

**NORTH CENTRAL REGIONAL TRAUMA ADVISORY COUNCIL  
ANNUAL MEETING MINUTES of May 25, 2017; 9:00 am  
Ascension Saint Clare's Hospital - Weston, WI**

Members Present: Michelle Armstrong, Kelly Bechel, Jenny Blenker, Gina Brandl, Nicole Dekan, Lisa Ebert, Aubrey Evans, Dr. Bruce Gordon, Krista Henderson, Del Horn, Brenda Kechelhoffer, Jason Keffeler, Liz Kracht, Chris Krebs, Scott Langa, Emily Loertscher, Ken Marg, Chris Masterson, Kathy Palm, Scott Perrin, Corey Smith, Jay Sommers, Sara Steen, Tina Stephanus, Linda Vollmar, Helen Walsh, Shirley Wiesman, Debra Witman

Chairperson: Terry Nichols

NCRTAC Coordinator/ Recorder: Michael Fraley

Others present: Ray Lemke

Introduction and Welcome	Terry Nichols welcomed attendees. Annual meeting was noticed as required.
May Meeting Minutes	Motion by Gordon to approve the March 23, 2017 meeting minutes as posted. Second by Palm. Unanimously approved
Annual meeting	<p><u>Coordinating facility</u> Motion by Gordon to designate Ascension Saint Joseph's Hospital and Aspirus Wausau Hospital as co-coordinating facilities for the NCRTAC. Second by Vollmar. Unanimously approved.</p> <p><u>Executive Council</u> Ballot for executive council presented as posted. Printed ballot included nominations Kenneth Marg, Terry Nichols and Linda Vollmar. Call for floor nominations produced nominations for Krista Henderson and Chris Masterson. Motion by Gordon to close nominations and cast a unanimous ballot for all five candidates. Second by Keffeler. Unanimously approved.</p> <p><u>Financial</u> Michael reviewed the 2016-2017 budget and expenses to date. \$18,280.52 of the budgeted \$27,964.46 has been spent leaving \$9,683.94. Committees will be submitting their final projects within the week and the Executive Council will meet to disperse remaining funds and set next year's budget in the near future.</p>
RTAC Coordinator Report	<ul style="list-style-type: none"> <li>• No items to report other than activities included in other sections.</li> </ul>
State Trauma/ STAC	<ul style="list-style-type: none"> <li>• State Trauma Coordinator Julie Forcier has resigned to take another job in the state Department of Administration. Her last day is May 26.</li> <li>• HFS 118             <ul style="list-style-type: none"> <li>○ Still negotiating some issues with stakeholders</li> <li>○ Hoping to post for review and hearings soon</li> <li>○ Would like to publish final rule to be effective 1/1/18</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Would then train site reviewers. This may include formal ACS training. Also working on their bylaws and standards.</li> <li>○ New guidelines may be in effect for site reviews by 7/1/18.</li> <li>● STAC has not met since our last meeting . Their next meeting is June 6. Members are encouraged to attend or dial into the meetings.</li> <li>● Trauma registry <ul style="list-style-type: none"> <li>○ Report writer trainings are scheduled and posted. One will be 7/12 from 10 – 2:30 at Ascension Saint Clare’s. You are welcome to attend sessions in other regions if they fit your schedule better.</li> <li>○ Eric is working on releasing regional reports for the RTAC Coordinators. STAC is considering giving the RTAC Coordinators additional access to hospital-level information (without PHI). Hospitals are encouraged to contact Eric or STAC members if they have concerns. PI committee will be discussing this in their meeting today.</li> </ul> </li> <li>● Spots remain open in both offerings of the Trauma Outcomes &amp; Performance Improvement Course (TOPIC). The course is open to anyone, not just hospitals.</li> <li>● There were four medical directors from our area that attended the Trauma Medical Director courses. Feedback was that it was very good.</li> </ul>
State EMS Update – Ray Lemke	<ul style="list-style-type: none"> <li>● Several potential changes are in legislation currently but the EMS office does not know what the changes will actually be until they pass and rules are written. Ray encouraged the audience to go to <a href="http://legis.wisconsin.gov/">http://legis.wisconsin.gov/</a> to find out more about proposals and to contact their legislators with comments.</li> <li>● The June EMS Board meetings will be available via Skype. Sub-committees are seeking members.</li> <li>● WARDS Elite roll-out continues. Hospitals should have access to the new Hospital Hub where they can find any run report as long as they have 2 of 3: DOB (allows for 1 day variance), last for of SSN or last and first name (allows sound-a-like for both). Hospitals will also have local administrators that can give other people in the hospital access as needed.</li> </ul>
EMS for Children	<ul style="list-style-type: none"> <li>● Pilot testing an emergency department pediatric readiness assessment program. Looking for rural/ critical access hospital volunteers. Flambeau Hospital said they would be interested.</li> </ul>
HERC	<ul style="list-style-type: none"> <li>● Funding the purchase of SMART triage packs for our remaining counties</li> <li>● Annual meeting and power outage drill 4/12</li> <li>● Holding a hospital surge capacity training/discussion June 14 in Weston. Encouraging hospital emergency preparedness, emergency department and trauma staff to attend.</li> <li>● Working on updating our databases for members including 24 hour contacts, WiTRAC administrators and WiTRAC monitoring capabilities.</li> <li>● Continuing to talk about the regional medical coordinating center plans. Recently met with the three physician referral centers.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Hospitals are reminded of expectation that WiTRAC is monitored 24/7</li> <li>○ Hospitals are reminded that in a small to large event EMS will contact one hospital with the expectation that they will contact other surrounding hospitals as needed to determine where patients should be transported.</li> </ul>
Committee Reports	<p><u>Process Improvement</u></p> <ul style="list-style-type: none"> <li>● Hosted PI education in March</li> <li>● Reviewed data from regional report</li> <li>● Discussed recent shooting event</li> <li>● Encouraged members to support WiTRAC and WISCOMM</li> <li>● Will review proposed new regional reports today</li> <li>● Recent ED LOS data: December 61.9%, January 60%, February 35.7%, March 71.4%</li> </ul> <p><u>Definitive Care</u></p> <ul style="list-style-type: none"> <li>● Did not meet in March</li> <li>● No issues currently presented to them</li> </ul> <p><u>Out of hospital</u></p> <ul style="list-style-type: none"> <li>● Planning to submit a stop the bleed kit project for funding</li> </ul> <p><u>Injury prevention</u></p> <ul style="list-style-type: none"> <li>● Have a supply of gun locks available for health fairs, injury prevention events, etc.</li> <li>● Alcohol awareness and poison look-alike kits are available</li> </ul>
Old business	<p><u>NCRTAC Trauma Conference 2017</u></p> <p>The conference went very well. Evaluations were overall very positive. There were 155 total registrations (144 paid). 10% no show (of total registrations); 59% of attendees and 36% of vendors used credit card; 62% of attendees registered in the last month; 17.4% registered in last week; 5 registered day before and 3 day-of; 10 paid vendors</p> <p>The final expense/revenue report is pending final entries by the fiscal agent.</p>
New business	<p><u>Bylaw adoption</u></p> <p>A draft of proposes new bylaws was posted as required after review and revision by the Executive Council. Motion by Gordon to approve the new bylaws to be effective 7/1/2017. Second by Smith. Unanimous approval.</p> <p><u>Regional Trauma Plan revision</u></p> <p>The regional trauma plan was posted for review after update by the Executive Council. Motion by Kachelhoffer to approve the regional trauma plan as posted. Second by Palm. Noted that there are a few typos in the needs assessment section. Michael will check and fix as needed. Unanimous approval.</p>
Announcements/ Training	<ul style="list-style-type: none"> <li>● TOPIC – Eau Claire – 6/6</li> <li>● TOPIC – Appleton – 6/12</li> <li>● TCAR – UW Madison – 6/12&amp;13</li> <li>● Emergency Care &amp; Trauma Symposium – Wi Dells – 6/19 - 21</li> </ul>

	<p>See Calendar at <a href="http://NCRCTAC-WI.org">NCRCTAC-WI.org</a> for more events and details</p> <p>Terry Nichols introduced Gina Brandl as the new Trauma Program Manager for St. Joseph's. Terry will be reducing her hours and moving into the trauma performance improvement position.</p>
Adjournment	

Next Meeting:  
Ascension Saint Joseph's Hospital  
Thursday, July 27, 2017  
9:00 am – Noon