

# 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: October 10, 2007

TIME: 5:30 pm

PLACE: Liberty Hall

Kimberly

PRESIDING Jim Austad

RECORDER R. Nack

NEXT MEETING: **December 12, 2007**  
Liberty Hall, Kimberly

**Present:**

EC Members: James Austad, Dan Fifield, Nettie Jenkins, Kelly Jung, Paul Roberts, Dave Schultz, Dawn Shuman, David Sickels, Judy Smolarek,

**Absent:** Mike Foley, Tim Rosin, John Walsh

**Other:** Suzy Arter, Jeff Burkett, Dee Evans, Mark Evers, Jeff Grimm, Lora Huelster, Susan Janquart, Paul Karp, Diane Light, Robert Nack, Dotty Rippl, Kelly Schmude, Linda Schwister, Craig Schneider, Krystal Schneider, Nick Schultz, Mark Sinotte, Terry Timmerman, Debbie Vande Hey, Linda Weiss, Ann Younger-Crandall

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	Jim Austad	Nine Executive Board members present.	<ul style="list-style-type: none"> <li>• A quorum was present.</li> </ul>
Approval of June 13 <sup>th</sup> , 07 Minutes and August 8, 07 agenda	Jim Austad	<ul style="list-style-type: none"> <li>• June Meeting Minutes are being approved because there wasn't a quorum at the August Meeting to take action.</li> <li>• August Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>• June Meeting Minutes approved 1<sup>st</sup>. by Dawn Shuman, 2<sup>nd</sup>. by Dan Fifield.</li> <li>• August Meeting Minutes approved 1<sup>st</sup>. by Paul Roberts, 2<sup>nd</sup> by Kelly Jung.</li> </ul>
Treasures Report	Dotty Rippl	<ul style="list-style-type: none"> <li>• Dotty received 3 checks from DHFS: 09/05/07 check amount \$ 7,673.00 09/12/07 check amount \$ 14,827.00 10/10/07 check amount \$ 12,500.00 these were the remaining funds from June, 07.</li> </ul>	<ul style="list-style-type: none"> <li>• Balance as of 10/10/07 \$ 30,190.32</li> </ul>

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	Kelly Jung	<ul style="list-style-type: none"> <li>Dotty requested to buy stamps for \$9.11.</li> </ul>	<ul style="list-style-type: none"> <li>Approved Motion by Dawn Shuman, 2<sup>nd</sup> by Nettie Jenkins to purchase stamps.</li> </ul>
	Suzy Arter	<ul style="list-style-type: none"> <li>Kelly Jung will submit request to the State for Aug., Sept. and Oct. 2007 funds.</li> </ul>	
	Suzy Arter	<ul style="list-style-type: none"> <li>Suzy Arter made a request to buy a new laptop computer 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.</li> </ul>	<ul style="list-style-type: none"> <li>Motion by Jim Austad 2<sup>nd</sup>. by Dawn Shuman to purchase a laptop not to exceed spending \$2,000.00.</li> </ul>
	Jim Austad	<ul style="list-style-type: none"> <li>Twelve Hospitals and 26 EMS transport services have applied for and will receive \$600.00 from RTAC funds. That will equal \$22,800. These funds are to be used for trauma related initiatives.</li> <li>There will be a Registry Workshop on 11/08 in Madison and 11/14 in Wausau. The Workshops are for hospital registry people and will be regarding a new coding system. It is important for all hospitals to have someone attend. There is a request to all the RTAC to contribute \$300.00 to fund the food at the workshops.</li> </ul>	<ul style="list-style-type: none"> <li>These agencies will need someone to attend the Dec. 12<sup>th</sup>. 2007 FVRTAC meeting to receive their check.</li> <li>A motion was made by Dawn Shuman and approved for the FVRTAC to contribute \$300.00 to the Registry Workshops.</li> </ul>
Committee Reports			
Injury Prevention		<ul style="list-style-type: none"> <li>They haven't met.</li> </ul>	<ul style="list-style-type: none"> <li>No Report</li> </ul>
Performance Improvement	Suzy Arter	<ul style="list-style-type: none"> <li>PI will be reviewing records using the 6 designated auto filters starting with records from Oct. 1<sup>st</sup>. 2007.</li> </ul>	
Medical Oversight	Nettie Jenkins	<ul style="list-style-type: none"> <li>Updated the list of EMS Services and Service Directors within FVRTAC.</li> <li>Working on minimum criteria for a standardized First Responder Run Report.</li> <li>Distributed 2006 version of Fox Valley Regional Hospital Mutual Aid Plan for Disasters and Evacuation.</li> <li>STAC is looking at revising The Triage and Transport Protocols according to the new ACS Green Book.</li> </ul>	<ul style="list-style-type: none"> <li>See attached meeting minutes.</li> </ul>

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Public Health	Judy Smolarek	<ul style="list-style-type: none"> <li>• Fox Valley Consortia hold monthly meetings. They presently have 2 Health Educators. In 2008 if have appropriate funding would be looking at hiring a Coordinator.</li> <li>• They have been working on Pandemic Flu objectives which are due 9/01 -10/30/07.</li> <li>• Preparedness Objectives are due by 12/31/07.</li> <li>• Working on NIMS compliant requirement.</li> </ul>	
HRSA			<ul style="list-style-type: none"> <li>• HRSA Report attached.</li> </ul>
STAC	Jeff Grimm	<ul style="list-style-type: none"> <li>• State Budget is over 3 months overdue. The State Trauma Coordinator position is temporary frozen at this time due to the Budget situation. This position is funded by the DOT. The Dot funds aren't sufficient at this time. So they are reviewing the job description and looking at removing the RN requirement to open the position up to more people. They are requiring some sort of trauma experience.</li> <li>• DHFS presently has 5 positions vacant.</li> <li>• With the present Budget status STAC is looking at some possible cost saving ideas. Such as quarterly meetings and perhaps different meeting locations.</li> </ul>	<ul style="list-style-type: none"> <li>• STAC Report attached.</li> </ul>
RTAC Coordinator	Bob Nack	<ul style="list-style-type: none"> <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. The deadline for taking the PEPP course is 12/31/07.</li> <li>• 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 reporting from 10/1/07 – 12/31/07. This will be due to STAC by the Feb. 08 meeting. Objective 3 is continuation of our Regional Trauma Plan.</li> <li>• The State Trauma Coordinators are creating a "List Server" for questions and answers. They are asking all RTACs to pay \$170. to fund this</li> </ul>	<p>See attached RTAC Coordinator report.</p> <ul style="list-style-type: none"> <li>• These 2007 – 2008 objectives will be published electronically when they are available.</li> <li>• Motion by Dawn Shuman 2<sup>nd</sup>. by Kelly Jung, to pay \$170. to fund</li> </ul>

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Registry Update	Suzy Arter	<p>service.</p> <ul style="list-style-type: none"> <li>• 2 STAC members are resigning. Barb Larson is resigning immediately because she is moving out of WI. Steve Stroman is resigning effective 12/31/07.</li> <li>• All ambulance services are supposed to be doing WARDS by 1/01/08. If you're unable to meet that deadline you should contact Brian Litza in Madison.</li> <li>• Todd Bluhm is the interim State Trauma Coordinator. He is filling in through 2/08 overseeing Hospital Site Reviews.</li> <li>• 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.</li> </ul>	<p>this List Server. Motion approved.</p> <ul style="list-style-type: none"> <li>• Anyone interested in applying for these positions send letter of intent and resume to Helen Pullen.</li> <li>• Brian would like you to give him information when you expect to be using WARDS.</li> </ul>
Executive Council Positions Up For Election.	Jim Austad	<ul style="list-style-type: none"> <li>• Executive Council positions up for election on Dec. 12<sup>th</sup>. 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 <a href="mailto:rfnack@yahoo.com">rfnack@yahoo.com</a> or to Jim Austad.</li> <li>• Linda Schwister is interested in filling the vacant Pediatric Representative position on the Executive Council.</li> </ul>	<ul style="list-style-type: none"> <li>• The letter of intent and resume needs to be sent to Bob Nack no later then 11/27/07.</li> <li>• Motion by Nettie Jenkins, 2<sup>nd</sup>. by Judy Smolarek for Linda Schwister to fill the vacant Pediatric Representative position on the Executive Council. Motion approved.</li> </ul>
Bylaws Revisions	Jim Austad	<ul style="list-style-type: none"> <li>• Discussion of eliminating the Fox Valley Medical Control Authority Physician position from the Executive Council.</li> <li>• Discussion of the number of people needed to have a quorum.</li> <li>• Discussion of Bylaws, article X. "Bylaws Review". The sentence, Changes will require a 2/3 majority (9) vote of the Executive Council. To remove the number (9).</li> </ul>	<ul style="list-style-type: none"> <li>• Motion by Dawn Shuman, 2<sup>nd</sup>. by Dan Fifield to dissolve the Fox Valley Medical Control Authority position from the Executive council. Motion approved.</li> <li>• Motion by Dawn Shuman, 2<sup>nd</sup>. by Judy Smolarek. "A quorum is 2/3 of active filled positions of Executive Council. Motion passed.</li> <li>• Motion by Kelly Jung, 2<sup>nd</sup>. by Paul Roberts to remove the number (9) from that sentence. So it would read. Changes will require a 2/3 majority vote of the Executive</li> </ul>

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			<p>Council. Motion passed</p> <ul style="list-style-type: none"> <li>Motion by Dawn Shuman, 2<sup>nd</sup>. by Kelly Jung to remove the word “November” and replace with “last meeting of the year”. Motion passed.</li> <li>When looking at the STAC schedule for this year. The meetings will be on the same day only once in 2008. So it was decided to keep the RTAC meeting on the 2<sup>nd</sup>. Wed. of the month.</li> </ul>
State Hospital Designation Letters	Jim Austad	<ul style="list-style-type: none"> <li>Discussion of Bylaw article V. Election/Voting guidelines For The FVRTAC to remove the word “November” and replace with “last meeting of the year”.</li> <li>There was discussion on the possibility of changing the RTAC meeting date to the 3<sup>rd</sup> Wed. of the month. This year the STAC meeting and our RTAC meeting fell on the same day twice this year.</li> <li>A letter from DHFS dated 5/29/07 addressed to Frances R. Finley, Administrator at Aurora Medical Center of Oshkosh, Inc. was read. The site review was done on 4/17/07 and the hospital is designated as a Level III Trauma Care Facility.</li> </ul>	<ul style="list-style-type: none"> <li>A copy of the letter will be in the FVRTAC documents.</li> </ul>
Fox Valley RTAC Letterhead	Jim Austad	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Executive Council voted on letterhead number 1.</li> </ul>
Equipment Back Up System	Bob Nack	<ul style="list-style-type: none"> <li>This was requested by John Walsh to be put on the agenda. John wasn’t presented at the meeting to present.</li> </ul>	<ul style="list-style-type: none"> <li>This was tabled till John Walsh can discuss the issue.</li> </ul>
New Business		<ul style="list-style-type: none"> <li>Nothing brought up.</li> </ul>	
RTAC Coordinator Contract Review		<ul style="list-style-type: none"> <li>Went into Closed Session to discuss RTAC Coordinator contract.</li> </ul>	<ul style="list-style-type: none"> <li>Verbal agreement to continue contact with Robert Nack. Agreed to continue to pay wages of \$2500.00 per month. Agreed to pay for hotel expenses when staying in Madison for required meetings. Agreed to pay \$50.00 per deim to RTAC Coordinator for food expenses when at Madison meetings. Agreed to pay RTAC Coordinator mileage for driving to Madison meetings. Mileage pay</li> </ul>

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Next Meeting Agenda Items and Date		<ul style="list-style-type: none"> <li>• The next meeting is planned for Wednesday, December 12, 2007 at Liberty Hall in Kimberly.</li> <li>• 2007 RTAC Meeting dates, December 12, 2007 Election only</li> <li>• Disbursement of funds to Hospitals and EMS transport services.</li> <li>• Election</li> </ul>	will be at 48.5 cents per mile.
Adjournment			<ul style="list-style-type: none"> <li>• Meeting adjourned</li> </ul>