



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

## **Meeting Minutes**

**Rita Bass**  
**190 W. 6<sup>th</sup> Ave.**

**September 20, 2007**

### **Members Present:**

Adams County- Tom Pedigo, Dave Baldwin, Heather McDermott  
Arapahoe County- Vacancy, Dr. Mark Kozlowski  
Broomfield County- John Pickle  
Denver County- Dr. Kathryn Beauchamp, Dr. Christopher Colwell  
Douglas County- Jackie Fitch, Dr. Burt Katubig  
Elbert County- Dian Bowers

### **Members Absent:**

Arapahoe County- Sgt. Randy Councill  
Broomfield County- Dr. Charles Mains, Joe Bruce  
Denver County- Justin DeMello  
Douglas County- Rich Martin  
Elbert County- Glen Ohrns, Dr. Joan Bothner

### **Minutes Prepared by:**

Shirley Terry, Mile-High RETAC Coordinator

### **Quorum Established:**

No

### **Call Meeting to Order/Introductions:**

Dr. Christopher Colwell called the meeting to order and introductions were made.

### **Approval of Meeting Minutes:**

Meeting minutes from July 19, 2007 were accepted as written and will be approved via e-mail.

## **Presentations**

### **Transfers Part I- Skip Tinnell**

Skip Tinnell presented the initial information regarding transfers into the MHRETAC from around the state and outside of Colorado. This information was sorted by ISS, type of injury, transport mode and region. Patients were identified by using matching identifiers. Dr. Steve Moulton informed everyone that in his previous location, they used up to 5 matching identifiers and the best one was the last set of vitals from the field and the first set of vitals in the ED.

### **Coordinators Report- Shirley Terry:**

#### **R & R Workshop**

Coordinator sent to everyone an R & R workshop to be held in San Diego in December.

#### **Columbine Memorial**

Tomorrow is the service dedicating the memorial of Columbine.

#### **Biennial Plan**

CDPHE sent a letter approving the MHRETAC Biennial Plan and had positive comments on its content.

#### **Channel 4 Request**

Karisa Scott from Channel 4 was asking questions regarding ambulance inspection documents. Dr. Christopher Colwell received similar questions from Karisa.

#### **Council Membership**

Coordinator will send a notice regarding which council memberships are expiring.

#### **Website**

Coordinator will meet with Grace Linn to complete the additions to the web site and add the C-DOT school campaigns.

#### **EMS Scholarship Program**

Due to some state procedures and policies, it will not be possible to develop a EMS Scholarship Program through CDPHE at this time.

### **The Children's Hospital Move**

The hospital will be moving on September 29, 2007. The hospital conducted an open house for families and Ems providers last week. The hospital will have a large conference room to conduct educational offerings for up to 250 people.

### **Meeting Room for Next Year**

The attendees want to continue to use Rita Bass for meetings next year but expressed concern over the parking fees. Dr. Beauchamp will contact Denver Health and see if the parking could be free that day.

### **Standing Committee Reports:**

#### **Destination Committee- Dr. Christopher Colwell**

The committee met and reviewed the transfer report presented by Skip Tinnell. All the hospitals have downloaded their 2006 data and are current with 2007 with the exception of North Suburban. The MHRETAC data base now contains over 30,000 patients.

#### **Needs Assessment Committee**

The committee met and voiced the major concern of conducting the needs assessment—will the state follow-up and do anything based upon the assessment? Top issues facing the medical community were identified.

#### **Medical Surge Trailers/EMS Caches**

The MHRETAC OEM's will meet again tomorrow and will be conducting inventory of the medical surge trailers that were provided by HRSA and will be identifying the deficiencies prior to next years grant funding.

Policies and procedures are being written for the EMS caches. These should be completed in the next few months. Storage sites have been identified.

#### **C-DOT Grant- Teen Seat Belt Use**

MHRETAC received another year of funding, \$60,000 to continue the teen seat belt use injury prevention project. Marcus Houston presented the schools that will be having a school challenge the week of October 15<sup>th</sup>. Council Members and stakeholders signed up to be champions for the schools and assist with the pre-testing and post-testing. Another part time person will be hired till December to assist with these school challenges.

Dr. Moulton from The Children's Hospital has agreed to publish the MHRETAC injury prevention project.

### **Other Reports:**

#### **State Update- Randy Kuykendall and Celeste White**

There were no state representatives.

Coordinator reported that the Rule 500 received an emergency ruling to correct some necessary immediate changes and will continue to require some additional changes and updates.

SEMTAC will be held October 4<sup>th</sup> with the committees meeting on Oct. 3<sup>rd</sup>.

#### **North Central Region- Dr. Charles Mains**

There was a reduction in grant funds to the state which resulted in a reduction to NCR who received approximately \$2.2 million this year. The hospital radiation detectors are on the list at present to be funded.

#### **UASI- Shirley Terry and Justin DeMello**

UASI was just awarded an increase in funding for the current year- \$7.85 million. The committee is meeting right now to discuss what projects will be funded.

#### **Medical Community Strategic Planning Meeting**

The focus continues to be on evacuation planning, EMS caches and the MMRS compact.

#### **MMRS**

The MMRS compact is almost complete.

### **Unfinished Business:**

#### **EMS Data Collection**

Moe Bachmann gave a presentation on the current status of the EMS Data Collection project and how many agencies are presenting data in the EMS community. There are 190 transport agencies in Matrix. 53% of transport agencies are submitting data. Some agencies are continuing to use paper for data collection.

A large percent of patients will be added to the data base when Denver Health is able to submit data.

#### **501c3**

The application is completed. Coordinator needs some signatures before it can be submitted.

#### **CQI Trip Reports Study**

There was a compliance rate of approximately 41% after this last phase. More trauma trip reports were left than medical. Next question is does it influence patient care. The committee may look at diagnosis related questions.

Tom Pedigo raised the question that no one really knows what happens to the trip reports once it is given to the hospital. The real question is can the hospitals capture the data they need and write it on the hospital forms.

### **Radiation Detection Hospital Plans**

Coordinator reminded everyone to contact their safety officers and get the hospital plans written and submitted so the radiation detectors can be installed before the end of the year.

### **New Business:**

#### **Financial Overview and Financial Report Prior Year**

Both will be sent via e-mail. Coordinator is waiting for the report from the bookkeeper.

#### **MHRETAC Accounts**

Coordinator questioned if a bulk of the money in the savings account could be moved to a short term CD to earn more interest. There was consensus. Coordinator will work with the chair to have the money moved.

#### **MHRETAC C-DOT Charge Account**

Coordinator requested a charge card for MHRETAC C-DOT grant expenses. Marcus Houston and Phyllis Uribe will use the card when purchasing school supplies for the teen seat belt use project. There was consensus to do so with established limits such as \$5,000 on them.

#### **All-in-One Printers Emergency Room Survey Results**

Due to the need for everyone to use the same driver, HP may be the printer of choice. Hospitals that have contracts that prohibit use of other name brand equipment will have to be dealt with on an individual basis.

#### **Ambulance Inspection Grants- Revised Guidelines**

Due to the 501c3 application, the guidelines were revised to allow the MHRETAC To recover any misused or unused funds.

#### **MHRETAC Brochure**

Coordinator wanted more EMS and medical focus on the brochures so they are being revised.

#### **Statewide Needs Assessment Concept Paper**

The Coordinators are proposing that the needs assessment utilize the 15 components in the state strategic plan with the addition of regionalization as an added component. Consensus was reached to utilize this plan. Coordinator will send the concept paper out after it is approved by the Needs Assessment Committee on Tuesday, September 25, 2007.

#### **MHRETAC Town Hall Meeting- September 25, 2007**

The MHRETAC Town Hall meeting will be held at Porter Hospital Auditorium in the Grand Mesa Conference Room. Flyers have been sent. These meetings allow CDPHE to meet with the agencies and hospitals to discuss various issues.

Topics will include EMS Data Collection, Needs Assessment, EMT Certification, Ambulance Inspection Grant, Provider Grants, CQI Trip Reports and other pertinent topics.

### **Democratic National Convention**

Justin DeMello will provide an update next month.

### **Conflict of Interest Policy**

This policy was written to be submitted with the 501c3 application. This will be reviewed annually at the January meeting.

### **Conflict of Interest Declaration**

All Council Members and committee members will need to sign this form on a yearly basis.

### **Bylaws Revision**

The bylaws need to have a sentence under the duties of the Secretary and Treasure that states that these duties may be assigned to another person. Coordinator will send out the wording for review prior to the next RETAC meeting so they can be finalized at the January meeting.

### **IGA Revisions**

The 501c3 once again required a few minor changes to the IGA. Coordinator added some disaster preparedness language to the document to support hospitals and EMS in cooperating during a disaster and to enable them to receive FEMA funding following a disaster. The concept and intent is to be global with other MOU's and mutual aid agreements providing more detail.

A committee was established to review the document in detail and come back with a final product. There was consensus only on the intent of the document. A few felt the IGA might obligate them to do certain things so that will be addressed in the committee.

## **Open Forum for Audience and Council Members:**

### **Adjournment:**

A motion was made to adjourn.

### **Next Meeting-**

**The next meeting date will be November 15, 2007 from 11am to 1pm, Rita Bass Trauma and EMS Education Institute, Classroom A and B, 190 W. 6<sup>th</sup> Ave.**

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