

# 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: June 11, 2008

TIME: 5:30 pm

PLACE: Liberty Hall

Kimberly

PRESIDING Tim Rosin

RECORDER R. Nack

NEXT MEETING: **August 13, 2008**  
Liberty Hall, Kimberly

**Present:**

EC Members: Michael Foley, Nettie Jenkins, Kelly Jung, Tim Rosin, Dave Schultz, Linda Schwister, Judy Smolarek

**Absent:** Suzy Arter, James Austad, Paul Roberts, Dawn Shuman, David Sickels,

**Other:** Kari Austin, Jeff Burkett, Dee Evans, Mark Evers, Valerie Heise, Susan Janquart, Dan Lehman, Robert Nack, Dotty Rippl, Kelly Schmude, Terry Timmerman, Debbie Vande Hey, John Walsh, Linda Weiss, Nancy Wilson, Sharon Sohr

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	Tim Rosin	Seven Executive Board members present.	<ul style="list-style-type: none"> <li>• A quorum was not present.</li> </ul>
Approval of April 09, & 30, 08 Minutes and June 11, 08 agenda	Tim Rosin	<ul style="list-style-type: none"> <li>• April 09 regular meeting Minutes and April 30, 08 Teleconference Minutes and June 11, 08 Agenda</li> </ul>	<ul style="list-style-type: none"> <li>• There was no quorum so couldn't approve Minutes and Agenda.</li> </ul>
Treasurer's Report	Dotty Rippl	<ul style="list-style-type: none"> <li>• Dotty gave report for May, and June.</li> <li>• Both Fiscal Agent and Treasurer are asking to be replaced. Kelly mentioned the Fiscal Agent contract renewal date is June 30<sup>th</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>• Balance as of 06/07/08 \$ 8,661.23</li> <li>• Tim Rosin volunteered to take both positions as Fiscal Agent and Treasurer.</li> </ul>

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Committee Reports			
Injury Prevention	Judy Smolarek	<ul style="list-style-type: none"> <li>• They haven't met in a while, so nothing to report.</li> </ul>	
Performance Improvement	Kelly Jung	<ul style="list-style-type: none"> <li>• The Committee has gathered data from the Region and they have to review it.</li> </ul>	<ul style="list-style-type: none"> <li>• Bob Nack submitted to Madison Objective # 2 which is regarding the data that the PI Committee collected.</li> </ul>
Medical Oversight	Nettie Jenkins	<ul style="list-style-type: none"> <li>• First Responder Run Sheet had been tabled because the State is creating what is called the Half Sheet report.</li> <li>• Regional Trauma Plan is ready to be approved and submitted to the State.</li> </ul>	<ul style="list-style-type: none"> <li>• State is working on an official EMS Run Sheet.</li> <li>• Because there was no quorum present, approval of Regional Trauma Plan couldn't happen. It was decided to send the Regional Trauma Plan to everyone and to post it on website. Approval to take place by Executive Council by email. Send your comments to Nettie Jenkins by Mon. June 16<sup>th</sup>.</li> </ul>
Public Health	Judy Smolarek	<ul style="list-style-type: none"> <li>• Loren Jones was hired as the temporary Coordinator for the Consortia.</li> <li>• Public Health Consortia the future funding is unknown.</li> <li>• They are working on Public Health Emergency Plan (PHEP).</li> </ul>	
HRSA WI Hospital Emergency Preparedness Plan (WHEPP)	Bob Nack	<ul style="list-style-type: none"> <li>• WHEPP has been working with Minnesota regarding Emergency Preparedness and the Republican Convention being held in Minneapolis Sept. 4 -8.</li> <li>• Patient tracking Expert Panel 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.</li> <li>• They are working on a formula to supply PPE for EMS in a Pandemic situation.</li> </ul>	<ul style="list-style-type: none"> <li>• There will be a Hospital representative in the MN. EOC 24/7 during the Convention.</li> <li>• Patient Tracking training will be coming this Fall.</li> <li>• The formula could be 1/3 X total annual runs X # PPE changes /run. There will be more to come on this in the future.</li> </ul>
STAC	Bob Nack	<ul style="list-style-type: none"> <li>• DHFS Secretary Kevin Haden has resigned and Karen Timberlake will be the new Secretary. Sherry Johnson at Dept. of Health is leaving</li> </ul>	

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RTAC Coordinator	Bob Nack	<p>6/6/08. July 1<sup>st</sup>. DHFS is changing there name to Dept. of Health Services.</p> <ul style="list-style-type: none"> <li>• Hospital Designation Reviews have been continuing quite well.</li> <li>• 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.</li> <li>• 2007/2008 Objectives: Objective 1 Registry Training and Objective 2 PI Data have been completed and submitted to the State. Objective 3 Regional Trauma Plan is completed and waiting for FVRTAC approval by email and then will be submitted to the State.</li> <li>• There will be 2 objectives for 2008/2009. Objective 1 will be dealing with the infrastructure of the RTAC and Objective 2 will be regarding Trauma Training for the EMS Services.</li> <li>• WI Ambulance Reporting Data System (WARDS) 62% of services are participating. Brian Litza will be looking into why agencies aren't complying with WARDS.</li> <li>• Dr. Chuck Cady is the new State Medical Director. Charles Happel is the State Intermediate Coordinator and Dana Sechler is the State Paramedic Coordinator.</li> <li>• Brian Litza is preparing a State EMS Strategic Plan.</li> <li>• There will be Town Meetings in Fall on the rewrite of HFS 110 - 113.</li> <li>• Training for Patient Tracking and utilization of the State Half Sheet Report will be coming in the future.</li> <li>• Mass Casualty Incident training for the Dispatch Centers is scheduled for Sept. 10, 08 at 10am at Outagamie County Dispatch Center in Appleton.</li> <li>• Mutual Aid Box Alarm System ( MABAS) for EMS is in the works for future training.</li> </ul>	<ul style="list-style-type: none"> <li>• If you need help with preparing for a site review contact me and I will try to get you help.</li> <li>• 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.</li> <li>• These objectives will be approved by STAC via email by June 30<sup>th</sup>. Then I will be able to distribute and post on the website.</li> <li>• See attached RTAC Coordinator Report for more information.</li> </ul>

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Executive Council Vacancy	Tim Rosin	<ul style="list-style-type: none"> <li>• 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 <a href="mailto:rfnack@yahoo.com">rfnack@yahoo.com</a></li> <li>• There was one Letter of Intent and a CV received.</li> </ul>	<ul style="list-style-type: none"> <li>• The term for the Emergency Dept. Physician position will go till 12/09.</li> <li>• Due to not having a quorum there was no action taken. This will be taken care of at our next meeting.</li> </ul>
Spending Excess Funds	Tim Rosin	<ul style="list-style-type: none"> <li>• There was a teleconference held on April 30<sup>th</sup>. With discussion to spend remaining FVRTAC Funds.</li> </ul>	<p>It was decided to buy 656 bike helmets to be distributed to various organizations throughout the FVRTAC which cost \$3,739.20. To give Safety City \$350.00 and to send 3 people to Child Passenger Safety Certification for \$975.00. Total spent was \$5,064.20. For further information review April 30<sup>th</sup>. Teleconference Minutes.</p>
New Business		<ul style="list-style-type: none"> <li>• There was a Thank You from the floor to the Executive Council for purchasing the bike helmets and to Dr. Foley for ordering the bike helmets.</li> </ul>	
RTAC Coordinator Contract		<ul style="list-style-type: none"> <li>• At next meeting go into closed session to discuss renewal of RTAC Coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>• No quorum, no action taken.</li> <li>• Put renewal of RTAC Coordinator contract on next meeting Agenda.</li> </ul>
Next Meeting Date		<ul style="list-style-type: none"> <li>• The next meeting is planned for Wednesday, August 13, 2008 at Liberty Hall in Kimberly.</li> <li>• 2008 RTAC Meeting dates:</li> <li>• August 13, 2008</li> <li>• October 8, 2008</li> <li>• December 10, 2008</li> </ul>	
Adjournment			Meeting Adjourned at 6:56pm.