

# 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: February 08, 2012

TIME: 5:30 pm

PLACE: Liberty Hall

Kimberly

PRESIDING Nettie Jenkins

RECORDER R. Nack

NEXT MEETING: **April 11, 2012 at 5:30pm**

Liberty Hall, Kimberly

Present:

E.C. Members: James Austad, Chandler Caves, Suzy DeGroot, Dee Evans, Valerie Heise, Nettie Jenkins, Tim Rosin, Kelly Schmude, Dave Schultz, Linda Schwister, Jason Selwitschka

Absent: Mike Foley, Dave Rae,

Other: Brian Brehm, Jennifer Franz, Jinnifer Gaueke, Jeff Grimm, Kelly Jung, Dan McCourt, Robert Nack, Dotty Rippl, Scott Rogalsky, Robert Schipper, Craig Schneider, Alice Schneider, Tina Brechlin, Jen Danzeisen, Brian VanDenLangenberg

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	Nettie Jenkins	Eleven Executive Council members were present.	<ul style="list-style-type: none"> <li>A quorum was present.</li> </ul>
Approval of 12/14/11 & 01/11/12 Minutes and 02/08/12 Agenda	Nettie Jenkins	<ul style="list-style-type: none"> <li>Approve Minutes from 12/14/11 and 01/11/12 Meeting. Approve 02/08/12 Meeting Agenda.</li> </ul>	<ul style="list-style-type: none"> <li>Motion by Susie DeGroot 2<sup>nd</sup>. by Kelly Schmude to approve 12/14/11 Minutes. Motion by Dee Evans 2<sup>nd</sup> by Val Heise to approved 01/11/12 Minutes and 02/08/12 Agenda.</li> </ul>
Treasurer's Report	Tim Rosin	<ul style="list-style-type: none"> <li>Tim Rosin gave Treasurer's Report for December 2011 and January 2012.</li> <li>Nettie reported that there was a closed session at the 12/14/11 Meeting regarding the annual renewal of the RTAC Coordinator Contract.</li> </ul>	<ul style="list-style-type: none"> <li>RTAC fund balance is \$13,235.03 as of 02/08/12.</li> <li>The RTAC Coordinator Contract will continue as is for \$3,000.00 per month with Bob Nack through June 30, 2012.</li> </ul>
Request For Funds	Nettie Jenkins	<ul style="list-style-type: none"> <li>Nettie reported from the Strategic Planning Meeting on 1/11/12 that it was decided to suspend any Request For Funds for the time being. It was decided to have 2 goals for</li> </ul>	

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		<p>funds.</p> <ol style="list-style-type: none"> <li>1. Is to improve education of the RTAC not only within EMS and Hospitals, but also community awareness of FVRTAC. Continue with Bike Fairs with helmets to get FVRTAC name out regarding trauma prevention. With a 2<sup>nd</sup>. part having regular education presentations at the RTAC Meetings.</li> <li>2. PI Committee will be receiving PI Reports and if they need help with education and developing improvements. Still moving forward with the Trauma Symposium scholarships as we have in the past.</li> </ol>	
Injury Prevention	Valerie Heise	<ul style="list-style-type: none"> <li>• They didn't meet at last Meeting because Val was the only one there.</li> </ul>	
Performance Improvement	Kelly Jung	<ul style="list-style-type: none"> <li>• The Committee is regrouping. They will be reviewing the Registry Reports that were just made available through Digital Innovations.</li> </ul>	
Medical Oversight	Nettie Jenkins	<ul style="list-style-type: none"> <li>• There are 4,000 EMS Patient Reports in the process of being printed.</li> <li>• EMS Appreciation Night on March 21, 2012 at Fox Valley Tech. Coll. At 6pm. are in the final planning stages. When the final Agenda is completed it will be emailed out. Anyone planning on attending should email Bob Nack at <a href="mailto:rfnack@yahoo.com">rfnack@yahoo.com</a> by March 12, 2012.</li> <li>• Discussed updating RTAC Contact List (primary region only)</li> </ul>	
WHEPP	Bob Nack	<ul style="list-style-type: none"> <li>• WHEPP has a new Director and his name is Kevin Warnert.</li> <li>• WHEPP held a statewide drill on Jan. 25<sup>th</sup>. 2012. The drill was a Weather Alert (snow/tornado). Three hospitals supposedly were damaged and had to evacuate patients. The hospitals were St. Vincent and St. Mary's in Green Bay, and St. Nicolas in Sheboygan.</li> </ul>	

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STAC	Dave Schultz	<p>Tracey Froiland the Region 6 WHEPP Coordinator set up a Command Center on WITRAC during the Drill. WITRAC froze up during the Drill.</p> <ul style="list-style-type: none"> <li>• WHEPP Coordinators will be working with RTAC Coordinators to train EMS Services in the Patient Tracking Pilot Phase 2 program.</li> <li>• The STAC Meeting on 2/8/12 was held as a webcast meeting and it went fairly well.</li> <li>• DHS Legal Counsel Eric Wendorff discussed the process and difficulties in making rule changes to DHS 118.</li> <li>• STAC has 3 priorities to work on;               <ol style="list-style-type: none"> <li>1. Is to open the rules to make wording changes to coincide with the ACS Book.</li> <li>2. Is funding.</li> <li>3. Improve relation of Trauma and EMS.</li> </ol> </li> <li>• Trauma Coordinators are trying to create a blog site to ask questions and get answers.</li> <li>• Data Management is having difficulty receiving patient reports from EMS Services.</li> <li>• Classification Site Reviews does require someone (could be different people) from a hospital to attend 80% of RTAC Meetings.</li> <li>• Classification Site Reviews are done according to the Gold Book standards. FVRTAC does have 1 Gold Book to put out on loan for Hospitals to use for preparing for a Classification Site Review. You can contact Bob Nack to get the Gold Book.</li> </ul>	<ul style="list-style-type: none"> <li>• A Motion was made to change the ACS book date in DHS 118.</li> <li>• April 4,12 should be a joint meeting of STAC and EMS Advisory Board.</li> </ul>												
RTAC Coordinator	Bob Nack	<ul style="list-style-type: none"> <li>• On Dec. 15<sup>th</sup> RTAC Coordinators did training in receiving Regional Registry Reports. There are 8 reports: Audit Filter, Data Completeness, Demographics, Mini Trauma Service Summary, Patient Record List, Pre Charts, and Trauma Service Summary. I have printed these Reports for the PI Committee to review.</li> <li>• Registry Data Due Dates:               <table border="0" style="margin-left: 20px;"> <tr> <td>Due Date</td> <td></td> </tr> <tr> <td>July – August 2011</td> <td>11/30/11</td> </tr> <tr> <td>September – Dec. 2011</td> <td>02/29/12</td> </tr> <tr> <td>January – March 2012</td> <td>5/31/12</td> </tr> <tr> <td>April – June 2012</td> <td>8/31/12</td> </tr> <tr> <td>July – August 2012</td> <td>11/30/12</td> </tr> </table> </li> <li>• Pediatric Kits are available to any Licensed First Responder Services.</li> </ul>	Due Date		July – August 2011	11/30/11	September – Dec. 2011	02/29/12	January – March 2012	5/31/12	April – June 2012	8/31/12	July – August 2012	11/30/12	<ul style="list-style-type: none"> <li>• See attached RTAC Coordinator Monthly Report for more information.</li> <li>• To receive a Pediatric Kit contact your local Kiwanis Club or contact</li> </ul>
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		<ul style="list-style-type: none"> <li>• Any EMS Service interested in hosting the EMS Trauma Basics Educational program Version 2 please contact me. Version 2 has a new scenario and more pediatric training.</li> <li>• RTAC Coordinators are working on standardizing the RTACs Regional Trauma Plan.</li> <li>• Trauma Coordinators can go to this website for help with the Trauma Registry. <a href="http://sertacwi.org/Coordinators_Tool_Kit.html">http://sertacwi.org/Coordinators_Tool_Kit.html</a></li> <li>• RTAC Coordinators had a booth at the WEMSA Conference on Jan 27 &amp; 28<sup>th</sup>.</li> <li>• RTAC Coordinators received a report from the State Injury Prevention Dept. called, "The Burden of Injury in WI" It is a very informative report regarding injuries in each County in WI. This Report is available to review, if you would like to see the book contact Bob Nack. You can see it on line at <a href="http://w.dhfs.wisconsin.gov/health/injuryprevention/">w.dhfs.wisconsin.gov/health/injuryprevention/</a></li> <li>• Fall Prevention Coalition is having a teleconference on March 8<sup>th</sup>. Any Injury Prevention or Public Health people are welcome to participate. More information should be coming via email.</li> <li>• In any Mass Casualty Incident (five or more patients) it is very important for the first EMS service on scene to notify the closest hospital of the incident.</li> </ul>	<p>Bob Nack for more information.</p> <ul style="list-style-type: none"> <li>• Trauma Basic Educational presentation covers STAC, RTAC, State EMS Report Half Sheet, GCS, START Triage, and a Mass Casualty Incident.</li> </ul>
Walk In Item	Kelly Jung	<ul style="list-style-type: none"> <li>• Kelly asked if a person can be a representative for 2 Hospitals at RTAC Meetings?</li> </ul>	<ul style="list-style-type: none"> <li>• A Hospital Representative has to be able to bring information from the RTAC Meeting back and disseminate the information to hospital staff. So if a person has a leadership role at 2 hospitals then the answer is yes they could represent 2 hospitals. But it is encouraged for individuals from each hospital to attend the RTAC Meetings.</li> </ul>
Educational Classes	Nettie Jenkins	<ul style="list-style-type: none"> <li>• TNCC course on April 9&amp;10<sup>th</sup>.at St. Agnes Hospital.</li> <li>• Trauma Symposium is May 22, 2012.</li> <li>• Don Kimlicka is trying to organize a PHTLS course in late Feb. or early March.</li> </ul>	<ul style="list-style-type: none"> <li>• More information will be coming when Don has dates scheduled.</li> </ul>

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New Business	Nettie Jenkins	<ul style="list-style-type: none"> <li>• The tentative Meeting dates for 2012 are April 11<sup>th</sup>. June 13<sup>th</sup>. Aug. 8<sup>th</sup>. Oct. 10<sup>th</sup>. Dec. 12<sup>th</sup>.</li> <li>• St. Elizabeth Hospital had their site review back in Dec. and everything went well.</li> </ul>	
Adjournment	Nettie Jenkins		<ul style="list-style-type: none"> <li>• Meeting adjourned at 6:20pm.</li> </ul>