

# 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: September 11, 2013

TIME: 5:30 pm

PLACE: Liberty Hall

Kimberly

PRESIDING Jim Austad

RECORDER R. Nack

NEXT MEETING: **December 11, 2013 at 5:30pm**

Liberty Hall, Kimberly

Present:

E.C. Members:, James Austad, Suzy DeGroot, Valerie Heise, Kelly Schmude, Dave Schultz, Jason Selwitschka, Brian VanDenLangenberg

Absent:., Chandler Caves Dee Evans, Mike Foley, Nettie Jenkins, Tim Rosin, Linda Schwister,

Other: Brian Brehm, Tracey Froiland, Jeff Grimm, Kathi Hegrans, Kelly Jung, Robert Nack, Dotty Rippl, Craig Schneider, Tracy Warren, Linda Weiss, Barb Wolf

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	Jim Austad	Seven Executive Council members were present.	<ul style="list-style-type: none"> <li>A quorum was present.</li> </ul>
Approval of 06/19/13 Minutes and 09/11/13 Agenda	Jim Austad	<ul style="list-style-type: none"> <li>Approve Minutes from 06/19/13 Meeting.</li> <li>Approve 09/11/13 Meeting Agenda.</li> </ul>	<ul style="list-style-type: none"> <li>Motion by Suzy DeGroot 2nd by Jason Selwitschka to approve 06/19/13 Minutes and 09/11/13 Agenda. Motion approved.</li> </ul>

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Treasurer's Report	Bob Nack	<ul style="list-style-type: none"> <li>• Bob Nack gave a summary of Year To Date paid expenses and funds were spent down to \$20.24 at end of 2012-2013 Contract.</li> <li>• The 2013-2014 Contract has not been loaded at the State DHS Office. So at this time there are no RTAC Funds.</li> <li>• Wild Rose Hospital has a Request For Funds of \$2700.00 for a TNCC Class.</li> <li>• FVRTAC Coordinator Contract was approved at the June Meeting to continue as it has been.</li> </ul>	<ul style="list-style-type: none"> <li>• Since RTAC has no funds they aren't discussing any Request For Funds at this Meeting.</li> <li>• Wasn't discussed at this Meeting.</li> </ul>
Injury Prevention	Val Heise	<ul style="list-style-type: none"> <li>• September is Fall Prevention month. National Fall Prevention Day is September 22. The committee is working on getting some place mats made that will have hints on fall prevention, exercises, and medications. They are getting price quotes and when completed they will be distributed to Senior Centers and Meals on Wheels.</li> <li>• A sample of the Winnebago Fall Prevention Resource Guide was displayed. The design was funded by FVRTAC.</li> </ul>	
Performance Improvement	Bob Nack	<ul style="list-style-type: none"> <li>• In July Bob met with PI members at Theda Clark Hospital regarding Trauma Registry Reports. It was discovered that only 8 hospitals are submitting reports to the Registry. For some reason Theda Clarks reports have been submitted but the Registry isn't showing them.</li> </ul>	<ul style="list-style-type: none"> <li>• All hospitals in FVRTAC please check if the trauma reports you are submitting are actually going into the State Trauma Registry. If you're not sure contact Bob and he can check the Regional Report for your hospital number.</li> </ul>
Medical Oversight	Craig Schneider	<ul style="list-style-type: none"> <li>• Reviewed the surveys from attendees at EMS Appreciation Night.</li> <li>• Updating EMS Agencies contact information.</li> </ul>	
WHEPP	Tracey Froiland	<ul style="list-style-type: none"> <li>• WHEPP has a new State Coordinator she is Carolyn Strubel.</li> <li>• Played a video of the training session June 9-</li> </ul>	

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STAC	Jason Selwitschka	<p>14<sup>th</sup>. at the FEMA Training Center in Anniston AL. Many people from FVRTAC attended the training.</p> <ul style="list-style-type: none"> <li>• WITRAC is using a new vender which is Intermedix. There will be training for this.</li> <li>• WISCOM radio system will be a back up communication system for hospital and is in the planning stages right now.</li> <li>• STAC has canceled the October STAC Meeting so the next STAC Meeting is Dec. 4<sup>th</sup> and that will be a joint meeting with the EMS Advisory Board.</li> <li>• In October hospitals will be doing a 2 day survey of EMS Patient reports. Any patient report (1/2 sheet, etc.) counts on the survey.</li> <li>• STAC is looking for representation from the NW and SE area of WI.</li> </ul>	<ul style="list-style-type: none"> <li>• Hospitals should send their survey results to Bob Nack.</li> </ul>								
RTAC Coordinator	Bob Nack	<ul style="list-style-type: none"> <li>• Annual Executive Council election will be at our Dec. 11<sup>th</sup>. Meeting. Position up for election are; Trauma Coordinator held by Brian VanDenLangenberg, Pre-hospital Provider held by Jim Austad, Hospital Administrator held by Kelly Schmude, Member at Large held by Suzy DeGroot, Member at Large held by Jason Selwitschka. Anyone interested in applying for any of these positions needs to send me a Letter of Intent by Nov. 26<sup>th</sup>.</li> <li>• Jennifer Ullsvik who is the Section Chief of Emergency Health Care and Preparedness is the interim State Trauma Coordinator. If you have any questions regarding a site review contact Jennifer at <a href="mailto:jennifer.ullsvik@wi.gov">jennifer.ullsvik@wi.gov</a></li> <li>• There is a new Trauma Basic 3.0 class to be given to all EMS Services in WI. Any EMS Service interested in hosting the EMS Trauma Basics Educational program please contact me.</li> <li>• Trauma Coordinators Toolbox is on our website <a href="http://www.foxrtac.net">www.foxrtac.net</a></li> <li>• Registry Data Due Dates: <table border="0" style="margin-left: 20px;"> <tr> <td>Due Date</td> <td></td> </tr> <tr> <td>January – March 2013</td> <td>5/31/13</td> </tr> <tr> <td>April – June 2013</td> <td>8/31/13</td> </tr> <tr> <td>July – August 2013</td> <td>11/30/13</td> </tr> </table> </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</li> </ul>	Due Date		January – March 2013	5/31/13	April – June 2013	8/31/13	July – August 2013	11/30/13	<ul style="list-style-type: none"> <li>• To be eligible to vote you have to attend 2 meetings in 2013. The Dec. meeting counts towards your 2 meeting requirement. The ballot will be posted on Nov. 27<sup>th</sup>. If you're unable to attend the Dec. 11<sup>th</sup>. Meeting you can vote via email and send the ballot to Bob Nack.</li> <li>• Trauma Basic Educational presentation covers STAC, RTAC, State EMS Report Half Sheet, GCS, Triage, Burns and a Mass Casualty Incident.</li> <li>• To take an ABLIS course contact Tracey Froiland at <a href="mailto:tracey.froiland@thedacare.org">tracey.froiland@thedacare.org</a></li> <li>• RTAC Coordinator Report attached.</li> </ul>
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Educational Classes	Dr. Schultz	<p>the incident.</p> <ul style="list-style-type: none"> <li>• Dr. Schultz is planning on holding some Rural Trauma Team Development Courses (RTTDC). Dr. Schultz found out that the RTAC can't just buy the RTTDC books to have available for members to use.</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Schultz will be meeting with the main course instructor to get more information about teaching RTTDC classes.</li> <li>• Any hospital interested in having an RTTDC course contact Dr. Schultz at david.schultz@thedacare.org</li> </ul>
New Business		<ul style="list-style-type: none"> <li>• Oct. 9<sup>th</sup>. Meeting is cancelled. The next FVRTAC Meeting date is Dec. 11<sup>th</sup>.</li> <li>• EMSC is having training in Madison on Oct. 12<sup>th</sup>.</li> </ul>	
Adjournment		<ul style="list-style-type: none"> <li>• Motion to adjourn made by Suzy DeGroot, 2<sup>nd</sup>. by Jason Selwitschka. Motion carried.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 6:09 Committee Meetings to follow.</li> </ul>

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