

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: April 09, 2008

TIME: 5:30 pm

PLACE: Liberty Hall

Kimberly

PRESIDING Jim Austad

RECORDER R. Nack

NEXT MEETING: **June 11, 2008**
Liberty Hall, Kimberly

Present:

EC Members: Suzy Arter, James Austad, Michael Foley, Nettie Jenkins, Paul Roberts, Tim Rosin, Dave Schultz, Linda Schwister, Dawn Shuman, David Sickels, Judy Smolarek

Absent: Kelly Jung,

Other: Mark Evers, Jeff Grimm, Valerie Heise, Lora Huelster, Susan Janquart, Dan Lehman, Robert Nack, Darcy Oligney, Dotty Rippl, Kelly Schumde, Nick Schultz, Debbie Vande Hey, Angela Westergard, Ann Younger-Crandall,

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	Jim Austad	Eleven Executive Board members present.	<ul style="list-style-type: none"> A quorum was present.
Approval of December 12 th ., 07 Minutes and April 09, 08 agenda	Jim Austad	<ul style="list-style-type: none"> December 12,07 Minutes and April 09, 08 Agenda 	<ul style="list-style-type: none"> December 12, 07 Meeting Minutes and April Agenda approved 1st. by Suzy Arter, 2nd by David Sickels.
Treasures Report	Dotty Rippl	<ul style="list-style-type: none"> Dotty gave report for Feb., March, and April. Discussion on how to handle checks for services that weren't present at Dec. meeting. Most Services couldn't attend because of EMS duties with their services. All FVRTAC funds must be spent by 06/30/08. Agencies need to email RTAC 	<ul style="list-style-type: none"> Balance as of 04/09/08 \$ 17,512.89 Motion by Dawn Shuman, 2nd. by Judy Smolarek for RTAC Coordinator should mail checks to Services. Passed unanimous. Executive council will have a teleconference on 4/30/08 at

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Committee Reports Injury Prevention	Mike Foley	<p>Coordinator of request for funds by 04/25/08.</p> <ul style="list-style-type: none"> Report of disbursement of bike helmets last year and of inspecting those helmets. 	<p>5:30pm to determine how to spend funds.</p> <ul style="list-style-type: none"> Discussion of further disbursement of bike helmets.
Performance Improvement	Suzy Arter	<ul style="list-style-type: none"> She has been collecting data from the hospitals and has prepared a preliminary report from Oct. – Dec., 2007. Suzy requesting continuation of funds for collecting data. 	<ul style="list-style-type: none"> Suzy distributed and explained the Oct – Dec. 2007 report. All hospitals need to continue to gather the data and submit to Suzy Arter.
Medical Oversight	Nettie Jenkins	<ul style="list-style-type: none"> Updated EMS Service contact information list. Working on First Responder Run Sheet. 	<ul style="list-style-type: none"> Emailed the list to the EMS services. State is working on an official EMS Run Sheet.
Public Health	Judy Smolarek	<ul style="list-style-type: none"> Loren Jones was hired as the temporary Coordinator for the Consortia. Working on exercise with WHEPP regarding Strategic National Stock pile plan. 	
HRSA WI Hospital Emergency Preparedness Plan (WHEPP)	Bob Nack	<ul style="list-style-type: none"> WI Track is for tracking patients and posting alerts and bed counts. Republican Convention will be 9/1-4/08 in Minneapolis and WI Track might be needed. Patient tracking work group are working on a plan to track patients in mass casualty incidents. Patients will receive a grey wristband with a barcode on it with pull off stickers. The stickers can go on personal belongings etc. Hospital Emergency Preparedness Plan is working on Surge Capacity for supplies and linens, etc. in a mass casualty incident. 	<ul style="list-style-type: none"> All hospitals have been asked to identify site administrators by 3/31/08.

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STAC	Jeff Grimm	<ul style="list-style-type: none"> • STAC recommends State Trauma Coordinator position should be an RN with a Masters Degree and back ground in Trauma. Filling this position should be Mission Critical. • Trauma Registrar position is separate from the Trauma Coordinator and this position is Mission Critical as well. • Cecile D' Huyvetter is the new vice chair of STAC. • Suzanne Martens is the interim State Medical Director. 	<ul style="list-style-type: none"> • DOT has funding for \$80,000. for the State Trauma Coordinator position. But the position with these qualifications will require additional funds. So they will have to find additional funding somewhere.
RTAC Coordinator	Bob Nack	<ul style="list-style-type: none"> • Pediatric Emergency Preparedness Program (PEPP) deadline was 12/31/07 and 26 EMS agencies participated. Of those 26 agencies 17 were EMS Transport Services and 9 were First Responder services. • 2007/2008 Objectives: Objective 1 Registry Training and Objective 2 PI Data have been completed. Objective 3 Regional Trauma Plan should be approved at our June 11th. meeting. • 86 EMS Transport Services throughout WI have received Dual Head Radio Grants from WHEPP. • WI EMS week is May 18 -24, 2008. The slogan is "EMS: Your Life is Our Mission". May 21st. is EMS for Children Day. • WI Ambulance Reporting Data System (WARDS) 62% of services are participating. 	<ul style="list-style-type: none"> • 2008/2009 Objectives should be approved at June 4th. STAC Meeting. • See attached RTAC Coordinator Report.
Executive Council Vacancy		<ul style="list-style-type: none"> • With the death of Dr. Dan Fifield in Feb. there is now a vacancy on the Executive Council for the position of Emergency Dept. Physician. Anyone interested in this position please submit a Letter of Intent and a CV to rfnack@yahoo.com 	<ul style="list-style-type: none"> • At our June 11th. FVRTAC Meeting the Executive Council will vote on filling the vacant Emergency Dept. Physician position which the term will go till 12/09.

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New Business	Jim Austad	<ul style="list-style-type: none"> • At next meeting go into closed session to discuss renewal of RTAC Coordinator. • Discussion of how to distribute excess RTAC funds to different projects. • Looking for a new Treasurer and Fiscal Agent. • The next meeting is planned for Wednesday, June 11, 2008 at Liberty Hall in Kimberly. • 2008 RTAC Meeting dates: • June 11, 2008 August 13, 2008 October 8, 2008 December 10, 2008 	<ul style="list-style-type: none"> • Put renewal of RTAC Coordinator contract on next meeting Agenda. • Have people submit request for funds to RTAC Coordinator by 4/25. On 4/30 Executive Council will have a teleconference to discuss and decide the funding of the requests. • Put on June Meeting Agenda that we are looking for a new Treasurer and Fiscal Agent.
Next Meeting Date			
Adjournment			<ul style="list-style-type: none"> • Meeting adjourned