

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: October 08, 2008

TIME: 5:30 pm

PLACE: Liberty Hall

Kimberly

PRESIDING Tim Rosin

RECORDER R. Nack

NEXT MEETING: **December 10, 2008**
Liberty Hall, Kimberly

Present:

EC Members: Suzy Arter, Mike Foley, Kelly Jung, Dan Perrault, Paul Roberts, Tim Rosin, Dave Schultz, Linda Schwister, Dawn Shuman, David Sickels,

Absent: James Austad, Nettie Jenkins, Judy Smolarek

Other: Kari Austin, Jeff Burkett, Mark Evers, Jeff Grimm, Valerie Heise, Susan Janquart, Robert Nack, Darcy Oligney, Kelly Schmude, Nick Schultz, John Walsh, Linda Weiss, Nancy Wilson,

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	Tim Rosin	Ten Executive Board members present.	<ul style="list-style-type: none"> • A quorum was present.
Approval of August 13, Minutes and October 08, 08 agenda	Tim Rosin	<ul style="list-style-type: none"> • August 13th. Meeting Minutes • October 08th. Agenda. 	<ul style="list-style-type: none"> • Motion by Suzy Arter 2nd by Paul Roberts. • Motion by Dawn Shuman 2nd by Suzy Arter.
Treasurer's Report	Tim Rosin	<ul style="list-style-type: none"> • Tim gave Treasurer's Report for October. 	<ul style="list-style-type: none"> • Balance as of 10/08/08 \$ 18,636.94
Committee Reports			

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Injury Prevention	Dawn Shuman	<ul style="list-style-type: none"> • They didn't meet at the last meeting, so nothing to report. 	<ul style="list-style-type: none"> • Dawn Shuman reported that Wild Rose held community days and Wild Rose Hospital provided an Injury Prevention program and distributed bike helmets from the FVRTAC.
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 inability to get pertinent reports from the present Registry. • It was asked if Performance Improvement could look if EMS Services are following the Triage and Transport guidelines regarding transport times to a Level II facility. 	<ul style="list-style-type: none"> • Perhaps Hospital EMS Nurse Coordinators could review transport times. • RTAC Objective could review education regarding Triage and Transport Guidelines.
Medical Oversight	Tim Rosin	<ul style="list-style-type: none"> • Discussion about WARDS and if Hospitals are able to get the WARDS reports. • Discussion about the EMS Field Work Sheet. 	<ul style="list-style-type: none"> • Report from August meeting attached. • EMS Field Work Sheet is posted on the website www.foxrtac.net
Public Health		<ul style="list-style-type: none"> • No report 	
HRSA WI Hospital Emergency Preparedness Plan (WHEPP)	Bob Nack	<ul style="list-style-type: none"> • WHEPP had coordinated an Emergency Preparedness with Minnesota for the Republican Convention which was held in Minneapolis Sept. 4 -8. • There is an Expert Panel working on a formula to supply PPE for EMS Services in a Pandemic situation. • Expert Panel dealing with Pandemic are also addressing questions for Dispatchers to ask a patient to make a decision about weather to transport a patient to the hospital or to tell them to stay at home and get treatment. 	<ul style="list-style-type: none"> • There was a Hospital representative in the MN. EOC 24/7 during the Convention. • 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.
STAC	Jeff Grimm	<ul style="list-style-type: none"> • STAC didn't have a quorum so nothing could be voted on in Madison. • Trauma has prepared a Strategic plan which is being revised and should be voted at next STAC Meeting. 	<ul style="list-style-type: none"> • See STAC Notes from 10/08/08.

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RTAC Coordinator	Bob Nack	<ul style="list-style-type: none"> • Kelly Jung explained that presently there are 5 surgeons and 1 ER physician doing Hospital Site Reviews. With those few Physicians it is difficult to have doctors at all hospital site reviews. So they will be proposing to STAC when doing site reviews at Level 4 hospitals if it would be allowed to be done by 2 Trauma Program Managers. The Level 4 Hospital would have to be asked if that is okay also. They will also be asking for additional Site Reviewers, which applications will be available 12/01/08, with a site review class to follow in Feb. 2009. • The new Interim State Trauma Coordinator is Joyce Andersen and you can contact her at joyce.andersen@wisconsin.gov • There are 3 hospitals in our RTAC that need to complete EMSC surveys. The survey can be found at www.nedarc.org/surveys/WI , please complete and return to Joyce Andersen. • State office has completed 95% of the EMS licenses renewals. • 78% of 430 EMS Transport Services are using WARDS and 250,000 calls have been entered. These runs are actually only about 40% of the runs in WI. Because the larger EMS Services need internet bridges to enter their reports. • Trauma Strategic Plan is being reviewed right now and should be going to the Dept. Secretary in the first or 2nd. week of Nov. • Mass Casualty Incident training for the Dispatch Centers was held on Sept. 10, 08 at Outagamie County Dispatch Center in Appleton. Many Dispatch Centers did attend this training. • There will be 2 objectives for 2008/2009. Objective 1 will be dealing with the infrastructure of the RTAC which is worth \$45,000. Objective 2 will be regarding Trauma Training for the EMS Services and is \$5,000. The State is keeping \$5,000. from each RTAC to fund the State Registry so they can get appropriate reports from the Registry. • In the past the Dec. FVRTAC Meeting has only been an Election. Executive Council positions up for election are: Trauma Director, Dr. Mike Foley EMS Medical Director, Dr. David Sickels ED Nurse, Nettie Jenkins Pre-Hospital Provider, Tim Rosin Public Health and Injury Prevention, Judy 	<ul style="list-style-type: none"> • See attached RTAC Coordinator Report for more information.

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State Registry Funding	Tim Rosin	<p>Smolarek</p> <ul style="list-style-type: none"> Discussion about people running for Executive Council positions and their resumes being posted on the website. The feelings were that perhaps the resumes weren't necessary and that a Letter of Intent and a brief paragraph would be sufficient. This would require a change of the Bylaws. FVRTAC is giving the State office \$5,000.00 of the 2008/2009 funds for funding the State Trauma Registry 	<ul style="list-style-type: none"> Tim Rosin was going to look into holding a teleconference regarding a change of the Bylaws requiring resumes being posted on the website. Motion by Dawn Shuman, 2nd. by Mike Foley to give DHS \$5,000.00 for funding the State Trauma Registry.
New Business	John Walsh	<ul style="list-style-type: none"> Safety Expo at Winnebago Cty. On 10/11/09 from 10am – 4pm. Everyone is welcome to attend. Tim Rosin mentioned to try to recruit your neighboring agencies to come to the FVRTAC meeting with you. 	
RTAC Coordinator Contract	Tim Rosin	<p>Executive Council met in closed session on 8/13/08. It was agreed to give the RTAC Coordinator a 5% raise on his wages to \$2625. per month. To continue to pay Hotel expenses for Madison Meetings, \$50.00 per deim for meal expense when at Madison Meetings, and pay current IRS mileage rate (58.5 cents per mile) for traveling to Madison Meetings.</p>	<ul style="list-style-type: none"> Kelly Jung said to hold off on signing a contract with RTAC Coordinator till there is a signed contract with DHS. But to go ahead and pay salary as agreed upon.
Next Meeting Date		<ul style="list-style-type: none"> The next meeting is planned for Wednesday, December 10, 2008 at Liberty Hall in Kimberly. 2009 RTAC Meeting dates: February 11, 2009 April 15, 2009 June 10,2009 August 12, 2009 October 14, 2009 December 09, 2009 	<ul style="list-style-type: none"> Meeting adjourned at 7:02pm by Suzy Arter,2nd. by Kelly Jung.
Adjournment			<ul style="list-style-type: none"> Meeting adjourned at 7:02pm by Suzy Arter,2nd. by Kelly Jung.