

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

August 10, 2023 (in person & virtual)

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (RFD), George Long, Vice Chair (KITTCOM), Jack Horsley (MPD), Lauren Fritts (ALS), Kate Knutson (ALNW), Rich Elliott (KVFR), Lanora Rosenberry (FD#6)

Virtual: Geoff Scherer, Sec./Tres. (UKCM1), Cody Staub (KVH), Chris Hutsell (FD#7), Beth Williams (Gov. CE) **Not able to attend:**

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

Introductions & Membership Updates: No membership updates received.

ACTION ITEMS:

- **Minutes** – Chris Hutsell motioned to approve the June Council meeting minutes, seconded by George Long, motion carried. George Long motioned to approve the Executive Committee minutes for July to include ratifying the FY24 SCR Training Grant Agreement and revised 2024 Proposed Office Budget Plan, seconded by Rich Elliott, motion carried.
- **FY23 Training Budget Year-end Resolution #8-10-23-A** – Total FY24 Reserve Funds balance = \$40,392.64. Reviewed and recommended for approval by Rich Elliott, seconded by Jack Horsley, motion carried.
- **FY24 Training Workplan Budget Resolution #8-10-23-B** – Reviewed and recommended for approval by Rich Elliott, seconded by Jack Horsley, motion carried.
- **2023 Training Class Fees Resolution #8-10-23-C** – Fee increases were recommended to cover increased cost for ALS OTEP fees, Initial and renewal course fees for Advanced First Aid, initial and renewal fees for ASHI Instructor. A decrease in EMT course fees of \$50 was recommended due to additional regional training dollars and reserve fees covering costs. Geoff Scherer recommended approval of the Training Class Fee Schedule, seconded by Jack Horsley, motion carried.
- **CWU Training Program Renewal & Fall PM & EMT Course Applications (+ update)** – Cheryl reported that Doug Presta resigned as CWU EMS Program Director. Cheryl is assisting CWU program staff, Dept. Chair and Dept. of Health with interim needs and assisting with SEI and application processing. Applications appear to be in order. Jack Horsley recommended approval, seconded by George Long, motion carried.
- **EMS Assistant Staff Report (BOCC)** – The EMS Assistant gave notice of plans to retire soon and expressed interest in working part time sooner than later. Cheryl met with the Executive Committee (EC) to discuss supported options. Cheryl and the EC agreed a full time EMS Assistant is preferred, but part time may be an option to consider interim or during transition. Cheryl had a study session with HR and the BOCC to discuss supported options for future EMS Assistant staffing and part-time transitions options, which may include two EMS Assistants employed at one time. The BOCC are supportive as long as the transition is budget neutral. The HR Staff Report was shared with the Council. Dr. Horsley motioned for approval, Rich Elliott seconded, motion carried.
- **PulsePoint App (Funding, Quote, SOW, Cost Sharing MOU)** – Life Support donated \$18,000 to the KC EM/TC Council to fund the implementation and first year maintenance fee for the PulsePoint app for Kittitas County. The Council discussed the plan for KITTCOM to be the lead agency, KCEMS office support training and AED Registry and finding partners to support the marketing. Ongoing funding for maintenance had been discussed at the Fire Chiefs meeting. There was support for long term funding based on population distribution by EMS agency service area and by hospital district (ALS agencies expressed support). Geoff Scherer motioned that the Council accept the funds from Life Support and move forward with the project, Jack Horsley seconded, motion carried. Dr. Horsley requested the benefit vs. cost be reviewed at a future date, possibly annually. George Long, KITTCOM Director (lead agency) signed the Statement of Work and quote. A sample MOU for Cost Sharing was provided by PulsePoint and will be considered at a future date.
- **Program Financial / Treasurer Report / Vouchers:** Coordinator

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

Account Balance:

• Umpqua Bank Checking =	\$ 141,122.24
Account Balance	\$ 141,122.24

Program Balances:

• 2023 Office =	\$ 100,942.58
• FY23 Training (7/1/22-6/30/23) =	\$ 40,392.64 (pending year-end budget resolution)
• FY24 Training (7/1/23-6/30/24) =	\$ -212.98 (pending year-end budget resolution)
Total Balance =	\$141,122.24

- **Treasurer / Program Financial Reports/Vouchers** – The Council reviewed the July/Aug. vouchers/invoices provided in voucher packet. Council Chairman will review complete financial report with corresponding vouchers upon signature and mail payments.
 - Total Vouchers/Payments (2023) = \$ 29,868.38
 - Number of checks issued (6727-6733): 7
 - Voided Checks: #6690 (reissued)
 - Electronic Fund Transfer: 1 = \$ 318.14
 - Total Payments: = \$ 30,186.52**

Geoff Scherer motioned to approve the vouchers/invoices for Office and Training programs as presented, seconded by Dr. Horsley, motion carried.

- **Public Education Funds Expenditure:** Cheryl requested approval to purchase a Z-Medical Hemorrhage Control Training Kit which has multiple wound patterns to enhance the public FA training tools. The cost is approx. \$590. The ASHI Training Site/Public Education accrual funds has plenty of funds and is intended to enhance and replace training equipment and supplies. Dr. Horsley motioned for approval, George Long seconded, motion carried.
- **Life Support Training Funds - Project #1–Training Supplies/Equipment = \$7,500** – Cheryl requested approval to purchase the following items:
 - QCPR Adult Manikin by Laerdal (w/wireless feedback and airway head) = \$5,200
 - Hemorrhage Control Training Kit w/multiple wounds (more portable than Trauma Randy for some training) = \$590
 - Total = \$5,790 (remaining balance = \$1,710)
 Dr. Horsley motioned for approval, Geoff Schere seconded, motion carried.

NEW & OLD BUSINESS:

- Blood Access Discussion – Cheryl provided an update on information obtained so far from blood banks and possible hospital sources for blood or blood products. Still waiting for confirmation on some options. Lauren continues to review the data for 2023.
- Public Access Defibrillation Program – Cheryl has collected information from the Resuscitation Academy that can be used to define this program and help with the agreement language. Planning to use PulsePoint AED registration and tracking to support the program as well. Expect to have submitted to the county for review soon. Deb is testing the PP appl and AED registration process.
- **Training (EMS & Public)**
 - FY23 Training Workplan is on schedule. FY24 training year under way. See monthly training announcements/emails for details.
 - Planning Fall Enhanced AFA Renewal & Initial Training Course.
 - 2024 EMT Course planning, scheduled to be held in Cle Elum.

- 10/21 (0900-1100, in Cle Elum) – Emergency Responder Behavioral Awareness & Wellness w/Jeff Dill. KCEMS will support the online registration process again. The flyer will be sent out when available.
- Public Education - Flyers have been distributed, posted on website and in newspaper calendar.
 - Upcoming FA/CPR classes – 9/9 - KVFR-#29 & 10/14-UKC1 (online registration)
- **Regional/State/Meetings Report**
 - Regional Council (July meeting cancelled) – April Bourbon provided a short report. Next meeting 9/28.
 - DOH Report to Regional Council (July/Aug. '23) – Emailed and available upon request.
 - DOH Committee/Workgroup Reports (Cheryl) – Minutes available upon request. Upcoming meetings WEMESIS & PHTAC - 8/16, MPD & Protocol - 8/22, Education - 9/26. WAC final public review notice expected soon. Shared information on the Behavioral Health-23-Hour Crisis Centers. DOH is developing standards and updating regulations to support mental health and substance use crisis response for adults. May be a resource for emergency medical service drop-off if patient meets criteria.

+Agency Reports / around the table

- **Motion to adjourn** - Consensus.
- **Next Council meeting:** Thursday, Oct. 12, 1700, at UKCM1 – St. #99, Cle Elum (virtual available).

Approved by:

Lee Hadden, Chairman
 George Long, Vice Chairman
 Kittitas County EMS & Trauma Care Council

Prepared by:

Cheryl Burrows
 EMS Coordinator / Administrator
 Date: _____