

**NORTH CENTRAL REGIONAL TRAUMA ADVISORY COUNCIL  
ANNUAL MEETING MINUTES of May 24, 2018; 9:00 am  
Marshfield Medical Center - Marshfield, WI**

Members Present: Michelle Armstrong, Mike Borgen, Gina Brandl, Cathy Connor, Dr. Trina Daniels (phone), Robbie Deede, Nicole Dekan, Audrey Evans, Deb Gojmerac, Dr. Bruce Gordon, Scott Habeck (phone), Krista Henderson, Del Horn, Sandy Johnson, Brenda Kechelhoffer, Jason Keffeler, Erin Klarr, Tara Kolodzik, Liz Kracht, Jennifer Kuester, Emily Loertscher, Autumn Marcis, Ken Marg, Dr. Cole Marschke, Christine Masterson, Richard Nesbitt, Terry Nichols, Jeff Nuernberger, Kathy Palm, Penelope Radlinger, Dr. Jennifer Roberts, Mark Schroeder (phone), Sara Steen, Tina Stephanus, Ashley Tremmel, Linda Vollmar, Helen Walsh (phone), Shirley Wiesman, Linda Worden

Chairperson: Corey Smith

NCRTAC Coordinator/ Recorder: Michael Fraley

Others present: None

Introduction and Welcome	Corey Smith welcomed attendees. It was noted that this is the annual meeting which is both a general member meeting as well as an Executive Council meeting.
November Meeting Minutes	Motion by Dr. Gordon to approve the January 25, 2018 meeting minutes as posted. Second by Nichols. Unanimously approved.
Correspondence	Ted Ryan resigned his Executive Council position. Carmen Viegut requested that the meeting requirement related to telephone attendance be revisited.
Fiscal Report	Michael reviewed the budget/expense report. Motion by Keffeler to approve. Second by Dr. Gordon. Unanimously approved.
Fiscal Agent Report	The Executive Council had previously received copies of the proposed fiscal agent agreement. Highlights were reviewed with the general membership. Motion by Dr. Gordon to approve the agreement if it includes language to clarify that the RTAC funds and program are separate from the HERC. Second by Masterson. Unanimously approved.
Executive Council Election	Nomination papers were received from Sara Steen and she was published as a candidate on the posted ballot. Floor nominations were received for Gina Brandl, Tara Koladzick, Dr. Jennifer Roberts, Penny Radlinger, Jim Herron and Jeff Nuernberger.  Motion by Dr. Gordon to close nominations and unanimously elect all seven candidates to the Executive Council. Second by Vollmar. Unanimously approved.
HERC Board Representatives	EMS and trauma volunteers were recruited for appointment to the NCW HERC board. Del Horn volunteered to remain on the board for EMS. Sandy Johnson volunteered to be an EMS representative. Jason Keffeler volunteered to be remain on as trauma representative.

	<p>Audrey Evans volunteered to be a trauma representative.</p> <p>Motion by Vollmar to appoint Horn and Johnson as EMS representatives and Keffeler and Evans as trauma representatives to the NCW HERC board. Second by Kachelhoffer. Unanimously approved.</p>
HERC Update	<ul style="list-style-type: none"> <li>• A sub-committee has begun work to develop the regional medical coordinating center plan.</li> <li>• An infectious disease table-top was held in April. The event was held virtually with participants meeting in their respective counties.</li> <li>• The HERC is distributing multiple patient kits to supplement supplies available to ERs. The bags contain ten sets of tourniquets, hemostatic dressings and chest seals. Similar kits with triage tags will be given to each county's emergency management office for use at large gatherings. An MCI table top drill is being planned for later this fall.</li> <li>• Bylaws and the regional plan are being reviewed.</li> </ul>
State Trauma/ STAC	<ul style="list-style-type: none"> <li>• Next STAC meeting is June 6 in Madison. It will include training on the PI module of the registry.</li> <li>• Per Caitlin 118 is "getting closer" to being released.</li> <li>• CRC is working on a list of top reasons facilities have classification deficiencies. They include: <ul style="list-style-type: none"> <li>○ Documentation of PI loop closure to include meeting minutes and attendees</li> <li>○ Inpatient components of the PI plan (if trauma patients are admitted)</li> <li>○ ATLS certifications</li> <li>○ Consistent activations per hospital policy</li> </ul> </li> <li>• Trauma Registry <ul style="list-style-type: none"> <li>○ Eric will be coming to the July NCRTAC general meeting.</li> <li>○ An ICD-10 code cheat sheet is being developed</li> <li>○ The 2018 data dictionary is posted. Work is being done to better align our data set with the NTDB.</li> <li>○ Be alert for duplicate case entries. Use the search function on the Incident tab to see if a case has already been started.</li> <li>○ Previously recorded registry trainings are posted on the DHS website: <a href="https://www.dhs.wisconsin.gov/trauma/education.htm">https://www.dhs.wisconsin.gov/trauma/education.htm</a></li> <li>○ An annual report summary will be out soon.</li> </ul> </li> </ul>
State EMS Update	<ul style="list-style-type: none"> <li>• Reminder about individual and service renewals being due at the end of June.</li> <li>• Rules about the "flexible staffing" bill that was recently passed will come out later this year.</li> <li>• A section chief and third regional coordinator have been hired and will be starting soon.</li> </ul> <p><u>EMS for Children</u></p> <ul style="list-style-type: none"> <li>• Please be on the look-out for an participate in the EMS-Children survey that will be coming to hospitals soon.</li> </ul>
RTAC Coordinator Report	<ul style="list-style-type: none"> <li>• Michael recently did hospital visits in Medford, Marshfield and Woodruff.</li> <li>• Michael recently attended county EMS meetings in Marathon, Portage and Taylor counties.</li> <li>• Numerous tourniquets have been requested and distributed to first responder and law enforcement agencies.</li> </ul>

	<ul style="list-style-type: none"> <li>• SAFER hosted a PHTLS class after the Trauma conference. More books and online registrations are available for FREE.</li> </ul>
Stop the Bleed project	<p>Michael reviewed progress to date of the Stop the Bleed campaign. He proposed pursuing grant and donation funds for the additional training kits and individual hemorrhage control kits to be given out during classes. Our fiscal agent can accept funds and maintain them in a non-lapsing account separate from our state funds. Training kits will be approximately \$520 and individual kits will be \$34 each.</p> <p>Motion by Evans to instruct the NCRTAC to pursue funding opportunities to support training kits and individual hem-com kits for the Stop the Bleed program. Second by Dr. Gordon. Unanimously approved.</p>
Committee Reports	<p><u>Process Improvement</u></p> <ul style="list-style-type: none"> <li>• A case was reviewed with the general membership.</li> <li>• Group will be reviewing the regional PI document that the state PI committee is working on.</li> </ul> <p><u>Definitive Care</u></p> <ul style="list-style-type: none"> <li>• Asked that the position statement on Radiology Studies be redistributed to hospitals and physicians</li> <li>• Discussed whether or not transport services would respond for a transport when a accepting physician has not been identified yet. Group felt that sometimes they wanted too much information before responding.</li> <li>• Aspirus MedEvac is doing a PI project on transfer times.</li> </ul> <p><u>Out of hospital</u></p> <ul style="list-style-type: none"> <li>• Putting together additional Stop the Bleed kits</li> <li>• Will be discussing Stop the Bleed classes</li> <li>• Discussing MABAS and ambulances for MPI/MCI</li> </ul> <p><u>Injury prevention</u></p> <ul style="list-style-type: none"> <li>• Have ordered several products for farm and ATV safety.</li> </ul> <p><u>Conference</u></p> <ul style="list-style-type: none"> <li>• The conference went very well. Reviews were shared with the Conference Planning Committee and the Executive Council. They were also sent to each speaker.</li> <li>• Final accounting is not complete but preliminary information that the conference revenue was \$14,651.42, expenses were \$8,582.08 and the net profit was \$6,069.34.</li> <li>• Next year: consider a new venue and look at either 4/26 or 5/3</li> </ul>
Bariatric trauma resources	<ul style="list-style-type: none"> <li>• Dr. Roberts will look at information from the bariatric centers of excellence</li> </ul>
Training	<ul style="list-style-type: none"> <li>• Dr. Roberts presented training related to a case where a patient was transported while contaminated with gasoline. Discussed decon considerations. She is happy to take the training to other facilities.</li> </ul>
Other business	<ul style="list-style-type: none"> <li>• None</li> </ul>
Future Agenda Items	<ul style="list-style-type: none"> <li>• Trauma transfer accepting issues</li> <li>• Bariatric capabilities across the region</li> <li>• HFS 118</li> </ul>

	<ul style="list-style-type: none"> <li>Regional Medical Coordinating Center presentation (NCW HERC)</li> </ul>
Announcements/ Training	<ul style="list-style-type: none"> <li>HAZMAT First Receiver Train the Trainer Course, June 11 &amp; 12, Rhinelander</li> <li>Brenda Kechelhoffer is retiring from Flambeau Hospital</li> </ul> <p>See Calendar at <a href="http://NCRCTAC-WI.org">NCRCTAC-WI.org</a> for more events and details</p>
Adjournment	Motion to adjourn by Kechelhoffer. Second by Horn. Unanimously approved.

Next Meeting:  
Aspirus Wausau Hospital  
Thursday, July 26, 2018  
9:00 am – Noon