

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

June 12, 2025 (in person & virtual)

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (RFD), Geoff Scherer (UKCM1), DJ Goldsmith (KVFR), Chris Moen (KVFR), Jake Riedel (LFN), Rich Elliott (KITTCOM), Lanora Rosenberry (SEI), Cody Staub (KVH), and Jack Horsley (MPD)

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

Introductions & Membership Updates: No updates

ACTION ITEMS:

- **Minutes** – Rich Elliott motioned to approve the April Council meeting minutes, seconded by Lanora Rosenberry, motion carried. Lee Hadden approved the May Executive Committee minutes as presented.
- **2026 Proposed Office Budget Plan Resolution (postponed)** – Cheryl requested postponing the review and approval of the 2026 Proposed Office Budget Plan to the July Executive Committee or Special Meeting if needed for MPD selection, otherwise it will be reviewed in August. EMS Assistant has just requested to reduce her hours starting in July and for the foreseeable future. Cheryl would like more time to evaluate staffing options and the impact on the budget as this line item has the biggest impact on the budget. Jack Horsley motioned to approve request to call special meeting as needed, Geoff Scherer seconded. Approved.
- **FY25-26 – KCEMS Training Workplan/Budget & SCR Training Agreement (Res. 6-12-25-B)** – Cheryl sent out for review the draft FY26 Training Workplan, Training Budget, and SCR Agreement with forecasted budget needs for review and discussed at the meeting. No change in state funds expected at this time. Main changes already approved for 2025 BLS OTEP for more online training modules vs. class lecture through 24-7 EMS and change of schedule to quarterly instead of bimonthly in person sessions. Rich Elliott motioned for approval of the FY26 Training Workplan, budget, and SCR Agreement.
- **Personnel Action Form** – Cheryl informed the Council that she will be submitting a County PAF for Victoria to reduce her hours to 32hrs/week as requested starting 7/1/25. It was made clear that she may request to reduce her hours more down the road. 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 help fill the void for now. Debbie is already working a limited # of hours to support the AED registry Pulse Point project. Approved.
- **Program Financial / Treasurer Report / Vouchers:** Coordinator

- **Account Balances & Program Financial Reports (activity period 5/19-6/12/25)** – Report distributed for review.

Account Balance: QuickBooks Balance) = \$ 145,361.86

Program Balances:

• 2025 Office = \$ 123,389.45

• FY25 Training (7/1/24-6/30/25) = \$ 22,299.51

Total Balance = \$ 145,688.96 \$327.10 overage error

- **Approve Payments/Vouchers** – The Council May/June 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 7055-7083 (30) = \$ 36,030.03
 - Electronic Fund Transfer: 1 = \$ 364.88
 - Reissued Check (6/3/25): #7054 damaged = \$ 237.20
 - Total Payments: = \$ 36,632.11**
 - Voided checks: 7052-7053

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

NEW & OLD BUSINESS:

- **2024 WACARES Data Report (CQI)** – Cheryl distributed the WACARES county-wide data report for review. A ten-year data comparison was shared emphasizing specific data elements to measure performance. Handouts and data shared is considered confidential as it has the potential to be misinterpreted if not familiar with influences on patient outcomes. 2025 data will be influenced by the implementation of the Lucas mechanical CPR device. The goal is to closely track this data to measure the impact. Cheryl has discussed a HPCPR/Lucas Device CQI incident review committee once staffing challenges have stabilized. The Resuscitation Academy annual Joint Alumni of WA State (JAWS) Workshop and WACARES data review is coming soon and will be shared when available.
- **County Operating Procedure/Policy/Protocol Updates (workgroup)** –
 - **COPS** –Interfacility Transports & Triage & Transport COP have received DOH informal approval. Final copies have been submitted for formal approval and will be sent out once received.
 - **MPD Operational Policies updates in progress** – Draft Policy #2-Prerequisites for New EMS Providers under discussion to address...
 - New provider affiliation form in place of letters of recommendation. Proof of ongoing training and skill maintenance still required as supporting documentation.
 - Provisional certifications for new paramedics –
 - Two letters of recommendation from supervisors in the field of EMS as EMT or PM. What if no field experience outside of training courses clinical requirements?
 - Modify prerequisites for new EMS providers hired specifically to manage interfacility transfers and not 911 calls. KVFR will draft guidelines for MPD.
 - **Protocols** – Still working on modified EMT Guidelines for BLS protocols and ALS protocol updates pending DOH approval.
- **Training Report -**
 - Life Support training equipment grant request in que per Cheri Marusa.
 - FY25 Training Workplan (ends 6/30/25) – 2025 OTEP schedule/plan on track. See monthly training announcement. Announcements/emails go out monthly with info/reminders and available on website.
 - 2025 EMT Course Update – 20 initial students, 15 passed course with retesting scheduled where needed. Eligible students are promptly testing for NREMT. So far all have passed.
 - Misc.: HSI FA/CPR Instructor Course planned for this fall. Agencies can recommend eligible participants. We may offer a SGA course this fall as there is some need or wait until initial EMT.
 - Public Education – Flyers available on website. [FA/CPR/AED Resources](#)
 - FA/CPR classes: 6/28-UKCM1, no classes July – August. Fall: 9/20-KVFR, 10/18-UKCM1
 - Child & Babysitter Safety Class: 6/13-UKCM1 & 6/27-KVFR
- **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.
 - Naloxone Leave Behind – At least 60 doses available at the EMS Office. Contact Victoria or Cheryl Please track distribution.
 - MPD Recruitment – Dr. Horsley’s retirement date is 9/30. DOH has provided the MPD Recruitment announcement to be posted 6/16/25 and closes 6/30/25. Letters of intent and CVAs will be sent directly to DOH. If more than one applicant, interviews will be coordinated through the local EMS Office as directed by DOH. Interview questions have been provided. Interview committee to be determined as needed. DOH requests the EMS Council’s and Hospital/Medical Community recommendations by 8/15/25.
- **Internal System Review & Strategic Planning Discussion** – The EMS Office is plans an internal system review with an account about every 5 years (last 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.

- As part of this process, the EMS Office has evaluated the increase in FA/CPR classes under its HSI Training Site status and the impacts on workflow and staffing needs. Supporting emergency responder and public education needs for FA/CPR is an important part of the EMS Council mission and chain of survival and we want to continue supporting this need. To do this, we will be proposing sharing some of the processing workload with some of our more active instructors/agencies. Between 2022-2025, outside classes (not KCEMS scheduled public classes) increased 49% and # of students increased 109%. This fluctuates, but is definitely a steady trend. It is great, but other responsibilities suffer. We have a plan and will be reaching out to the individual instructors and agencies. We think the change will be mutually beneficial.
- **Regional/State/Meetings Report –**
 - Regional Council (5/22-April provided meeting report. SCR 7/2025-6/2027 EMS & Trauma System Plan and PCPs approved. Minutes are available upon request.
 - DOH Reports – Emailed highlights and legislative updates to council and available upon request.
 - Other DOH Updates: HELMS, there are some issues with new online certification system. Cheryl is reporting them to credentialing as she finds them. Some are fixed quickly, and others are going to take a while. On the EMS Office side, it is not easy to identify when a new online application is pending. Please let me know when you submit an application until the bugs are worked out.
- Agency reports / around the table

Motion to adjourn - Consensus.

Next Council meeting: Thursday, August 14, 1700, at KVFR #21, Ellensburg (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: _____