

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 13, 2008

TIME: 5:30 pm

PLACE: Liberty Hall

Kimberly

PRESIDING Jim Austad

RECORDER R. Nack

NEXT MEETING: **October 08, 2008**
Liberty Hall, Kimberly

Present:

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

Absent: Mike Foley, Kelly Jung, Tim Rosin,

Other: Kari Austin, Dee Evans, Mark Evers, Ray Georgen, Jeff Grimm, Susan Janquart, Robert Nack, Dotty Rippl, Kelly Schmude, Nick Schultz, Debbie Vande Hey, John Walsh, Angela Westergard, Nancy Wilson, Shirley Strong, Nancy Krueger, Gary Stromberg, Claire Rayford, Linda Ptack, Dan Williams

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	Jim Austad	Nine Executive Board members present.	<ul style="list-style-type: none"> A quorum was present.
Approval of April 09, & 30, 08 Minutes and June 11, 08 agenda	Jim Austad	<ul style="list-style-type: none"> April 09 regular meeting Minutes and April 30, 08 Teleconference Minutes and June 11, 08 Minutes and Aug. 13th. Agenda. 	<ul style="list-style-type: none"> Motion by Nettie Jenkins, 2nd by Dawn Shuman to except the Minutes from 4/09,4/30, 6/11 and 8/13 Agenda.
Treasurer's Report	Bob Nack	<ul style="list-style-type: none"> Bob gave Treasurer's Report for August. 	<ul style="list-style-type: none"> Balance as of 08/13/08 \$ 5,034.57

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Committee Reports			
Injury Prevention	Judy Smolarek	<ul style="list-style-type: none"> • They didn't meet at the last meeting, so nothing to report. 	
Performance Improvement	Suzy Arter	<ul style="list-style-type: none"> • They haven't met in a while, so no report. There was discussion about the State Registry funding and having problems getting appropriate reports. 	<ul style="list-style-type: none"> • Ray Georgen found out the Registry is funded for another year. • Suzy Arter will continue to collect data.
Medical Oversight	Nettie Jenkins	<ul style="list-style-type: none"> • Regional Trauma Plan was completed and presented at the June 11th. Meeting but there wasn't a quorum to approve. It was decided because of time constraints to have the Executive Council approve via email and to post the Regional Trauma Plan on the website. 	<ul style="list-style-type: none"> • Regional Trauma Plan was approved via email by June 16th. and posted on the website. It was then submitted to the State Office. Motion by Judy Smolarek, 2nd. by David Sickels to approve the Regional Trauma Plan.
Public Health	Judy Smolarek	<ul style="list-style-type: none"> • Interviews were held for the Fox Valley Consortia Coordinator. • Public Health Consortia 2009 funding has been approved and will be meeting later this month. • They are working on Public Health Emergency Plan (PHEP). 	<ul style="list-style-type: none"> • John Lee was hired as the Fox Valley Consortia Coordinator
HRSA WI Hospital Emergency Preparedness Plan (WHEPP)	Bob Nack	<ul style="list-style-type: none"> • WHEPP has been working with Minnesota regarding Emergency Preparedness and the Republican Convention being held in Minneapolis Sept. 4 -8. • 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. • They are working on a formula to supply PPE for EMS in a Pandemic situation. 	<ul style="list-style-type: none"> • There will be a Hospital representative in the MN. EOC 24/7 during the Convention. • Patient Tracking training will be coming this Fall. • This Fall Ambulance services will be asked to complete a formula to figure out PPE needs in a pandemic situation. There will be more to come on this in the future.

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STAC	Jeff Grimm	<ul style="list-style-type: none"> • STAC consists of 13 members and presently there are 4 vacancies. Discussion on how to fill the 4 vacancies. • STAC decided to remain with 13 members as core and could add non voting members. Prefer 1 representative from each RTAC. Prefer 1 representative from each Level of Trauma Care Facilities (I, II, III, and IV). Minimum of 4 Physicians who provide trauma care within WI. At least 1 from Emergency Care and 1 a Surgeon. Prefer 2 RNs as defined in 146.40(1)(f). Prefer 2 Hospital Care Providers. Prefer 2 Hospital Administrators. Prefer 1 Pediatric Representative. Prefer 1 Aero medical Representative. One EMS Board Member – could be non-voting. • Discussion about requirements for Level IV Trauma Care Facility ED Physician. • State Trauma Coordinator is funded for this fiscal year. The position will be posted again at a higher pay scale. • Trauma Registry will be funded by each RTAC giving up to \$5,000.00 to fund the program. • There is a committee of people putting together a report of analysis of the State of WI Trauma System. This information should be a part of the EMS Strategic Plan that Brian Litza prepared. • STAC chairperson has resigned due to taking a position out of WI. This position was held by a Doctor in the past. Anyone interested in filling this position please contact STAC. 	<ul style="list-style-type: none"> • See STAC Notes from 8/06/08. • Anyone interested in a position on STAC send a Letter of Intent and your CV to Helen Pullen but address it to Karen Timberlake. <p>Helen Pullen 1 West Wilson Street Room 118 PO Box 2659 Madison, WI 53701-2659 Fax: 608-261-6392 E-mail: Helen.Pullen@dhfs.wisconsin.gov</p> <ul style="list-style-type: none"> • STAC requires Level IV ED Physicians required to maintain currency in ATLS, RTDC or CALS regardless of board certification status.
RTAC Coordinator	Bob Nack	<ul style="list-style-type: none"> • Report of CARS Funding from the State office. • Discussion of Hospital Site Reviews Reports that haven't been completed. Riverside Medical Center, Appleton Medical Center and Berlin Memorial Hospital have completed site reviews last year but haven't received any Reports back from the State office. • Dr. Chuck Cady is the new State Medical Director. Charles Happel is the State 	<ul style="list-style-type: none"> • Dr. Georgen will inquire about this at the next DRC Meeting. Jim Austad said he will send a letter to the State office regarding these missing reports.

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Executive Council Vacancy	Jim Austad	<p>Intermediate Coordinator and Dana Sechler is the State Paramedic Coordinator.</p> <ul style="list-style-type: none"> • 7 EMS Services in FVRTAC have received radio grants for updating their equipment. • State office has completed 50% of the EMS licenses renewals. • Brian Litza has prepared a 26 page EMS Strategic Plan. There is a committee of Trauma Coordinators that are going to prepare a Trauma Report which should be added to the EMS Strategic Plan. • 78% of 430 EMS Transport Services are using WARDS and 500,000 calls have been entered. • Mutual Aid Box Alarm System is a program set up with County Dispatch Centers for dispatch of mutual aid for Fire or EMS Services. For more information regarding MABAS contact Keith Tveit at keith.tveit@dma.state.wi.us or contact your County Emergency Government Coordinator. • 2007/2008 Objectives: Objective 1 Registry Training and Objective 2 PI Data and Objective 3 Regional Trauma Plan have all been completed and have been submitted to the State. • 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. • There will be Town Meetings in Fall on the rewrite of HFS 110 - 113. • Training for Patient Tracking and utilization of the State Half Sheet Report will be coming in the future. • Mass Casualty Incident training for the Dispatch Centers is scheduled for Sept. 10, 08 at 10am at Outagamie County Dispatch Center in Appleton. • Report that all RTACs are anticipating giving up to \$5,000.00 of funds to fund the State Registry. <p>Dr. Daniel Perrault has submitted a letter of Intent and his CV for the Emergency Dept. Physician vacant position on the Executive Council. The term for the Emergency Dept. Physician position will go till 12/09.</p>	<ul style="list-style-type: none"> • See attached RTAC Coordinator Report for more information. • Motion by Dawn Shuman 2nd. by Nettie Jenkins to appoint Dr. Daniel Perrault to fill the vacant Emergency Dept. Physician position. Motion approved.

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Spending Excess Funds	Bob Nack	<ul style="list-style-type: none"> There was a teleconference held on April 30th. With discussion to spend remaining FVRTAC Funds. 	<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 30th. Teleconference Minutes.</p>
Flight For Life Fondulac	Jim Austad	<ul style="list-style-type: none"> Flight For Life has opened up an aero medical transport helicopter in Fondulac. Dan Williams stated that the service is an additional resource to transport patients. They will follow the guidelines and want to be a good neighbor. Question was asked regarding patient destination. Dan responded with patients will be transported to closest appropriate facility. 	<ul style="list-style-type: none"> Patients should be transported according to the FVRTAC Transport and Triage Guidelines.
Aging and Disability	Nancy Krueger	<ul style="list-style-type: none"> Nancy gave a brief presentation about the Aging & Disability Resource Center. That it is a One-Stop Shop for information and assistance. 	<ul style="list-style-type: none"> For more information or assistance you can call toll free 1-866-739-2372.
New Business	Jim Austad	<ul style="list-style-type: none"> Discussion regarding the RTAC giving up to \$5,000.00 towards funding the State Registry upgrades. 	<p>Put this on next meeting agenda so it can be voted on.</p>
RTAC Coordinator Contract	Jim Austad		<ul style="list-style-type: none"> Motion by Suzy Arter, 2nd. by Paul Roberts to go into Closed Session to discuss RTAC Coordinator contract. Motion by Dawn Shuman, 2nd by Nettie Jenkins to increase RTAC Coordinator wages by 5%. RTAC Coordinator wage will be \$2625. per month. Continue to pay for hotel expense when at Madison meetings, mileage to Madison meetings at the current IRS rate (58.5cents/mile), and pay \$50.00 per deim for meals. Motion carried.
Next Meeting Date		<ul style="list-style-type: none"> The next meeting is planned for Wednesday, October 08, 2008 at Liberty Hall in Kimberly. 	

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Adjournment		<ul style="list-style-type: none">• 2008 RTAC Meeting dates: October 8, 2008 December 10, 2008	Meeting Adjourned.