

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

August 14, 2025 (in person & virtual)

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (RFD), DJ Goldsmith (KVFR), Chris Moen (KVFR), Jake Riedel (LFN), Lauren Fritts (ALS), and Jack Horsley (MPD) Online: Danielle Bertschi (FD#6), Rich Elliott (KITTCOM), Cody Staub (KVH)

Guest(s): April Bourbon (SCR) **Staff:** Cheryl Burrows, EMS Coordinator

Introductions & Membership Updates: Delcie Proffitt, ALNW, sent notice that she will be replaced. Joshua Wright will represent CWU on behalf of Emily Gonzalez while she is on leave.

ACTION ITEMS:

- **Minutes** – Lauren Fritts motioned to approve the June Council meeting minutes, seconded by Chris Moen, motion carried. Lee Hadden approved the July Executive Committee minutes as presented.
- **New MPD Council Recommendation Letter / Support Letters / Overlap Funding** – Both MPD candidate Letters and CVAs sent to Council members. Letters of support for Dr. Schmelzer received from Dr. Thomas, CMO-KVH, Ellensburg Fire Fighters, Local 663, Emily Gonzalez, EMS Program Director-CWU
 - Chris Moen motioned to recommend Dr. Schmelzer to the DOH for the MPD position, Danielle Bertschi seconded, motion carried.
 - Lauren Fritts motioned the Council approved budgeted reserve funds to compensate Dr. Schmelzer at the MPD rate for any needed transition work during September, seconded by Chris Moen, motion carried.
- **SCR EMS/TC Council Member Applications** – Chris Moen motioned to recommend member applications for Cody Staub as hospital representative and Danielle Piper as his alternate, Lauren seconded, motion carried.
- **2026 Proposed Office Budget Plan Resolution (#8-14-25-A)** – Budget plan was distributed for review and discussed in the meeting. The annual jurisdiction budget increase is 10%. Population distribution based on the OFM population #s 4/1/25. Lauren Fritts, motioned to approve the 2026 Office Budget Plan as presented, Jack Horsley seconded, motion carried.
- **Personnel Action Form** – Cheryl informed the Council that she will be submitting a County PAF for Victoria to reduce her hours to 24 hrs./week as requested starting 9/1/25. Cheryl informed the council that Victoria is a good employee and would like to keep her at least part time. Debbie Losse, currently a casual employee, has agreed to continue to help fill the void for now. A part time EMS Assistant position has been posted with through KC HR.
- **FY25 Year-end Training Budget Resolution (#8-14-25-B)** – Year-end budget resolution was sent out and reviewed at meeting to include the Reserve Funds Explanation Cover Sheet. Total reserves funds to be transferred to FY26 = \$27,235.26. FY25 training reserves were used to offset the increase in training costs for instructors/evaluators/patients, general supplies, and the costs associated with the SEI Candidate process which was expected. Rich Elliott motioned to approve as presented, seconded by Jack Horsley, motion carried.
- **2025-2026 Training Fee Schedule (draft-pending expected DOH budget cuts)** – Cheryl presented fee increases for 2025 AFA training; AFA Renewal = \$90 & AFA Initial range \$290-\$350 depending on class size. Chris Moen motioned to approve, Jack Horsley seconded, motion carried. Cheryl presented 2026 proposed increases for OTEP and initial training. April, SCR EMS Director, reported the DOH sent an update this afternoon that funding was expected to be available through the biennium for regional contracts. 2026 training fee increases are still needed due to cost increases. The Council will revisit the proposed 2026 increases next meeting when more is known. In the meantime, Cheryl will notify agencies of the expected increases for their budget planning.
- **EMT Training Age Requirement (WAC vs Local Policy)** – The EMS Office received a special request from a volunteer Fire/Aid Service to allow a fire cadet to attend the 2026 EMT Course at 17 y/o, turning 18 in June. Local policy has been participants had to be 18 y/o at start or close to start of class to participate in the clinical course requirements. WAC 246-976-140 allows a student to be 17 at the start of an EMT class. To apply for state certification individuals, have to be 18 and have a high school diploma or GED. Recent

legislation is allowing 16 y/o to participate but these state guidelines have not been issued yet. Clinical age requirements will be reviewed with training sites. The Council agreed to review candidates on a case-by-case basis. For this request, the individual is already enhanced FA/BLS trained, attends OTEP sessions to enhance knowledge, has participated as a patient, and is highly recommended by her agency and EMS Coordinator. Approval will also be based on MPD and SEI approval, and acknowledgement of course syllabus and recommendations by guardian and school counselor.

- **Program Financial / Treasurer Report / Vouchers:** Coordinator

- **Account Balances & Program Financial Reports (activity period 7/17-8/13/25) – Report** distributed for review.

Account Balance: QuickBooks Balance) = **\$ 179,157.61**

Program Balances:

- 2025 Office = \$ 149,764.22
- FY25 Training (7/1/24-6/30/25) = \$ 24,580.26 Pending year-end resolution
- FY26 Training (7/1/25-6/30/26) = \$ 4,813.13 Pending year-end resolution
- Total Balance = \$ 179,157.61**

- **Approve Payments/Vouchers –** The Council July/Aug voucher/invoice packet was passed around for review. Financial report (pdf) was emailed and provided as handout at meeting. Council Chairman will review the detailed financial report with corresponding vouchers upon signature and mail payments.

- 2025 Vouchers/Payments (Ck 7105-7110 (6) = \$ 23,211.22
- Electronic Fund Transfer: 1 = \$ 326.97
- Reissued Checks: None
- Total Payments: = \$ 23,537.97**
- Voided checks: 7103-7104

Jack Horsley motioned to approve the payment of vouchers for Office and Training program financial report as presented, seconded by Lauren Fritts, motion carried.

NEW & OLD BUSINESS:

- MCI Plan / DMCC Activation Models – Cody presented a PPT regarding different DMCC models. Confluence and Yakima County models were discussed. Cody and Chris are working together to enhance the KVH DMCC.
- County Operating Procedure/Policy/Protocol Updates (workgroup) –
 - COPS – Master KCEMS COP document distributed to include most recently approved by DOH; Interfacility Transports & Triage & Transport.
 - MPD Operational Policies and protocol updates - Updates in progress and pending new MPD involvement.
- Training Report -
 - Life Support training equipment grant received to purchase 2 infant QCPR/Airway manikins and suction unit supplies. \$5,500
 - FY25 Training Workplan (ends 6/30/25) – 2025 OTEP schedule/plan on track. See 3rd Qrt. training announcement. Announcements/emails go out monthly with info/reminders and available on website.
 - 2 New OTEP training videos for 3rd Quarter. Thanks to FD#6 for EMS providers support.
 - HSI Instructor Class in September 18th. Candidates must be recommended by agency and meet prerequisites. Contact EMS Office.
 - HSI Training Site /Program updates and changes being made to improve efficiency.
 - 2025 EMT Course Update (20 students) – Still have 3 to pass written exam for course. Eligible students are promptly testing for NREMT. Only one needs to retest.
 - Renewal & Initial AFA classes announced. Includes AFA Scope of Practice Guidelines.
 - 2026 EMT Class being planned for Cle Elum
 - Public Education – Flyers available on website. [FA/CPR/AED Resources](#)

- June Child & Babysitter Safety classes had 45 attendees (at KVFR & UKCM1)
- Free CPR Classes during National EMS Week – Too many no shows! Thanks to Cody & Dani (KVH support of Stop the Bleed)
- FA/CPR classes: 9/20-KVFR, 10/18-UKCM1
- Special Projects –
 - Pulse Point/AED Registry/PAD agreements – Debbie is making progress with reaching out to the agencies and business to validate register AEDs and getting more added to improve the AED Registry and public outreach. Everyone can help register AEDs with the AED app. If you see one in the community, take a picture and use the AED app or let us know and Deb will follow up.
- Internal System Review & Strategic Planning Discussion – The EMS Office plans an internal system review with an account about every 5 years (last completed 2/2021). Cheryl is planning to put the process in motion with the same accounting firm Gillespie & Plymale this fall. Followed by a strategic planning discussion later this year/2026. Topics like new MPD goals, EMS Coordinator retirement/staffing, office model, training programs, etc. Bring your ideas. More to come.
- Regional/State/Meetings Report –
 - Regional Council – July meeting cancelled. SCR 7/2025-6/2027 EMS & Trauma System Plan and PCPs approved on website. State Budget update. FY26 funds available soon. Next meeting 9/25.
 - Other DOH Updates: Most summer meetings were cancelled. HELMS improvements continue, but there are some issues and challenges with new online certification system. Please let Cheryl know when you submit an application until the bugs are worked out. Not all applications are available online. New MPD WEMIS data reports coming in October. WA DOH Trauma Assessment update coming this Fall.
- Agency reports / around the table

Special Thank You to Dr. Horsley for 35 years of service!

Motion to adjourn - Consensus.

Next Council meeting: Thursday, October 9, 1700, at UKCM1-#99 (virtual available)

Approved by:

Prepared by:

Lee Hadden, Chairman
 Danielle Bertschi, Vice Chairman
 Kittitas County EMS & Trauma Care Council

Cheryl Burrows
 EMS Coordinator / Administrator
 Date: _____