



FY12 Quarterly Activity Report

Northeast Colorado RETAC

Quarter X 1, 2, 3, 4

Current Issues

1. Logan County,

In July 2011, Doug Smith, CEO of Life Care Medical Inc. sent a letter to the Logan County Commissioners informing them of the company's inability to meet payroll obligations and that if there was not an increase of subsidy from the County to Life Care Medical, the company would have to close its doors by September 1, 2011.

As a result there were discussions held in executive session and subsequently the public was notified that there would be an intergovernmental agreement between the City of Sterling and Logan County that would provide for an EMS transport system funded in part by Logan County who would pay for additional equipment and personnel.

According to the information made public to the constituents of Logan County, assets of Life Care Medical were being evaluated for purchase and other assets were being acquired to prepare for the transition from Life Care Medical Inc. to the City of Sterling Fire Dept. to run the EMS transport system in Logan County.

Dr. Bacon has been in touch with Dr. Benji Kitagawa, (RMD) who has provided technical assistance. And the RETAC coordinator has been in touch with the Human Resources Dept. of the City of Sterling and provided information as requested i.e. job descriptions, various state documents that give background as to qualifications and acts allowed under the EMS rule Chapter II.

2. The Regional Medical Direction project under the 603 grant given to the Northeast Colorado RETAC executed 2 contracts, one with Dr. Benji Kitagawa and the other with Christie Winckler. Dr. Kitagawa will be the Regional Medical Director and has submitted a work plan in accordance to the requirement by the CDPHE to the Northeast Colorado RETAC. Christie's contract was temporary in nature as she will be moving out of the Region in Sept.

A new request for proposals was published in July and kept open throughout half of July and all of August. One response was collected. The RMD subcommittee has been informed and decisions as to next steps will be made at the Sept. 20, Board of Directors meeting. The 1st quarter grant report was submitted by the NCRETAC coordinator online as required by the CDPHE. This report is not viewable at this time to give to the council however, the online form will not publish outside of the fields in the report form online.

3. The Northeast Colorado RETAC's biennial plan was reviewed by the SEMTAC subcommittee/task force for this purpose and was found to be sufficient.

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RETAC Activity/Accomplishments

Goal 1, ; Component 4-Systems Finance

- *Objectives*
 - Funding of operations and goals development of the NCRETAC
 - Provide resources necessary to support Generally Accepted Governmental Accounting Practices
 - It became apparent prior to the end of FY 2010-2011 that there needed to be a change of accounting firms. Without going into details which are part of the record and in the minutes of the Board of Directors meetings. The new accounting firm of Novosad & Associates was contacted and same has agreed to provide the bookkeeping and accounting services to the Northeast Colorado RETAC. Reports and files have been very timely and communication between their firm and the Northeast Colorado RETAC is consistent and accurate.
 - Banking access was granted by the board to the firm and online access was made available by Bank of Colorado. Files have been updated as well as Classes and accounts made up to date.
 - The NCRETAC was made aware of the need to move our tax reporting period from a Calendar year to a Fiscal year. This was accomplished through the firm McMann & Associates who has been in contact with the coordinator since May 2011. Apparently the revenue of the NCRETAC has increased to the point where we can no longer file an EZ form and must file a tax return that is more lengthy and involved.. However since the Novosad & Associates firm works closely alongside McMann & Associates in Avon CO. files have already been exchanged in preparation for this requirement.
 - Continue to support the infrastructure and goals with funding
 - The Board of Directors approved the budget deliverable to the CDPHE in June 2011. This budget outlines the obligations from previous years along with budget line items per project or operations in addition to encumbrances for future expenditures. More detail on the projects will be later on in this report.
 - Provide the board, CDPHE with financial reports as required and as requested

Goal 2; Component 9 – Medical Direction,

A more complete report is online as is part of the quarterly Systems Development Grant; but is summarized here

- The Northeast Colorado RETAC as part of the RMD grant project started January 2011 engaged Dr. Benji Kitagawa in a new contract July 2011 and Christie Winckler RN, July 2011. A new request for proposals was published in July 2011 in response to the upcoming resignation of Christie Winkler in the role of Regional Clinical Coordinator. One proposal has been received and will be reviewed in September 2011. The actual goals report is part of the quarterly systems development grant report so this report will only summarize what was written in that report.

Contact lists are continually updated and surveys were distributed in August 2011 in response to a request by the Northeast Physicians Advisory Board. (NEPAB).

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Dr. Kitagawa has been in contact with Dr. Bacon who provides medical direction for the City of Sterling Fire Department who is the new EMS transport service in Logan County. Dr. Kitagawa has also had contact with Dr. Spurlock in Haxtun who will be the new Medical Director for Haxtun Hospital Ambulance. Dr. Kitagawa served in that capacity since March/April 2011 as the interim Medical Director. Dr. Spurlock has been hired by Haxtun Hospital and has never been a Medical Director for an ambulance service before.

Other goals in the systems development grant are contingent on access permissions to the RMD and subsequent QA is contingent on that access.

Goal #3; Component 6 - Education Systems

- Objectives
 - Continue to provide funding to CME courses identified in the funding policies to benefit EMTS agencies in the region
 - The Northeast Colorado RETAC increased the funding for EMTS course by eliminating the “professional development fund” and transferring the amount budgeted for that line to the EMTS course line. This was as a result of the EMTS fund line being over budget for 2 consecutive years.
 - Continue to provide financial support to the ALS refresher
 - The Northeast Colorado RETAC increased the amount budgeted for this project by 500.00 this was in response to input from the 3 training groups discussions on actual costs and a request to increase the budgeted amount.
 - Poudre Valley EMS will be the host for the 2011 ALS refresher, in addition to providing online access PVHS EMS will be collaborating with agencies on the eastern plains to assist in setting up remote skills test sights. This will save travel time and money for the providers who want to meet the National Registry Requirement for a full “Refresher Course” .
 - As always this ALS refresher will be provided at no cost to the providers and will be transmitted remotely so students can attend at home, pick and choose which topics to attend or choose to do a full refresher or just CME.
 - Encourage collaboration between education centers/groups to provide online CME above and beyond ALS refresher courses
 - Discussions have started how to make this available and how to best provide resources for this collaboration.

Goal #4; Component 14 - Information Systems

- Objectives
 - Provide simple, universal access to information and services for board members, contractors, and end users.
 - Continually updating the flow of information, making sure it meets standards,
 - Ease of use
 - Easy to find information
 - Implement VoIP technology to improve the delivery of voice communications
 - Renewed out subscription to GoToMeeting™ this is utilized by the Board of Directors and the Northeast Physicians Advisory Board.

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- Research and provide more advanced web tools for the NCRETAC to enhance the NCRETACs web presence in a way that will reach and attract more traffic and meet our regions changing needs.
 - Updating online web entry forms, CME Forms and Injury Prevention forms and RMD report forms are all being transitioned to PDF data entry forms to assist in the collection of data which will streamline the reporting.
- Provide storage of media for continuity of operations and funding programs
 - Online storage of important documents in the file structure of our web pages.
- Post Timely meeting notices
 - Monthly meetings agendas are posted at a minimum of 1 week in advance, but the posted schedule is online,
- Post special announcements as needed
- Improve the online communications ability for individuals and groups associated with the NCRETAC.

Goal #5; Component 13 – Prevention

Collaborate with local and regional efforts to enhance injury prevention activities

Objectives

- Form an injury prevention subcommittee that will;
 - Collaborate on injury prevention projects
 - Coordinate the development of a regional injury prevention strategy.
 - Support and emphasize prevention education and programs throughout the RETAC.
- The injury prevention subcommittee will create an online/fill-able application and report to make it easier for counties to apply for RETAC prevention funds and for the RETAC to measure successes of the projects.. The subcommittee will promote the availability of prevention funds and provide counties with project ideas and evaluation support. Success will be measured by an increase in applications and projects funded in a minimum of 5 out of 9 counties within the RETAC.
 - The only activity towards this goal has been to create an online fill-able application form. This should allow counties to apply and make it easier for the NCRETAC to report.
- CDOT occupant protection grants are being subcontracted out to PVHS Foundation. Reports have been submitted within the deadline and activities reports have been made directly to CDOT.

Goal #6; Component 11 - Mass Casualty Systems

To enhance all hazards planning and how it integrates into the ESF 8 for EMTS entities in the NCRETAC

Objectives

- Form a working group to update the NCRETAC Mass Casualty Plan as needed
 - Not been updated in 2011-12 by end of quarter 1.
- Support EMTS courses that follow existing funding program policies that identify Mass Casualty as the course curriculum
 - No activity in this area.

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