

## KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

December 2, 2021 (in person & virtual)

Submitted by Cheryl Burrows

**MEMBERS PRESENT (voting):** Lee Hadden, Chair (HD#2), Rich Elliott (KVFR), Dede Utley, Sec./Treas., Josh DeHerrera, Vice Chair (ALS), Jack Horsley (MPD), **Virtual:** Geoff Scherer (HD#2), Doug Presta (CWU), George Long (KITTCOM), Suzy Beck (ALNW)

**Guest(s):** Zita Wiltgen (online)

**Staff:** Cheryl Burrows, EMS Coordinator

**Introductions & Membership Updates:** No Updates

### ACTION ITEMS:

- **Minutes:** Rich Elliott motioned to approve the October Council meeting minutes, seconded by Jack Horsley, motion carried. Executive Committee members approved the July Executive Committee meeting minutes as presented.

- **Treasurer's Report / Vouchers:** Coordinator

- **Account Balances & Program Financial Reports** - Reports distributed for review.

#### Account Balance:

- 2021 Checking = \$ 99,391.90
    - Total Balance = \$ 99,391.90**

#### Program Balances:

- 2021 Office = \$ 89,163.54
    - FY22 Training = \$ 10,228.36
    - Total Balance = \$ 99,391.90**

- **Treasurer / Program Financial Reports/Vouchers** – The Council reviewed the November invoices and revenues reflected in financial report. Council Chair approved corresponding vouchers upon signature.
    - **Issued Checks (2021) #6376-6401 (26) = \$ 26,543.00**
    - **Voided Checks: 6375**
    - Total Payments = \$ 26,543.00**

All account activities were available for review to include payroll and benefits. Rich Elliott motioned to approve the Office and Training financial reports and payment of invoices/vouchers as presented, seconded by Josh DeHerrera, motion carried.

- **KCCOG** – 2022 Proposed Office Budget was presented at the November meeting. It was requested that the population distribution be reevaluated after the 12/1/21 update is posted by the OFM to reflect the 2020 Census population. The impact to the population distribution was reviewed. Rich Elliott motioned to approve the amendments to Resolution #6-10-21-A, Dr. Horsley seconded, motion carried.
- **\$5,000 Life Support Grant Expenditure** – Expenditure was approved to include a Laerdal Airway Management Trainer (\$2,349), 2-Physio-Control LIFEPAK 1000 (\$2,120), and pediatric training electrodes (\$154) plus tax = \$5,000.
- **2022 Council Meeting dates** were approved as follows. The Council decided to change the meeting time to 5 p.m. for February to see if it works for attendees.
  - 2/3, 6/2, 10/6 (Cle Elum)
  - 4/7, 8/4, 12/8 (Ellensburg)

- **DOH ESE Renewal Workshop Training Applications** (Annual Instr./Eval. Workshops) – Dr. Horsley motioned to approve three EMS Evaluator renewal workshops for 1/22-KVFR, 2/12-CEFD, and one in March as need, Rich Elliott seconded, motion carried.
- **2022 MPD Personal Services Agreement Renewal** – No proposed changes. Cheryl sent the agreement to the VFIS Insurance Rep to verify the coverage for the MPD. The insurance underwriter questioned the coverage, so they are reviewing it. Cheryl provided supporting verification. No Council funding is tied to this agreement. Rich Elliott motioned to renew the MPD Agreement as presented, Dede Utley seconded, motion carried. Dr. Horsley abstained.
- **2022 Training Site Agreements (KVFR & KCHD#2)** – Cheryl proposed changes to include Supraglottic Airway as Special Skill for EMTs, link and reference to the 2021 National Emergency Medical Education Standards, removal of WA DOH curriculum links that are no longer active. Drafts were sent to training site representatives for review. The term of the agreement is 1/1/2022-12/31/2023, unless revisions are needed. No other changes or concerns communicated. Geoff Sherer motioned to approve the renewal of the Training Site Agreements as presented, Rich Elliott seconded, motion carried.
- **2022 Training Fee Schedules** (Training Services & Course Fees)
  - Training Services (instructors/evaluators/patients/) – Minimum wage increased where appropriate, \$2/hr. increase recommended for SEIs, instructors, and evaluators. Yakima and Walla Walla are used as comparable. FY22 Training Budget supports increase. Rich Elliott motioned to approve 2022 Training Fee Schedule Resolution #12-2-2021-A as presented, Josh DeHerrera seconded, motion carried.
  - Course Fees – No increases recommended. ASHI, EMS Connect & 24-7 EMS ongoing training program cost per person has not increased for 2022.
  - There has been an increase in requests for public training and training for County Departments. Public requests are passed on to willing instructors whenever possible. The County lost its inhouse instructor and in the interim the EMS Office has provided some support. Schedule public classes are shared. The Council discussed cost to participating/funding jurisdictions (County & Cities). It was agreed the cost is the same for all.
- **MCI Cards** –Roslyn Fire Department (RFD) Chief Corrie Reagan has inquired about changing MCI cards to include RFD on upper county cards under EMS Units. RFD is currently the only nonverified EMS agency in the County. There are historical reasons for this that are no longer applicable. Chief Reagan is interested in increasing RFD licensure to include verification. The SCR EMS & Trauma Care Plan min/max numbers supports this change. Cheryl will assist Chief Reagan with this process. The cards are updated about every five years as needed. In the meantime, the Council has no objection to RFD revising their response level on the MCI cards at the dispatch level.
- **2021 EMS Staff Performance Evaluations & Personal Action Forms** – Rich Elliott motioned to approve the staff performance evaluations as presented and the personal action forms (PAFs) to reflect the applicable merit/step increase as approved by the county and supported in the budget. The county approved increase is higher than budgeted. Cheryl will review the budget and advise the Executive Committee when the PAFs are ready for approval by Chairman. Josh DeHerrera seconded the motion and motion carried.

## **NEW & OLD BUSINESS:**

- **Start County Operating Procedures (COP) Review (addendums to SCR Patient Care Procedures-PCPs)** – A comparison of local COPs vs the revised 2021Regional PCPs list was discussed. COPS are addendums to PCPS and must meet or exceed them. An update to the list and link has been added to the EMS Council webpage. Numbering adjusts were made to correspond with PCP numbering. The local Council currently has four corresponding COPs. Previous #10 - Data Collection & Documentation no longer fits and will be moved to Operational Policies. The remaining, current COPS are #1-Dispatch & Response Areas which was sent out this week requesting agencies review their response area description. Feedback is already coming in. COP#3-Air Ambulance Transport, and COP#5-Triage & Transport, COP#9-Interfacility Transports. Two Regional PCPS are identified as not applicable: PCP#5.4- Mental Health and Chemical Dependency Destination Procedure and PCP#8- Cross (state) Border Transport. Current Council documents/guidelines will be added to new PCP#10- Procedures to Handle Types and Volumes of Patients

That Exceed Regional Resources (includes Mass Casualty Incident (MCI Plan/Cards), All Hazards (DOH), and Highly Infectious Disease. Cheryl requested council member assistance outside of the Council meeting to review for recommended changes/additions. Josh DeHerrera volunteered to help.

- **WA State Guidelines-EMS Response to Agitated or Violent & Unsecured Scenes (HB1310)** – WA DOH guidelines have been finalized and sent out to MPDs. Guidelines were shared with stakeholders. There are helpful tools/checklists for screening situations/patients in the nine-page guidance document. As time allows, the plan is to incorporate this information into initial and ongoing training. Suggestion was made to add the checklists to aid and ambulance units for reference in route to scenes and the Check the Dose app. More input is welcome!
- **Resuscitation Academy Report** – Participants reported good training and plans for collaborative training and enhancements. More to come.
- **Training (EMS & Public)**
  - 2021 OTEP Schedule and misc. training per workplan including makeup sessions are being met, as well as scheduling for 2022.
    - Supraglottic Airway discussion – Not currently required equipment on BLS units per WAC. However, may change with WAC Revision (to be determined during final DOH review process). Dr. Horsley is not requiring BLS agencies to carry at this time. Training is required for all EMTs per BLS OTEP schedule. It is expected to become standard of care for EMTs.
  - 2022 EMT Course Training Announcement/Application/Schedule was sent out in October and posted on website. Class is scheduled in Cle Elum and Josh DeHerrera is the SEI. About four applications received. Please encourage volunteers to submit applications.
  - Miscellaneous
    - IV Therapy Course almost completed, pending completion of clinical requirements.
    - AFA Initial Class in progress with eight participants.
    - ALS PHTLS Renewal class in Nov. was well attended.
  - Upcoming
    - OTEP Makeup - 12/4-CEFD & Debbie sending reminders for online content.
    - 2022 Schedule – Few revisions needed. It will be posted soon.
    - Vent Training Continued (J. Bryan) – 12/14-KVFR
    - EMS Evaluator Renewal/Annual Workshops – 1/22-KVFR & 2/12-CEFD
    - RN-EMT – Tentative Course date has been set 5/3-5/24, SEI Rich Elliott.
  - Public Education – No classes in December. FA/CPR classes scheduled for Jan-KVFR and Feb-CE, dates to be announced soon.
- **EMS Office Update** – Expecting to start move into new office mid-December. Storage units will be emptied as soon as possible. Working through software and county network transition, also pending new office setup.
- **Regional/State/Meetings Report**
  - Regional Council (12/2) – Cheryl not able to attend. Minutes available upon request.
  - DOH Report to Regional Council sent out for Nov.-Dec. shared
  - DOH Committee Reports (Cheryl) – Reported updates for EMS Education & Cert. Workgroup. Minutes available upon request. Most workgroups and committees are postponed over the holidays.
  - REDi HCC Update (Dede) – Dede provided report.
  - **Agency Reports / around the table**
- **Motion to adjourn** - Consensus.
- **Next Council meeting:** Thursday, February 3, 1700 (change), in Cle Elum (TBA) & virtual available.

Approved by:

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Lee Hadden, Chairman  
Joshua DeHerrera, Vice Chair  
Kittitas County EMS & Trauma Care Council

Prepared by:

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Cheryl Burrows  
EMS Coordinator / Administrator  
Date: \_\_\_\_\_