

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

August 3, 2017 (KITTCOM) - Meeting Minutes

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Josh DeHerrera, V. Chair (ALS), Geoff Scherer (KCHD#2), Darlene Mainwaring (KITTCOM), Ray Risdon (KCFD#7), Edwin Mills (CEFD), Dede Utley (KVH), and Jack Horsley (MPD)-call-in

Guest(s): Crystal Campbell (FD#7)

Staff: Cheryl Burrows, EMS Coordinator (Secretary/Treasurer) and Rick Graham, EMS Assistant

Council Membership: No update.

ACTION ITEMS:

- **Minutes:** Geoff Scherer motioned to approve the June Council meeting minutes, seconded by Dede Utley, motion carried. July Executive Committee meeting minutes approved as presented.

- **Treasurer's Report / Vouchers:** Coordinator
 - **Account Balances & Program Financial Reports** - Reports distributed for review.
Account Balances:
 - Savings = \$ 3,089.81
 - 2017 Checking = \$ 66,963.30
 - Total Accounts Balance = \$ 70,053.11****Program Balances:**
 - 2017 Office = \$ 57,870.22
 - FY17 Training = \$ 12,182.89
 - Total Programs Balance = \$ 70,053.11**

 - **Program Financial Reports/Vouchers** – The Council reviewed July invoices in the amount of **\$17,359.92, issued checks (14): # 5458-5471**
All account activities were available for review to include payroll and benefits, and receipt of \$6,000 gifted funds from Life Support (\$5,000 Training equipment and \$1,000 WACARES). Geoff Scherer motioned to approve the Office and Training financial reports and payment of invoices as presented, seconded by Darlene Mainwaring, motion carried.

- **FY17 Year-end Training Budget Resolution** – TY17 Year-end Training Budget Resolution #8-3-17 with Reserve Funds Coversheet was distributed for review and comment. Darlene Mainwaring motion to approve Res. #8-3-17 as presented, seconded by Geoff Scherer, motion carried.

- **FY18 Training Budget Amendment** – The FY18 Training Budget Plan (Res. # 6-8-17) had a typo in it. EMT Course Fee Revenue line item reflected \$1,200. The amount was amended to \$12,000. Jack Horsley motioned to approve the FY18 Training Budget Amendment (Res. #8-3-17-B), seconded by Darlene Mainwaring, motion carried.

- **FY18 SCR Training Agreement** - The FY18 SCR Training Agreement was sent out for review and comments. Training Needs Survey was sent out. The annual training amount is \$11,282.99. The priority of training funds is as follows:
 - EMT/EMR Initial Training – Books = \$2,500
 - BLS OTEP = \$ 2,383
 - Instructor/Evaluator Initial & Renewal Training = \$1,000Darlene Mainwaring motioned to approve FY18 SCR Training Agreement as presented, seconded by Geoff Scherer, motion carried.

- **Kittitas County EMS Division & Central Washington University Training Programs** – WA DOH has implemented the state EMS Training Program renewal process. Applications for both Kittitas County Training Programs presented for recommendation. Cheryl distributed and reviewed the Local and Regional Council draft guidance document for review of EMS Training Program **WAC 246-976-022 EMS training program requirements, approval, re-approval, discipline**. Geoff Scherer motioned to approve training program applications as presented, Darlene Mainwaring seconded, motion carried.
- **CWU Fall Course Applications** – Keith Monosky submitted the Fall ‘17 EMT & Paramedic Course applications for Council recommendation. Courses are identified in annual Workplan. Cheryl verifies applications are complete and receive MPD recommendation. Darlene Mainwaring motioned to approve to recommend CWU Fall course applications, seconded by Geoff Scherer, motion carried.
- **IV Therapy Special Skill Course Training Application** – Cheryl presented the IV Special Skill Course plans. Course will be offered 9/19-10/19, lead instructor Josh DeHerrera, class location split between Ellensburg and Cle Elum. Class schedule subject to change depending on participant’s availability. Darlene Mainwaring motion to recommend approval of course application, seconded by Geoff Scherer, motion carried.
- **EMS Evaluator Initial/Renewal Workshop Application** – Workshop scheduled for August to complete training for people who were not able to complete the part-2of the initial workshop at the beginning of the year and the renewal workshop for certification renewal. Darlene Mainwaring motion to approve to recommend course application, seconded by Geoff Scherer, motion carried.
- **Advanced First Aid Program Proposal** – Cheryl presented an Advanced First Aid (AFA) Program proposal for MPD and Council endorsement that will be offered through the Kittitas County EMS Division. Proposal includes Regulatory Requirements pertaining to AFA; RCW, 18.73.120, 150, 170. Goals, Program Content and Materials, Initial Training hours = 30-35, 2-year certification, Renewal Training = 10 hours, and proposed budget plan for initial and renewal training. ASHI AFA Training Program will be used with AAOS EMR materials to fill gaps in required content. AHA/EMS Instructors can seek reciprocity for ASHI instructor certification. Initial and renewal training is 100% fee based. Fees can be adjusted depending on class size. Minimal cost to students and agencies will be a priority. MPD endorsed program. Geoff Scherer motioned to endorse the AFA Program Proposal as presented, Darlene Mainwaring seconded, motion carried.

NEW & OLD BUSINESS:

- **EMS Stakeholder Update (EMS Council/Fire Chiefs Assoc. Partnership)** – Cheryl presented the PPT provided by Rich Elliott that provided an update on the Upper County agencies. City departments are working together on areas to improve response and partnerships. Rich Elliott is still willing to support the Upper County Cities in a discussion of consolidation, at any level, with each other or the fire districts on his own time. No Stakeholder meeting scheduled at this time.
- **ALNW Landing Zone Review & CQI Discussion** – ALNW will be entering the Kittitas County recommended list of landing zones into their computer system for easy identification. They have requested the landing zones be numbered. The Council reviewed the list of landing zones to clean up and discussed how best to number them. Recommended updates will be made and sent to Darlene for review. Dr. Latimer, ALNW, expressed interest in working with Yakima and Kittitas to identify trauma patients that can stay in Central Washington for treatment. Cheryl has communicated with YCEMS regarding available trauma care services in Yakima. Currently no neurology and no orthopedic surgeons available for 911 emergent trauma patients in Yakima. Per discussion, Council appreciation and feedback will be forwarded to Dr. Latimer.
- **Data-NEMESIS/WEMESIS update** – A sample *WEMESIS 2016 Data Quality Report* was shared for Kittitas County (KVFR & KCHD#2) as an example of what the county wide collective data looks like. The 2016 report was not complete due to a couple months of missing data. Reports were collected. Will try to get 100% for 2016 as bench mark.

- **Dispatch–Nurse Triage** – Rich Elliott has requested consideration of a nurse triage line for dispatch to help manage and reduce the use of EMS for low acuity and frequent callers. Programs and cost have been researched. Dr. Horsley is supportive of exploring it and wants to be sure calls can still be identified for the Community Paramedic program. Consider 3-5 year plan, discussion to continue.
- **BLS CPAP / 12 Lead** - Consideration is being given to training IV Technicians in CPAP and/or 12 lead. EMTs may already be trained to assist the medics with these skills “ALS Assist Skills”. WA State allows these skills to be approved at the County level by the MPD for EMTs. DOH approved training and protocols required for implementation. There was support for and against the need for these skills at the BLS Level. Dr. Horsley commented that BLS can manage these patients with BVM, and if CPAP is needed for respiratory distress, the patient is an ALS patient if available. If EMTs perform 12 leads, MPD may require quarterly reviews in-house and report to MPD. Cheryl will check with DOH if MPD can limit these special skills to IV Technicians for when only BLS is available. Discussion to be continued.
- **MPD CQI & Protocol Review Process** – Dr. Horsley is starting a protocol review/CQI peer review process that incorporates the WA Key Performance Indicators and recommendations from the National Model-EMS Clinical Guidelines. Key indicators will be built in to the peer CQI evaluation form that reviews key protocol/guideline patient care standards.
- **Training Report:** Coordinator
 - OTEP – See July & August monthly training announcements. Training activities in compliance with FY18 Training Workplan.
 - Bob Carlson (retired medic, CWU Paramedic instructor) has offered to teach a free ECG class for the Kittitas County paramedics, hospital staff, and invite other counties. Bob has instructed for local medics before. The class would be 4-6 hrs. Cheryl would like to use ALS reserve funds to provide snacks or lunch as needed for the training. Council approved.
 - EMT/EMR Course Pilot Update – Testing/Performance outcome = 10 students passed NREMT (9 EMTs & 1 EMR), 2 students still have to take the NREMT, and 2 students are completing remedial training requirements to be eligible to retake the cognitive course completion exam. Ten EMT students have to complete the NREMT exam in order to view overall exam performance for the class. This will make it possible to see where the weaker areas are. Students were provided DOH link to online course evaluation/survey with 8/15 deadline. Results will be reported when available.
 - 2018 EMT/EMR Course – Cheryl is reporting to the PHTAC in October on the pilot and requesting approval to continue the pilot and include Yakima County EMS. Per DOH, approval is expected. Course Training Announcements will be sent out early with tentative schedule to allow adequate time to recruit. Changes can be made later if necessary.
 - 6/24 - Active Shooter Drill at CERSD coordinated by Emergency Management: Chief Sinclair, Ray Risdon, and Rick Graham served as evaluators. Very good turnout from law, EMS/Fire, and hospital. Review notes provided by some to Cheryl and forwarded to EM Coordinator or sent directly. After action report from EM not yet available.
 - Oct. – Snoqualmie Pass Fire and Rescue is coordinating an MCI drill in mid-October on a Sunday in Easton (blue MCI card response area) and is inviting appropriate agencies. Incident will be a bus vs. car.
- **AHA Training Site/Public Education/Projects** –
 - Public FA/CPR classes: 9/23-Ellensburg and 10/21-Cle Elum (1/2 price for FF/SAR/Emergency Responders) Flyer available on website, email and posted in local newspaper calendars. No classes scheduled in November and December unless demand.
- **Regional/State Report** – Coordinator
 - Legislative Update–HB5751 – Authorizes volunteer or municipal ambulance services in rural areas to use a driver without any medical or first aid training under certain circumstances. DOH is developing a guidance document and application process. Drivers must meet certain criteria.
 - Majority of meetings cancelled during the summer months.
 - 7/25 – Training Workgroup (not attended) – Minutes available upon request (next meeting 8/22)
 - Regional Council - next meeting 9/28

- **Other/Agency reports –**
 - Ray (FD#7) – Crystal Campbell passed her NREMT-PM and is working on WA state certification. FD#7 now has a Life Pak 15 and a Life Pak 12 on the BLS ambulances.
 - Darlene (KITTCOM) – Contact Grace Shue for 911 materials for public education opportunities. Staffing update; down 3, 3 in training, and 2 on probation.
 - Ed (CEFD) – 2 new EMTs and 1 new EMR completed certification.
 - Dede (KVH) – Linda Wichers retired and Cody Staubs is taking over QI for Stroke/CA/Trauma stuff. Night shift technician shortages. Transfers discussions with KVH and KVFR looking at adding needed programs. Ouchless ER-Pediatric initiative to improve experience for kids and family. 9/21-Remodel Open house to share stuff with public.
 - Geoff (KCHD#2) – Three new EMTs and two new paramedics are working on getting their certification. They have a couple more stipend EMTs from CEFD.
 - Josh (KVFR) – Hiring 1 EMT (70 applications). One potential retirement this year.
- **Motion to adjourn:** Darlene motioned, Geoff seconded, meeting adjourned.
- **Next Council meeting:** October 5, 7-9 p.m. at Cle Elum Fire Department

Approved by:

Prepared by:

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

Cheryl Burrows
 EMS Coordinator
 Secretary/Treasurer

Date: _____