

# NORTHCENTRAL REGIONAL TRAUMA ADVISORY COUNCIL MEETING MINUTES OF November 18, 2010

Saint Clare's Hospital – Weston, WI

Members Present: Michelle Armstrong, Dr. Clark, Dr. Curtis, Doug Duchac, Lisa Ebert, Brenda Fellenz, Chris Gengler, Dr. Gordon, Dr. Iskander, Sandy Johnson, Jason Keffeler, Colleen Khane, Ken Marg, Sue McVey, Caroline Neumueller, Terry Nichols, Dr. P'ng, Scott Perrin, April Pierzchalski, Anne Rifleman, Dr. Schertz, Amy Schmidt, Toni Smith, Nick Sphatt, Mike Trelow, Helen Walsh, Dorothy Weigel, Pamela Weiss-Lockhart

Chairperson: Crystal Lothe  
NCRTAC Coordinator/ Recorder: Michael Fraley

Introduction and Welcome	Crystal welcomed attendees to Saint Clare's Hospital. Attendee introductions.
September Meeting Minutes	Motion by Dr. Gordon to approve the September meeting minutes as written. Second by Jason K. APPROVED
Correspondence	None
Expense Report	Michael presented the annual budget and expense report to date. The NCRTAC has spent \$14,464. The State has encouraged the RTACs to have a plan to spend an additional \$6000 that may be available at the end of the year.
RTAC Coordinator Report	<p><u>Newsletter</u> Michael apologized for the weird formatting in the November newsletter. The template that has been used for the last few years has become corrupted. There will not be a December newsletter and a new template will be developed for next year.</p> <p><u>Website</u> Michael will be migrating our website to a new host and content development software. Michael will deploy a survey to ask the membership how they use the website.</p> <p><u>EMS Contacts</u> Michael has been assisting the OOH committee in refreshing the EMS contact list. We now have contact names and emails for almost all of the ambulance services as well as their medical directors. Next step is First Responders, dispatch centers, public health and emergency management.</p> <p><u>Podcasts</u> A second podcast has been produced. Michael interviewed Josh Finke about the trauma triage guidelines.</p> <p><u>WATS</u> Michael was planning to attend the WATS conference in Stevens Point as a vendor for the RTAC but the conference was cancelled due to low enrollment.</p>

	<p>Michael brought the display board to the NCRTAC meeting &amp; encouraged members to request the display for any conferences, trainings, health fairs or any other audiences that would be appropriate. In these times of tighter budgets, state deficits and the new governor, the trauma system needs to work a little harder on publicity.</p> <p><u>Meeting dates</u> Michael reminded the group that the general membership meeting dates for next year have been set and are on NCRTAC-WI.org</p>
State Office/ STAC	<p><u>State Trauma Coordinator position</u> We are not aware of any progress on hiring a new state trauma coordinator.</p> <p><u>2011-2012 Objectives</u> The State is beginning to plan the RTAC objectives for next year. They will likely be similar to this year's with the exception of requiring the RTAC to update our Trauma Plans.</p> <p><u>WI EMS MCI Plan</u> The State EMS Board has approved a revision of the document formerly referred to as the Wisconsin EMS Mass Casualty Incident Response Planning Guide. The RTACs have been asked to help publicize and distribute the plan to EMS agencies.</p> <p><u>Hospital Classification Site Reviews</u> The State is hoping to resume site reviews in 2011. Dr. Iskander reported that reviewers will be trained in December. There is no word yet on what the site review schedule looks like.</p> <p><u>Burn Care</u> The ABLS training is still available to hospitals. The State (WHEPP) is also working on a plan which the RTACs will be asked to help distribute.</p>
Committee Reports	<p><u>Process Improvement</u> The committee met last time and reviewed two cases. They identified two issues for potential follow up: 1) Termination of resuscitation of blunt trauma arrests and 2) selective spinal immobilization by EMS.</p> <p><u>Injury Prevention</u> Lisa has used the Alcohol awareness kits including the distracted driving headset and fatal vision goggle three times. The committee is gathering information about new alcohol products on the market.</p> <p><u>Out of Hospital</u> Discussed the roll out of the Trauma Triage Protocol and podcast ideas.</p>
Bylaw Amendment	<p>Dr. Gordon made a motion to change the bylaws as proposed (attached) and posted. Second by Nick Sphatt. Discussion: Sandy Johnson asked if the bylaws should also be changed to allow absentee voting. Absentee voting has been allowed in the past and group felt it did not need a change in the bylaws. Vote: Approved.</p>
Grant Recipients	<p>The following grant recipients reported on their projects:</p> <ul style="list-style-type: none"> <li>• Michael Fraley – PHTLS instructor update</li> </ul>

	<ul style="list-style-type: none"> <li>• Terri Nichols – RTTDC manuals</li> <li>• Spirit MTS – torso manikin</li> <li>• Amy Schmidt – Bicycle helmets</li> <li>• Jason Keffler – ITLS course</li> <li>• Nick Sphatt – trauma manikin</li> <li>• Pam Weiss-Lockhart – Bicycle helmets</li> <li>• Town of Russell FR – immobilization equipment</li> <li>• Doug Duchac – MCI kit</li> <li>• Wausau FD – trauma course</li> <li>• Rose Kearns – conference attendance</li> <li>• Lisa Ebert – fatal vision goggles</li> </ul>
Alternatives to in-person meetings	Group had a discussion about alternatives to attending meetings in person in a hope to get more participation from members that cannot travel due to time or financial constraints. Group agreed that in-person meetings are the best and that all the alternative have disadvantages. Michael will develop a survey to assess if there were alternative, would they be used.
WiTrac/ MCI	Dr. Clark and Sue McVey gave a presentation on using WiTrac to help communicate resources in special events and MCIs. Take home points: <ul style="list-style-type: none"> <li>• WITrac should be up and monitored in each hospital 24/7</li> <li>• WITrac alerts can be used to communicate and determine bed availability in a MCI event</li> <li>• EMS should initially inform base hospital of expected number and severity of victims</li> <li>• There should be established communication avenues between EMS and hospital for the duration of an event</li> <li>• Ideally each hospital should determine there realistic max capacity for Red and Yellow patient and update the MCI capability to reflect this.</li> </ul>
Letter to TPMs	Crystal presented the draft of a letter to be sent to Trauma Program Managers to see how the RTAC can support them. Crystal asked that any suggestions on the letter be sent to her.
Future Agenda items	<ul style="list-style-type: none"> <li>• Scott Rifleman, Portage Co Coroner will present on death investigation and trauma</li> </ul>
Announcements/ Training	<ul style="list-style-type: none"> <li>• Northcentral chapter of the ENA will have a conference Feb 3 in Weston</li> <li>• Spirit Trauma Conference, August 10 &amp;11, 2011</li> </ul>
Adjournment	Motion by Amy Schmidt to adjourn. Second by Toni Smith. APPROVED.

Next Meeting: Saint Clare's Hospital  
January 20, 2011  
0900-1200

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BYLAWS CHANGE  
Draft July 18, 2010

CURRENT BYLAWS

ARTICLE III – EXECUTIVE COUNCIL

Section 3 – Term of membership will be three (3) years with a minimum of 1/3 of the Directors elected each year.

PROPOSED BYLAWS CHANGE

ARTILCE III – EXECUTIVE COUNCIL

Section 3 – Membership

- (a) The term of each Director will be 3 years.
- (b) 1/3 of the Directors will be elected each year.
- (c) If the Executive Council chooses, vacancies created by resignations may be filled by a special election from the general NCRTAC membership within four (4) months from the date of the vacancy.