

South Central Regional Trauma Advisory Council  
 Executive Council Meeting  
 January 27, 2009  
 - Minutes -

1) **Welcome and Introductions** (*Williams*)

a) Sign-in sheet

Dan Williams	SCRTAC EMS/Madison FD	Katie Egan	McFarland/Hzl Grn EMS
Lynne Sears	SCRTAC, UWHC	Amy Franklin	Boscobel Area Health
Tina Strandlie	Stoughton Hospital	Lori McKibben	Mercy Hospital Janesville
Tim Bjelland	Hess Memorial	Lee Faucher	UWHC
Janet Volk	Reedsburg Area Med Cntr	Fay Cunningham	Dells-Delton EMS
Linda Tyler-Doudna	Richland Hospital	Jamie Hendrix	Beaver Dam Comm. Hosp.
Joe Ketarkus	Meriter Hospital	Connie Henry	Sauk Prairie EMS & Hosp.
Mary Crowley	Mile Bluff /Hess Memorial	Brian Cushman	Upland Hills/Ddgevl EMS
Ellie Moyer	Monroe Clinic Hospital	Rob Whinney	Mercy Hospital Janesville
Shabvon Johnson	Beaver Dam Comm. Hosp.	Sheryl Krause	St. Mary's Hospital

2) **Approval of the May and November 2007 minutes**

a) May: Motion Sears, Second Volk, Unanimous approval

b) November:

- i) Correction - Connie Henry: She represents both Sauk Prairie EMS and Sauk Prairie Hospital. Minutes changed to reflect her dual role, and to be sure that both affiliations receive credit for her attendance.
- ii) Motion Sears, Second Volk, Unanimous approval

3) **Contract update** (*Sears*)

- a) Contract still not approved by the State.
- b) SCRTAC submitted the contract with changes to the state in December. We have not had a formal response from the state on those changes.
  - i) Note: the proposed changes are consistent with the changes that the SCRTAC has submitted in each previous contract, language dealing with affirmative action and civil rights.
- c) The state sent a certified letter to Lynne Sears notifying her that the SCRTAC had until January 26<sup>th</sup> to sign the original contract as written, or that the state would pursue other parties to complete the objectives for our region.
  - i) The SCRTAC received an extension on this action, as the attorney for the state dealing with this matter was out-of-the-office until February 4<sup>th</sup>.
- d) The UWHC attorney and the State attorney have been communicating, and we are hopeful that an agreement will be reached in the near future.

4) **State Updates** (*Sears*)

- a) Trauma Coordinator: Cathy Etter was named as the new State Trauma Coordinator, filling a long-standing vacancy. Cathy was most recently the EMS Coordinator/Trauma Coordinator at Divine Savior Hospital in Portage.

- b) Registry: Status quo is the word with the registry. Agencies continue to have problems logging-in, accessing data, staying 'connected,' and uploading data. Similarly, statewide, very few EMS agencies are using WARDS. Dr. Foldy, the new State Administrator of the DHS is reportedly a data and numbers type of leader, one that uses numbers and data to drive decisions, so we are hopeful he will pursue the improvement of both WARDS and the Trauma Registry in the near future.
- c) Designation Review Committee (DRC) (Sears): Statewide, there have been a few hospitals that have not 'passed' the site review. Surgeon participation and performance improvement continue to be two significant issues. None of these situations have occurred in our region. Again, you can contact Lynne Sears for questions about the DRC, site-reviews, trauma level designations and scheduling.

## 5) SCRTAC Updates

- a) EMS (Williams)
  - i) Staff:
    - (1) *Dan Williams*, EMS Coordinator
      - (a) 20 hours/wk
    - (2) *Chris Carbon* and *Chris Hammes*, Trauma System Specialists
      - (a) 12 hours/month
  - ii) Trauma Education Program (TEP): Great reviews from attendees. We are excited to continue providing this training opportunity into 2009, but are limited by the lack of contract and funding. No additional TEPs will be scheduled until the contract is signed, and funding is made available to the EMS staff, as they have not been paid for their work since June 30<sup>th</sup>, 2008.
    - (1) Scheduling
      - (a) No additional TEPs will be officially scheduled until the contract is signed, and funding is made available to the EMS staff, as they have not been paid for their work since June 30<sup>th</sup>, 2008.
      - (b) TEP tentative dates are being accepted by EMS Coordinator Williams, in hopes that the state contract issue will be resolved and agreed upon in the near future.
  - iii) PPE for EMS: Through the state Hospital Preparedness program, a program that provides for PPE for transporting EMS agencies is to be unveiled in the next few weeks. Agencies must agree to maintain the PPE stock for a minimum of 5 years. The SCRTAC will provide additional info on this program to our region's EMS agencies in the near future.
  - iv) ABLS for EMS: The state will be providing burn care education in the form of the Advanced Burn Life Support class. Despite the concerns raised by Dr. Lee Faucher and Dan Williams about the (lack-of) relevance of this class for most EMS and the need for a more tailored approach for our EMTs, the state has opted to move forward with the ABLS class.
    - (1) Dr. Lee Faucher expressed his concern about the most important aspect of the training, the hands-on portion. Who will provide and fund this important aspect?
- b) Hospital (Sears)

- i) Site Reviews, past and future: Sauk Prairie recently had their review, and Connie Henry states it went very well, with good feedback and good interaction from the review team.
  - ii) 'Trauma Coordinator' group update: Janet Volk of the Reedsburg Area Medical Center has agreed to lead the group known within the SCRTAC as the 'Trauma Coordinators.' She will communicate with the trauma coordinators of our region's 26 hospitals on trauma coordinator relevant info. It was agreed that the trauma coordinator group no longer needs to meet regularly and separate from the executive council. Instead, the group will meet as needed, and will continue to communicate between meetings via email.
  - iii) Other: Higher-level trauma centers continue to have difficulty in obtaining EMS run-records for patients that are transferred to the higher level centers from lower-level trauma centers. Please try to be sure a copy of the EMS report accompanies every trauma patient transfer.
- 6) **SCRTAC Structure** (*Williams*)
- a) Distant past: The SCRTAC had a traditional RTAC Executive Council, including a chairperson, co-chair, secretary/treasurer, etc. This is the model most common throughout the state in the other RTACs.
  - b) Recent past: The SCRTAC changed its structure to the following format: Any and all members present at the SCRTAC general membership/executive council meeting was included as a voting member of the membership/council. This format was enacted due to frequent absences and frequent turn-over of designated Executive Council members.
  - c) Proposed format: In an effort to be more in-line with the other RTACs and to help clarify our organization with the state for ease of contract negotiations, the following were proposed:
    - i) (Motion by Bjelland, Second by Henry) A motion to create the positions of *Chairperson, Vice-Chairperson, and Secretary/Treasure* within the SCRTAC Executive Council.
      - (1) Vote: Unanimous approval
      - (2) Nominations: Nominations for the above mentioned positions will be accepted until March 23, 2009. Nominations may be accompanied by a brief statement of interest, etc.
    - ii) (Motion by Bjelland, Second by Volk) A motion to re-title current EMS Coordinator Dan Williams as the RTAC Coordinator. (*Current RTAC Coordinator Lynne Sears is not reimbursed by the RTAC for her work, as she feels the RTAC is an important component of the trauma umbrella that the UWHC Level 1 trauma center is committed to developing/maintaining. Dan Williams is reimbursed by the RTAC, and to be more consistent with other RTACs and with current contract language, should be titled RTAC Coordinator. The state is interested in only having one funded RTAC Coordinator position for each RTAC. Dan will continue to focus on pre-hospital issues, and Lynne Sears will continue to focus on in-hospital issues.*)
      - (1) Vote: Unanimous approval

**7) 2008-2009 State RTAC Objectives**

- a) Philosophy: The assigned work-plan is a comprehensive list of tasks that the state has required we completed to meet the contract objectives. The group discussed that the work-plan reads more like a job-description, and was not always clear in its intent.
- b) Work-plan review: The group briefly reviewed the state designated work-plan, and discussed potential means of accomplishing some of the items.
- c) Designation of work-plan objectives: See below
  - i) Small group assignments and deadlines: Dan Williams will re-organize the work-plan items into specific tasks. He will then solicit assistance from the members to help complete the assignments. Stay tuned to your email for further updates.

**8) Other:**

- a) (Ketarkus): Discussion about hosting a Trauma Coordinator workshop. Joe had a tentative date of April 2009 set aside for this training workshop. Members agreed that this session is still much needed in our region, and a trauma coordinators priority. Date and time TBD.
- b) (Volk et al) Discussion about hosting a trauma patient assessment and care training session for current med/surge nurses. This is a project in the works, and will be discussed at length at future meetings.
- c) (Williams) Discussion about the new location at Middleton EMS, and if there were any concerns. For future meetings, members are encouraged to enter the building on the South side (closest to University Avenue), at the door behind the ambulance bay garage doors. This door will likely be unlocked for our meetings.

9) Next Meeting: March 24<sup>th</sup>, 4 PM, Middleton EMS

10) Adjournment (Motion Crowley, Second Volk)(Unanimous)