Nack

NEXT MEETING: **October 10, 2007**
Liberty Hall, Kimberly

Present:

EC Members: James Austad, Dan Fifield, Nettie Jenkins, Kelly Jung, Paul Roberts, Dave Schultz, John Walsh,

Absent: Mike Foley, Tim Rosin, Dawn Shuman, David Sickels, Judy Smolarek,

Other: Suzy Arter, Jeff Burkett, Mary Dusso, Dee Evans, Mark Evers, Jeff Grimm, Valerie Heise, Lora Huelster, Paul Karp, Jason Krueger, Robert Nack, Dotty Rippl, Kelly Schmude, Craig Schneider, Krystal Schneider, Mark Sinotte, Joel Strahota, Terry Timmerman, Debbie Vande Hey, Angela Westergard

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION								
Call to order	Jim Austad	Seven Executive Board members present.	<ul style="list-style-type: none"> Meeting called to order. We didn't have a quorum so nothing could be voted on. 								
Approval of June 13 th , 07 Minutes and August 8, 07 agenda	Jim Austad		<ul style="list-style-type: none"> Minutes couldn't be voted on because there wasn't a quorum. 								
Treasures Report	Dotty Rippl	<ul style="list-style-type: none"> Dotty gave report: <table border="0" style="margin-left: 20px;"> <tr> <td>June starting balance</td> <td style="text-align: right;">\$11,346.23</td> </tr> <tr> <td>June end of month balance</td> <td style="text-align: right;">\$5,746.38</td> </tr> <tr> <td>July end of month balance</td> <td style="text-align: right;">\$3,246.38</td> </tr> <tr> <td>August 8th balance</td> <td style="text-align: right;">\$ 746.38</td> </tr> </table> Kelly Jung said she submitted a request for past funds from the State of \$23,159.00 and 	June starting balance	\$11,346.23	June end of month balance	\$5,746.38	July end of month balance	\$3,246.38	August 8 th balance	\$ 746.38	<ul style="list-style-type: none"> No action taken no quorum.
June starting balance	\$11,346.23										
June end of month balance	\$5,746.38										
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August 8 th balance	\$ 746.38										

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<p>Committee Reports</p> <p>Injury Prevention</p> <p>Performance Improvement</p> <p>Medical Oversight</p> <p>Public Health</p> <p>HRSA</p>	<p>Suzy Arter</p> <p>Nettie Jenkins</p> <p>Bob Nack</p>	<p>they should be coming any day now.</p> <ul style="list-style-type: none"> • Suzy Arter made a request to buy a new laptop costing up to \$2,000.00 to do the Registry work. The old computer is approximately 5-6 years old and doesn't work properly. • Lengthy discussion on how to disburse funds to hospitals and ambulance services within FVRTAC. <p>• They started July 1st. doing data collection using the State template for Performance Improvement.</p> <ul style="list-style-type: none"> • Have submitted the Regional Trauma Plan to the State which was a deliverable. • Working on a standardized First Responder Run Report. • The EMS Field Work Sheet was approved by the State EMS Board. • STAC is looking at revising The Triage and Transport Protocols according to the new ACS Green Book. • Working on updating the FVRTAC EMS Service Listing and Service Directors. <p>• No Report</p> <ul style="list-style-type: none"> • Tracey Froiland has resigned as the HRSA Coordinator. Greg Gibbons is going to take 	<ul style="list-style-type: none"> • Nettie will create an application for hospitals and ambulance services within FVRTAC to complete, to receive a \$600. disbursement. Bob Nack will send out the email application to agencies within FVRTAC to reply back that they want the funds. Applications must be returned prior to Oct. 10th meeting. • No Report

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STAC	Jeff Grimm	<p>over as the new HRSA Coordinator.</p> <ul style="list-style-type: none"> • They are working on just finishing up paperwork from existing programs. • There was no STAC Meeting in August due to the position vacancy of the Coordinator. 	
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 was completed and submitted. Objective 2, the Trauma Registry Workshop Report was completed and submitted to the State. Objective 3, the Site Designation Workshops had been completed and the report was submitted to the State. • There are 3 objectives for next year. Objective 1 is regarding holding a Trauma Coding workshop. With tentative dates of 11/08/07 in Madison and 11/14/07 in Wausau. Objective 2 refers to Data collection report due to STAC by the Feb. 08 meeting. Objective 3 is continuation of our Regional Trauma Plan. • RTAC Coordinator contract. • By 1/1/08 all ambulance services are supposed to be entering ambulance reports on WARDS. 	<ul style="list-style-type: none"> • We will be trying to organize a PEPP class in our area. • These 2007 – 2008 objectives will be published electronically when they are available. • Executive Council will hold a second Executive Council Meeting after the initial meeting on Oct. 10th to discuss RTAC Coordinator contract.
Registry Update	Suzy Arter	<ul style="list-style-type: none"> • She is working on gathering data. • There is coming a coding upgrade to AIS which is completely different and easier. This information will be at the upcoming Coding Workshops in Madison 11/08/07 and Wausau 11/14/07. 	
Bylaw Revision		<ul style="list-style-type: none"> • Bring up at next meeting. 	<ul style="list-style-type: none"> • No quorum no action could be taken.

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State Hospital Designation Letters	Jim Austad	<ul style="list-style-type: none"> St. Elizabeth had a Site Review on 5/02 and has been approved as a Level III Trauma Center. No one brought a State Designation letter to read. Hopefully someone will bring one to our next meeting. 	
Executive Council Positions Up For Election.	Jim Austad	<ul style="list-style-type: none"> Executive Council positions up for election on Dec. 12th. are, Trauma Coordinator, Prehospital Provider, Hospital Administrator, 2 Member at Large positions. Discussion for members to encourage anyone interested in being on the Executive Council to submit a Letter of Intent and resume to RTAC Coordinator Bob Nack rfnack@yahoo.com or to Jim Austad. 	<ul style="list-style-type: none"> Post the open positions on the website.
Fox Valley RTAC Letterhead	Jim Austad	<ul style="list-style-type: none"> Eight different Letterhead samples were passed around to review. It was mentioned that a logo had been put on the bicycle helmets. Discussion followed to keep it simple because of the annual election and possibility of changing Executive Council members. 	<ul style="list-style-type: none"> No action taken due to no quorum.
New Business	<p>Bob Nack</p> <p>Kelly Jung</p> <p>Nettie Jenkins</p>	<ul style="list-style-type: none"> Just a reminder that at the October 10th. FVRTAC Meeting there will be a photographer to take a picture of the Executive Council. There will be a going away party for Marianne Peck in Madison on Oct. 9th. Ambulance Medical Director course is available on line at DHFS. 	<ul style="list-style-type: none"> This photo will be put on the website.
Next Meeting Agenda Items and Date		<ul style="list-style-type: none"> The next meeting is planned for Wednesday, October 10, 2007 at Liberty Hall in Kimberly. Funding from RTAC for Registry Workshops. 2007 RTAC Meeting dates, October 10, 2007 December 12, 2007 Election only 	
Adjournment			<ul style="list-style-type: none"> Meeting adjourned