

NCRTAC Executive Council Meeting

March 2, 2015 – Teleconference

Chair: Jason Keffeler

Members present: Terry Nichols, Ted Ryan, Mark Schroeder, Sara Steen, Linda Vollmar, Scott Perrin, Josh Finke, Nancy Martin, and Robert Kirkley

Recorder: Michael Fraley

Call to order	Meeting was called to order by Keffeler. A quorum is present (8/15 with 2 joining after the initial call to order)
Correspondence	<p>Michael Trelow has resigned from Ministry Saint Joseph's. We will need a new PI committee chair.</p> <p>Dr. P'ng resigned from the executive committee.</p> <p>Mark Dascalos is on FMLA until further notice.</p> <p>Julie Forcier is the new state trauma coordinator.</p>
Minutes	Motion by Nichols to approve the minutes from December 23, 2014 as written. Second by Finke. Unanimous APPROVAL.
Committee project/ 2014-2015 Expenses Update	<p>IP committee is working on life vest stations. A formal application was developed and shared with the area child death review teams.</p> <p>Wausau FD (Finke) requested \$1154.75 to support a PHTLS course for their members. Group asked that it be opened to outside attendees. Josh said that would be possible. Motion by Ryan to approve up to \$1154.75 reimbursement to Wasuau FD for PHTLS courses that would be open to outside attendees. Second by Schroeder. Unanimous APPROVAL.</p>
2015-2016 Budget considerations	<p>The NCRTAC will have \$28,198 to spend on projects and expenses for the next fiscal year. RTAC Coordinator salary will be paid directly by the State. We need to begin lining up projects for next year. Items to consider:</p> <ul style="list-style-type: none"> • RTTDC • Conference sponsorship • Holding own conference • PHTLS • Teleconference phone hardware & VOIP subscription • WebEx subscription • EMS/ hospital project grants • ATLS • Peds trauma training • Trauma Care after Resuscitation (TCAR) course
July – November 2015 meeting dates/ locations	The new HCC staff and advisory council meetings will conflict with our regular 3 rd Thursday meetings. Discussed moving meeting to a new regular date. Michael to develop survey monkey to ask general membership if a regular date/time would work and then it will be discussed at the March gen membership meeting.
HCC	The State has released the final HCC guidance document outlining the HCC

	<p>Advisory Board and the structure of the regional HCCS. They also posted the HCC staff positions which include the HCC Coordinator, RTAC Coordinator and Regional Medical Advisor. Michael encouraged the Executive Council to review the RTAC Coordinator job description.</p> <p>The region 2 transition team has met three times and has hired consultants to do an EMS survey and strategic plan as well as an HCC survey and plan. Regional organizational structure and bylaw documents have been started but on hold pending the consultants' work. RTAC members Rick Anderson, Jason Keffeler, Mark Dascalos and Dr. Clark are on the transition team.</p>
Regional Plan	<p>Group has reviewed the regional plan. Michael will be adding the Wisconsin Trauma Field Triage Guidelines as an attachment.</p> <p>Plan is to be posted for general membership review and approval at the March 19 NCRTAC meeting.</p>
Other business	<p><u>Destruction of Files</u> Michael asked if it was OK to destroy unnecessary NCRTAC files older than seven years. Important documents and minutes can be scanned and saved. WHEPP has been given similar instructions. No objections from group. Should consider adding something about document maintenance to bylaws.</p> <p><u>Annual meeting</u> Michael wanted to confirm that the May 21 Annual meeting was still OK with everyone before posting the official notice. No reason to change it was noted.</p> <p><u>WiTrac training</u> The State hired the WiTrac vendor to do trainings around the state for EMS agencies. Michael attended each of the trainings to talk about the RTAC with attendees but the sessions were sparsely attended. This was not uncommon across that state. Michael feels we have not "sold" the system to EMS well enough yet.</p> <p><u>Michael on vacation</u> Michael will be gone on vacation with limited email access March 7 – 15.</p>
Next Agenda	None identified
Adjourn	Motion to adjourn by Perrin. Second by Ryan. Unanimous APPROVAL. Meeting adjourned.