

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

October 7, 2021 (in person & virtual)

Submitted by Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden (HD#2), Rich Elliott (KVFR), Suzy Beck (ALNW), Carol Jacques (SCEF), Beth Williams (CE Gov.), **Virtual:** Dede Utley, Sec./Treas. (KVH), Josh DeHerrera (ALS), Doug Presta (CWU),

Guest(s): Zita Wiltgen (online)

Staff: Cheryl Burrows, EMS Coordinator

Introductions & Membership Updates: No Updates

ACTION ITEMS:

- **Minutes:** Rich Elliott motioned to approve the June Council meeting minutes, seconded by Beth Williams, motion carried. Executive Committee members approved the Executive Committee meeting minutes for July, August, and September as presented.
- **Treasurer's Report / Vouchers:** Coordinator
 - **Account Balances & Program Financial Reports** - Reports distributed for review.
Account Balance:
 - 2021 Checking = \$ 93,546.92
 - Total Balance = \$ 93,546.92**
Program Balances:
 - 2021 Office = \$ 74,472.49
 - FY21 Training = \$ 16,486.65 (pending year-end resolution)
 - FY22 Training = \$ 2,587.78 (pending year-end resolution)
 - Total Balance = \$ 93,546.92**
 - **Treasurer / Program Financial Reports/Vouchers** – The Council reviewed the September invoices and revenues reflected in financial report. Council Chair approved corresponding vouchers upon signature.
 - **Issued Checks (2021) #6346-6358 (14) = \$ 24,889.18**
 - **Voided Checks:** none
 - Total Payments = \$ 24,889.18**

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

 - \$5,000 Life Support Grant approval – Approved per Exec. Committee
 - Truck Tires – Three quotes were provided from Costco (\$1,000), Les Schwab (\$1,600), and Commercial Tire (\$1,300). Rich Elliott motioned to approve purchase of tires, seconded by Beth Williams, motion carried.
- **2022 Office Proposed Budget Plan Res. #6-10-21-A (adjusted for OFM Population Forecast 2021)** – Rich motioned for approval of the population distribution adjustments as reviewed and approved by Chairman 7-28-21, seconded by Beth Williams, motion carried.
- **FY21 Training Year-End Budget Resolution #10-7-21-A** – The FY21 Training Budget Resolution and Reserve Funds Explanation Cover Sheet were reviewed in detail. The FY22 Reserve Funds total \$16,486.65 and are distributed as follows:
 - \$1,390.46 – Evaluator/BLS Instructor/SEI Training/Monitoring
 - 33.58 – ALS Training Fees

- \$315.00 – Life Support funds
- \$14,747.61 – Training Fees

Rich Elliott motion to approved the FY21 Training Year-end Budget Resolution as presented, seconded by Suzy Beck, motion carried.

- FY22 Proposed Training Budget Resolution #10-7-21-B – Reviewed and based on the FY22 Training Workplan. Rich Elliott motion to approve as presented, seconded by Beth Williams, motion carried.
- **FY22 SCR Training Grant Agreement & Needs Assessment** – Reviewed based on the FY22 Training Workplan for the total Grant amount of \$12,796.67. Rich Elliott motioned to approve the FY22 SCR Training Grant Agreement & Needs Assessment as presented, seconded by Beth Williams, motion carried.
- **New Lease w/KCHD#2 (505 Power St., Cle Elum)** – The new lease was sent out for review prior to meeting. The lease is for three years, and rent will be \$1,000/mo. Move in date still pending. No questions or concerns. Carol Jacques motion for approval as presented, seconded by Doug Presta, motion carried.
- **2022 Officer Nominations/Election** – Rich Elliott motioned to elect the current slate of Officers, seconded by Carol Jacques, motion carried.
- **Non-Profit Corporation Renewal (11/30/21)** – Cheryl requested the Councils approval to renew the annual Non-Profit /Corporation status. Renewal application is submitted online. Rich Elliott motioned to approve online renewal, seconded by Beth Williams, motion carried.
- **2022 DOH EMS Course Applications** – Cheryl requested the Councils approval of the following courses reflected in the FY22 Training Workplan
 - 2022 EMT & Supraglottic Airway Course, SEI-J. DeHerrera, Cle Elum, 1/18-5/17/21
 - Supraglottic Airway Special Skill Courses (approx. 10-12 courses in 2022 per FY22 Training Workplan/Schedule.
 Carol Jacques motioned to approve the DOH Course application as described, seconded by Suzy Beck, motion carried.
- **KCSO EMS Supervisory Organization (ESO) Application for Renewal (exp. 12/31/21)** – Suzy Beck motioned to approve the ESO Renewal application for the Kittitas County Sheriff's Office, seconded by Rich Elliott, motion carried.
- **Landing Zone list update** – Council discussed and approved by consensus the following changes:
 - HD#2 – add-FD#6 Roslyn Ridge Intersection, remove-Lake Cle Elum/Wish Poosh
 - HD#1 – add-Liberty, remove-Bi-mart parking lot
- **Asset Disposal Form** – Includes Brother Fax/Printer, 2 Zoll AED Trainers, 1 LP 500 AED Trainer, and Gateway laptop. Rich Elliott motion for approval of the Asset Disposal Form as presented, seconded by Carol Jacques, motion carried.

NEW & OLD BUSINESS:

- **WA State Guidelines-EMS Response to Agitated or Violent & Unsecured Scenes (HB1310)** – WA DOH & MPD Workgroup have been working on these guidelines and are close to completion. Once the guidelines are available, they can be reviewed to see how they can support local needs.
- **COVID EMS Guidelines V4 & Other COVID Update** – Identified needed updates were reviewed by stakeholder agencies, MPD, and Public Health Officer and approved for distribution. Guidelines were sent out and are available on website. Agency COVID proclamation, mandates, and vaccination updates shared.
- **Training (EMS & Public)**
 - 2021 OTEP Schedule and misc. training per workplan including makeup sessions being met.
 - Miscellaneous
 - IV Therapy Course in progress (5 participants)
 - AFA Renewal Class this week
 - Upcoming
 - OTEP Makeup: 10/26-FD#6, 11/6-KVFR, 12/4-CEFD
 - AFA Initial Course: 11/9-12/11- KVFR & CEFD
 - ALS Annual Skill Maint.: 11/10-KVFR, 12/2-M1
 - ALS PHTLS Renewal 11/19 – KVFR

- Vent Training Continued – 12/14-KVFR
- RN-EMT - ALNW Reviewing tentative date options in April/May
- Public Education – FA/CPR classes scheduled for 10/16-CEFD and 11/13-KVFR, new instructors to be monitored.

Regional/State/Meetings Report

- Regional Council (9/24 – Zita Wiltgen, Director, reported) – Minutes available upon request.
 - Pediatric Length Based Sets & Instructions distributed to all licensed units.
 - DOH Report to Regional Council sent out for Sept-Oct.
 - DOH Committee Reports (Cheryl) – 9/28 Education Workgroup and MPD Protocol Workgroup report. 9/15 – EMS & Trauma Care Steering Committee. Minutes available upon request. 2/16/22 - Next Prehospital TAC.
 - REDi HCC Update (Dede) – Dede provided report and continues to encourage participation with weekly situational meetings on Tuesdays at 3, REDi website provides update, meeting minutes, a newsletter.
- **Agency Reports / around the table**

- **Motion to adjourn** - Consensus.
- **Next Council meeting:** Thursday, December 2, 1900, at KVFR-#29 in person & virtual available.

Approved by:

Prepared by:

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

Cheryl Burrows
 EMS Coordinator / Administrator

Date: _____