

South Central Regional Trauma Advisory Council
 General Membership / Executive Council
 November 25, 2008
 Minutes

1. Welcome and Introductions

a. Members in Attendance:

Dan Williams	SCRTAC EMS/Madison FD	Terry Wise	Baraboo EMS
Lynne Sears	SCRTAC, UWHC	Amy Franklin	Boscobel Area Health
Chris Hammes	SCRTAC EMS/Madison FD	Lori McKibben	Mercy Hospital Janesville
Tim Bjelland	Hess Memorial	Cathy Etter	Divine Savior Hospital
Janet Volk	Reedsburg Area Med Cntr	Shelly McGuire	Edgerton Hospital
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	Tony Antoniewicz	Oregon FD EMS
Cella Janisch-Hartline	Grant Regional Hospital	Debbie Bongard	Belleville EMS

2. **Approval of the May 2008 minutes**

- a. All meeting minutes are posted at www.scrtac.org
- b. There was some confusion about the actual date of the last meeting. Williams announced that the last meeting was May, 2008. A few members present were confident that the SCRTAC met in July as well. Williams has no documentation of this meeting. An email was sent to all members in July announcing the cancellation of the July meeting, confirming that May 2008 was the last meeting. Minutes of the May 2008 meeting were not approved at this meeting, and will have to be approved in January 2009.

3. **State Update:**

a. **State Structure and Administration:**

- i. The 9 RTACs in the state continue to receive direction from the STAC (State Trauma Advisory Council). Administratively, the RTACs fall under the State of Wisconsin EMS Office. Brian Litza is the head of this office, and Hellen Pullen is an Administrative Assistant in this office. To date, a State Trauma Coordinator has not been hired to fill a long-standing vacancy (despite multiple postings). Joyce Andersen has been appointed to this position on an interim basis. Joyce also continues in her current role of heading-up the EMSC program. Also, there is a vacancy in the State Trauma Registrar position. These two State Trauma System positions that are currently vacant are vitally important to the success of our system, and we are hopeful that they will be filled with qualified personnel in the near future.

b. **Contracts and Objectives**

i. **Delay**

- 1. The SCRTAC received our contract offering from the State on October 27th (4 months into the contract year). Generally, these contracts are submitted to the RTACS in the spring, so that they can be approved by each RTAC and re-submitted to the State prior to the July 1st activation date. Due to this delay in contract distribution, the SCRTAC has not

been able to confirm funding, objectives, and directions for the 2008-2009 contract year. Our SCRTAC contract is currently in the hands of the legal and fiscal officers at the University Hospital, our SCRTAC fiscal agent. Once amended and approved by the UW Hospital, the contract will be re-submitted to the State EMS Office for final approval. When both parties are in agreement, and all forms are signed, the contract will be valid and active. We are hopeful this can take place prior to the holiday season.

ii. **Current Status** (see above)

c. STAC

i. Appointments

1. New members to the State Trauma Advisory Council (STAC) were appointed by the Secretary of the Department of Health Services (DHS). Unfortunately, only one member of STAC is from the SCRTAC (Kevin Kaminski, EMT-P, from Fort Atkinson). Lynne Sears, the SCRTAC Coordinator, was nominated for the position, but was not appointed. UWHC, the Level I Trauma Center, is not represented on the STAC.

ii. **Undertakings:** No report given

4. SCRTAC Update:

a. SCRTAC Structure and Administration

- i. The SCRTAC is comprised of members from 14 counties that have a vested interest in our trauma care system. An Executive Council oversees the activities of the RTAC. Our SCRTAC bylaws were previously amended to state that any member present during the SCRTAC meeting is considered a member of the Executive Council, and therefore has full voting privileges. Therefore, General Membership = Executive Council.
- ii. The SCRTAC Coordinator is Lynne Sears. Lynne is responsible for RTAC coordination, especially with hospital based issues. Dan Williams is the EMS Coordinator. He reports to Lynne Sears, and deals with primarily pre-hospital issues, such as EMS, communications, dispatch, and emergency management. The SCRTAC also has three Trauma System Specialist positions: Chris Carbon and Chris Hammes currently hold this position, with a vacancy having been created by the resignation of Matt Hurtienne as of October 31st.
- iii. The SCRTAC Trauma Coordinators Committee is comprised of the Trauma Coordinators of the 26 hospitals in the SCRTAC. In addition to other duties, they are tasked with PI for the SCRTAC.

b. Hospital / Trauma Coordinators

i. New 'lead' Trauma Coordinator

1. Laura Ahola was the chairperson of the Trauma Coordinators Committee. Laura Ahola has resigned her position at Divine Savior, and therefore is no-longer a member of the SCRTAC Trauma Coordinators Committee. Janet Volk of Reedsburg Area Medical Center has agreed to fill this vacancy. Thank you Janet.

ii. Report on this afternoon's meeting

1. See the Trauma Coordinators Meeting Minutes, posted at www.scrnac.org

iii. Trauma registry

1. Many members have expressed difficulties and frustrations with trauma registry issues. If you are having difficulty gaining access to the system, or have other questions, please contact email lsears@uwhealth.org and she will put you in contact with the best person to assist your needs.

Lynne Sears has suggested that all Level 1 and II centers be given regional access to the registry so that EMS run reports can be obtained in a timely manner. Currently, less than 20% of all patients that arrive at the UWHC Level 1 Trauma Center from an outlying hospital have the original EMS service run record with them.

iv. Performance Improvement

1. PI is the responsibility of the SCRTAC Trauma Coordinators.
2. PI continues to be an important aspect of the SCRTAC initiatives, and is a major part of our 2008-2009 State RTAC Objectives.

c. Pre-Hospital

i. Trauma Education Program (TEP)

1. The SCRTAC EMS staff have been traveling throughout the region to give the TEP. To date, approximately 6-10 programs have been given
 - a. Lower number than anticipated to date due to the following:
 - i. Difficult to find host agencies during the summer months of June, July, August, as well as Late November and December.
 - ii. Cancellation of two programs prior to their scheduled date, not allowing for replacement scheduling.
 - iii. Unexpected (early) childbirth for EMS Coordinator Williams, resulting in the re-scheduling of three programs for the Beloit FD in 2009.
 - b. The TEP has been met with excellent feedback. All comments and post-program evaluations have been positive and appreciative.
2. The SCRTAC EMS Staff plan to continue with the current TEP into the 1st quarter of 2009, at the direction of the General Membership. Please contact Dan Williams, at dan@scrnac.org if you are interested and willing to host a TEP in the near future.

ii. Pig anatomy/physiology/skill lab

1. The SCRTAC has provided two pig-labs for EMS and ER trauma care providers. Two additional pig-labs are in the scheduling process for early 2009. The pig-lab provides an excellent opportunity for attendees to learn about the anatomy and physiology of the heart, lungs, and airway. Special emphasis is placed on the effect that traumatic injury has on these organs. Students review trauma care techniques for such injuries, and perform advanced skills, such as intubation, ventilation, surgical airways, sucking-chest-wound management, needle decompression, pericardiocentesis, and more. If

your agency is interesting in hosting a pig-lab for your area, please contact Dan Williams, at dan@scrtac.org

iii. Web-site

1. The SCRTAC website is www.scrtac.org
2. Williams is responsible for updating the site
 - a. Recent IT ‘issues’ have made updating the site difficult for Williams. He may have to consult an IT helper, which may require SCRTAC funding.
3. SCRTAC minutes and agendas, supportive documents, links, contact info, etc are all available on the site

iv. Newsletter

1. Due to the lack of a contract, and lack of objectives, the SCRTAC UPDATES newsletter has not been distributed recently. When the SCRTAC receives funding from the proposed contract, the newsletter can resume.

v. Contact list

1. The SCRTAC is attempting to update its contact lists for both hospital and pre-hospital members. Please email dan@scrtac.org with the following updates:
 - a. Hospital: Trauma Coordinator (name, email, phone)
 - b. Hospital: Trauma Registrar (name, email, phone)
 - c. Hospital: ER Manager (name, email, phone)
 - d. EMS: EMS Director (name, email, phone)
 - e. EMS: EMS Training Director (name, email, phone)
 - f. EMS: EMS Medical Director (name, email, phone)
2. The SCRTAC would like to add the names of anyone and everyone on your staff and in your agency to their list serve. This will allow rapid and direct communication with the trauma care providers in our region. Please forward lists of email addresses for your staff to dan@scrtac.org. These addresses will be placed in the list-serve only, and will not be used for other purposes, and will be kept confidential.

5. 2008 – 2009 objectives and deliverables

a. Contract

- i. The 2008-2009 SCRTAC contract has finally been distributed by the state. It is waiting approval by UWHC, our fiscal agent.
- ii. The contract has been posted on the SCRTAC website (www.scrtac.org)

b. Work-plan

- i. New for this contract is a mandated work-plan. This work-plan outlines each task that must be accomplished by the RTAC. In addition, it requires more specific and detailed data than previously required.

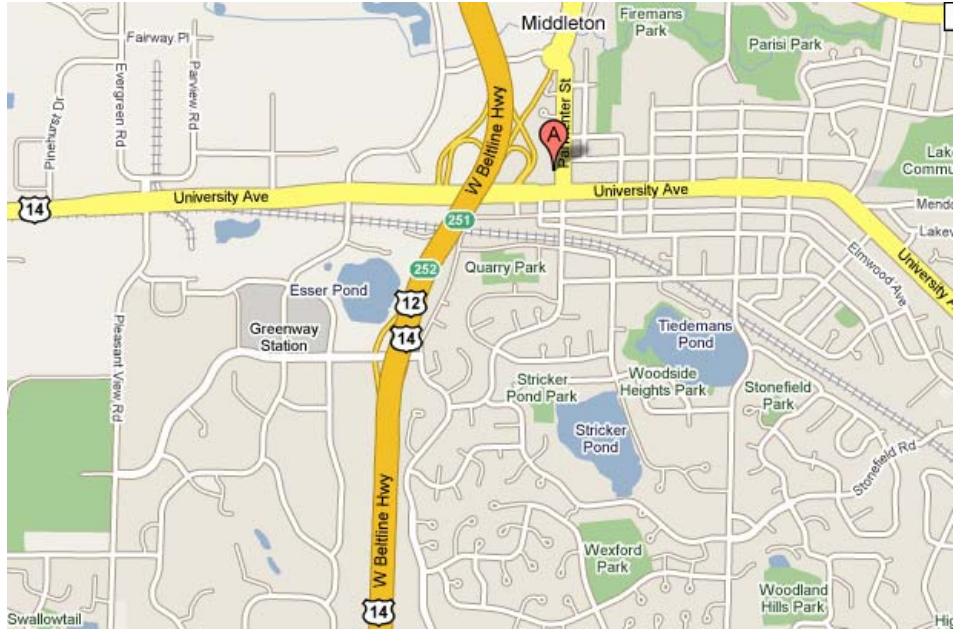
c. SCRTAC plan to accomplish the objectives

i. Team Approach!

1. The objectives and work-plan are RTAC responsibilities, not RTAC Coordinator responsibilities. We must all work as a team to meet these minimum objective criteria.

ii. See handout

1. The State issued work-plan has been posted on the SCRTAC website (www.scrtac.org)
 - iii. The members present agreed that the vast majority of the Executive Council (General Membership) was comprised of the Trauma Coordinators. Therefore, in an effort to reduce redundancy and maximize efficiency, it was decided that the Trauma Coordinator Sub-Committee of the SCRTAC would be absolved, and its members, along with any other members in attendance, would comprise the SCRTAC General Membership/Executive Council. This new format will begin with the January 2009 SCRTAC meeting. This meeting will begin at **4 PM**.
- 6. 2008 – 2009 Budget**
- a. **\$5000 to ‘repair’ the registry**
 - i. In previous years, the SCRTAC funding from the state was \$50,000. This year, our funding has been cut by \$5000, leaving a total budget of \$45,000. The \$5000 off the top has been designated by the State EMS Office to ‘repair’ the trauma registry system.
 - b. **Open TSS position**
 - i. Trauma System Specialist (TSS) Matt Hurtienne resigned from the SCRTAC EMS staff effective October 31, 2008. Matt has accepted a Dean of Students position at Moraine Park Technical College in Beaver Dam, in the IT program. Matt has agreed to stay on as an on-call / as-needed employee if so needed. We wish Matt well in his new endeavors, and thank him for his work with the SCRTAC TEP.
 - ii. Until we have a better understanding of the new contract, budgets, etc, it was decided not to fill the TSS vacancy at this time.
 - c. **EMS Coordinator cell phone, supplies, etc**
 - i. Cell Phone: Williams has switched his RTAC cell phone to an SCRTAC funded account, and away from the previous UW Hospital funded account. The RTAC is not a function of the UW Hospital, and therefore should not be paid by the hospital. The new cell phone account is approximately \$50/month.
 - ii. Supplies: Relatively low-cost items that support the TEP have been purchased, including wire adapters and paper. In the near future, the SCRTAC printer will need repairs, and minimal tech support may be necessary. The committee agreed to allow for this minimal spending.
 - d. **Budget needs** (Not addressed – Postponed until we have a better understanding of the contract, funding, and deliverables)
- 7. Next Meeting:** January 27, **4 PM, Middleton EMS**
- a. **New for 2009, the SCRTAC will be meeting at the brand new City of Middleton EMS building, 2020 Parmenter Street. Middleton, WI.**



8. Adjournment