



Mile-High Regional Emergency Medical and Trauma Advisory Council (RETAC)

Meeting Minutes

Rita Bass
190 W. 6th Ave.

March 15, 2007

Members Present:

Adams County- Tom Pedigo, Dave Baldwin
Arapahoe County- Dr. Mark Kozlowski, Sgt. Randy Councell
Broomfield County- Dr. Charles Mains, Dr. Jan Dehler, Joe Bruce
Denver County- Justin DeMello, Dr. Kathryn Beauchamp
Douglas County- Dr. Burt Katubig, Jackie Fitch, Rich Martin
Elbert County- Glen Ohrns, Dian Bowers

Members Absent:

Adams County- Heather McDermott
Arapahoe County- Vacancy
Denver County- Dr. Christopher Colwell
Douglas County- Dr. Joan Bothner

Minutes Prepared by:

Shirley Terry, Mile-High RETAC Coordinator

Quorum Established:

Yes

Call Meeting to Order/Introductions:

Dr. Charles Mains called the meeting to order and introductions were made.

Approval of Meeting Minutes:

Meeting minutes from January 18, 2007 were approved as written.

Presentation-

Skip Tinnell presented a brief overview of the study on hypotension and intubation.

Coordinators Report- Shirley Terry:

EMS Provider Grants

10 Provider Grants were submitted for the MHRETAC. The reviews will be today at 1pm. An invitation to present provider grant information was sent to all who submitted grants. State received a total of 93 grants for \$2.7M with \$1.6M available.

The reviewers today are:

Arapahoe County- Randy Council

Adams County- Tom Pedigo

Broomfield County- Joe Bruce

Denver County- Justin DeMello

Douglas County- Rich Martin

Elbert County- Dian Bowers and Glenn Ohrns

The provider grant review will be at 1pm today.

Statewide RETAC Forum

The MHRETAC hosted the Statewide RETAC Forum at the Marriott hotel on February 28 and March 1, 2007. CDPHE is planning on conducting audits of RETACs every three years using the GAGAS standard. This is the highest standard of audits that include additional opinions on internal controls and compliance. A standard audit is just a review of the financials.

MHRETAC currently submits Exemption from Audits each year. The state does not require audits under \$500,000. This is a CDPHE paid for and requested audit. They will conduct then at Southern RETAC, Western RETAC and Plains to Peak first. If a RETAC conducts an audit with the GAGAS standard, CDPHE will not repeat it. Audits will go back 2 years.

Coordinator will be submitting only the contract amount and not details because the finances during an audit will not match. Audits cannot be conducted on personal expenses-only the expenses of the RETAC.

A strategic planning session with the RETAC Coordinators will be held on June 6-7 in Frisco at the next Statewide RETAC Forum.

A needs assessment will be required as part of the Biennial Plan for July 1, 2009. A group of RETAC Coordinators and CDPHE will be reviewing the needs assessment conducted by a grant for the Western Region which has been adopted as the state needs assessment. The needs assessment will have

common questions to all RETAC and then some additional RETAC specific questions. These assessments will be conducted by outside reviewers. The plan is not finalized at this point. The planning process will start in the next few weeks.

A task force was established to develop the questions for the MHRETAC. The members are: Dr. Charles Mains, Tom Pedigo, Rich Martin, Phyllis Uribe, Randy Councill, Dr. Jan Dehler, and Craig Gravitz. The first meeting will be Thursday, April 19, 2007 at 12 following the Destination Committee at the American Red Cross.

Trauma Care Preservation Coalition

The committee is continuing to meet and have requested data from hospitals and pre-hospital agencies. Coordinator submitted the same request that was sent in 2005 and asked that the data be sent back to her. The coalition is supporting SB 193 although would like to have the amounts increased for pre-hospital/hospital and rehab reimbursements. These amounts are currently set at \$25,000 each. What Bishop and Associates and Peter Kinzler predicted has proven to be correct.

Council Membership

Attendance- for 2006

Those with 3 or more absences for the six meetings in 2006:

Denver County- Dr. Kathryn Beauchamp-one was due to the birth of her child.

Douglas County- Rich Martin

Terms expiring in December 2006

Arapahoe County- Randy Councill

Terms expiring in January 2007

Arapahoe County- Dr. Mark Kozlowski

Douglas County- Dr. Burt Katubig

Elbert County- Dr. Joan Bothner

Triage Tag Project

On the 20th of each month, a few EMS agencies will begin to use the trauma triage tags when delivering patients to area hospitals. EMS agencies can make copies of the original triage tags to cut expenses. Dr. Christopher Colwell and Dr. Charlie Little will be reviewing these triage tags for a quality study.

OEM of the Year

Randy Council was awarded the OEM of the Year by the Colorado Emergency Managers Association. Congratulations to Randy!

Standing Committee Reports:

Destination Committee- Dr. Christopher Colwell

Skip Tinnell presented the data on hypotension and intubations. There was a high rate of missing blood pressures. It is uncertain as to why and were the trip reports missing? Skip was asked to further the study by breaking down the data by pediatrics, adults, and level of hospital. He may be able to look further into the missing blood pressures. He will look at destination and explore mortality in intubated patients. Skip will compare these patients with those who were not hypotensive and not intubated by the same criteria.

Council voted to approve posting the PowerPoint presentations on the MHRETAC website using a password protection system.

The Trauma Nurse Coordinator's and Registrars met and 5 triage codes will be added and 9 that are placed on hold until a later time or until further definition is established. These triage codes will go live April 1, 2007.

C-DOT Grant- Teen Seat Belt Use

The school challenges are underway at the 6 schools in the project. Marcus Houston needs the resource request to be completed and returned if anyone is able to help with the school challenges.

Phyllis Uribe questioned if the MHRETAC wanted to support another 3 year project with C-DOT and the teen driving challenge. The Council would like to have this study get IRB approval. Sustainability of the project is concern. Council voted to approve writing the grant for another 3 year project pending additional support. This would mean with the expansion of more schools, representatives from other agencies would need to start participating in the various counties and perhaps rotate through the Steering Committee. Council would like to have more media exposure.

Activities will be posted to the MHRETAC web site. More involvement by the MHRETAC is encouraged.

Other Reports:

State Update- Randy Kuykendall and Celeste White

Coordinator reported that SEMTAC is working on setting 3 goals per committee by April. These goals will be incorporated into a strategic plan for SEMTAC.

Aero medical and CBI Name Based background check legislation all passed.

New and replacement hospital designation rules are with the attorney general with a final draft to SEMTAC.

Rule 500 Formulary was approved by SEMTAC and will go to the Board of Health on May 17th.

Level I and II meeting will be in April. Critical Care Paramedics- no agreement yet as to how to recognize them.

North Central Region- Dr. Charles Mains

There were a total of 73 projects for DHS grants for a total of approximately \$15 Million. These requests will be split between NCR, UASI and MMRS. The final grant is due from the State and UASI on April 5th.

There is a board retreat scheduled for March 19 and 20 in Colorado Springs. Coordinator will be attending this retreat.

The Radiation Detector Planning Committee has continued to work on developing the guidelines for the hospitals. The guidelines will also include the hospital agreement to be signed by each participating hospital.

UASI- Shirley Terry

UASI will be submitting grants for the top projects that are not requested by NCR and the State. UASI is competitive with other cities while NCR is only competitive with the other 8 regions of Colorado.

Medical Community Strategic Planning Meeting

The Medical Community Committee wrote and reviewed all the medically related grants that were submitted to NCR, UASI and MMRS.

There were 6 grants submitted from the Medical Community for NCR, MMRS and UASI. They were; EMS and Medical Surge Supply Inventory, Regional Communications, Triage and Patient Tracking, Hospital Radiation Detection Program, EMS Caches, All Hazard Fax Printers for Emergency Departments and Training and Exercise for hospital personnel. The training and exercise funds would fund backfill to allow staff to attend classes relating to all hazard preparedness.

Since there are so many types of caches available, MCI, trauma burn, EMS etc., the committee agreed to use more common terms for all medically related caches. Medical disposable goods related to items that are disposable and may expire. Durable goods relates to all re-usable medically related caches such as cots, blankets, IV pools, bedpans. These definitions were agreed by the Regional EMS and Hospital Councils.

MMRS- Melinda Johnson

Report deferred.

Unfinished Business:

MHRETAC Ambulance Inspection Grant- Tom Pedigo

The grant was approved as written.

The grant request will be posted to the MHRETAC website and sent to EMS agencies.

Treasurer/Bookkeeper

Coordinator has been providing information to the bookkeeper. The finances are all in the updated version of QuickBooks.

Council voted Jackie Fitch as the Treasurer.

Website

The MHRETAC is live with a monthly calendar. If anyone wants something posted they need to send the information to the Coordinator. There are several items yet to be updated and linked.

New Business:

Government 115 and 501c3

The vote was unanimous for apply for the 501c3. The attorney has been working on the application. This may take several months to get accomplished. Coordinator will be providing the initial information for the application with the attorney completing and revising as necessary.

CQI Trip Report Study

The MHRETAC hospitals have agreed to participate in the trip report study that is monitoring if trip reports are left within 24 hours. The real question is if the report was left at the time the patient was delivered to the hospital. To monitor that question, each hospital would need to engage the assistance of the ER clerks.

Council and Coordinators agreed to participate in this study. Petra Kelly from University has a tracking system in Access that she is willing to share.

Exemption from Audit

Brewer Accounting put the audit together. Coordinator needs everyone's signatures.

Marketing Budget/Brochures

Coordinator has obtained a bid to develop and print brochures for MHRETAC with the Ready Colorado group for approximately \$1700. There would be a fee of \$500 to print 500 brochures.

Brochures were approved in last year's budget. Coordinator will obtain the services of Ready Colorado Group to develop the brochures.

Council voted to keep the \$5000 as a marketing budget in each year's budget.

Budget Approval FY 2008

The budget was sent out for review prior to the meeting. Note it does not contain the operating expenses of the Coordinator.

Current unspent money from current budget-

Special Project-

MHRETAC Brochures- \$5000- this will be spent

Regional Funding-

Public Education- \$12,500

Recruitment and Retention- \$2,000

C-DOT Reserve- \$5,000

The \$19,500 from regional funding can be placed into a separate funding source or line item and hold over for another year. Coordinator placed them again in the next year's budget. Public Education funding was allocated due to the sell of the MHRETAC vehicle.

Budget approved via e-mail.

EMS Data Collection Project

MHRETAC had 7 EMS agencies out of 36 that provided some data on the web site. Only 2 agencies sent data in the last couple months. EMS agencies are encouraged to participate.

Biennial Plan

The Biennial Plan is a deliverable for July 1, 2007.

Council agreed to have the Coordinator develop the plan and send to them for input via e-mail.

C-DOT Grant- 3 year Renewal

Voted to approve with additional support. The next three years will involve more schools and will need more in-kind hours to meet the match required by the grant.

Open Forum for Audience and Council Members:

No comments.

Adjournment:

A motion was made to adjourn.

Next Meeting-

The next meeting date will be May 17, 2007 from 11am to 1pm, Rita Bass Trauma and EMS Education Institute, Classroom A and B, 190 W. 6th Ave.

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