

## KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

August 8, 2019 (KVFR - #29)

Submitted by Cheryl Burrows

**MEMBERS PRESENT (voting):** Lee Hadden, Chair (SCFD), Dede Utley (KVH), Stacey Engle (Ellensburg), and, Jack Horsley (MPD)

Members reported unable to attend:

**Guest(s):** Suzy Beck (ALNW), Call in – Zita Wiltgen (SCREMS) and Jacob Riedel (Life Flight)

**Staff:** Cheryl Burrows, EMS Coordinator (acting Secretary/Treasurer)

**Unable to attend:** Darlene Mainwaring, Rich Elliott, Josh DeHerrera, Brandon Schmidt, Geoff Scherer, Ron Adams, Ray Risdon

### ACTION ITEMS:

- **Minutes:** Stacey Engel motioned to approve the June Council meeting minutes, seconded by Dede Utley, motion carried. Lee Hadden motioned to approve the July Executive Committee meeting minutes as presented, seconded by Dede Utley, motion carried

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

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

#### Account Balances:

- 2019 Checking = \_\_\_\_\_ \$ 77,164.84
- Total Accounts Balance = \$ 77,164.84**

#### Program Balances:

- 2019 Office = \_\_\_\_\_ \$ 63,231.42
  - FY19 Training = \_\_\_\_\_ \$ 14,114.74 (pending year-end resolution)
  - FY20 Training = \_\_\_\_\_ \$ -181.32 (pending year-end resolution)
- Total Programs Balance = \$ 77,164.32**

- **Program Financial Reports/Vouchers** – The Council reviewed the July invoices:
  - **2019 = \$ 13,143.56 issued checks #5919-5927 (9)**
  - **Voided Checks: none**

All account activities were available for review to include payroll and benefits. Dede Utley motioned to approve the Office and Training financial reports and payment of invoices as presented, seconded by Jack Horsley, motion carried.

- **2020 Proposed Office Budget Plan – Ratify (Resolution #6-13-19-A, revised 7-19-19)** – Office of Financial Management 4-1-2019 Population updates were applied for budget distribution and a couple of errors corrected. Jack Horsley motioned for approval, Stacey Engel seconded, motion carried.
- **FY19 Year-end Training Budget Resolution (#8-8-19-A)** – The FY19 Year-end Training Budget Resolution and Explanation coversheet was distributed for review and discussion. The total FY20 Reserve Funds = \$15,774.74. Jack Horsley motioned for approval, Stacey Engel seconded, motion carried.
- **FY20 (7/1/19-6/30/20) Training Workplan / Budget (Amended #8-8-19-B)** – The FY20 Training Workplan and Budget were presented for review and discussion. Jack Horsley motioned for approval, Stacey Engel seconded, motion carried.
- **FY20 SCR Training Needs Assessment & Grant Agreement** – The FY20 Training Assessment and Grant Agreement were presented for review and discussion. The Grant amount = \$11,282.54. The training needs and grant funding are reflected in the FY20 Training Workplan and Budget. Dede Utley motioned for approval, Jack Horsley seconded, motion carried.
- **2019 Training Class Fees (Amended #8-8-18-C)** – Cheryl presented some additions to the Class Fee Schedule to include:
  - ASHI Initial Instructor Course (BLS or FA/CPR) = \$125

- ASHI Instructor Reciprocity = \$25
  - Members of Emergency Response System discount at Public FA/CPR Classes = \$25
- Stacey Engel motioned for approval, seconded by Dede Utley, motion carried.

- **CWU Fall EMT & Paramedic Course Applications** – Courses are reflected in the annual Training Workplan and the applications are in order. Jack Horsley motioned for approval to recommend course applications, seconded by Dede Utley, motion carried.

### NEW & OLD BUSINESS –

- **User Fee 5-Year Plan** – The 5-Year Plan to purchase the truck for the office and special projects ends in 2020. The last truck payment is 1/2020. The Council discussed how the money has been allocated, how much is remaining and future needs like tires and vehicle replacement. Future needs discussion to continue.
- **Stroke Grant through SCR EMS/TC Council** – Zita Wiltgen reported on the Coverdell Stroke Grant awarded the SCR EMS/TC Council. The grant will fund to provide EMS providers training on the WA Stroke System and WEMSYS data submission of stroke key performance indicators, and to promote public education. Zita will keep the Councils updated as the project progresses.
- **EMS Assistant Update** – A delay of the start date was requested and approved for 9/9/19.
- **Training Report/FY19 Workplan (7/1/19-6/30/20)/Public:**
  - OTEP – See July & Aug. monthly training announcements. Training activities in compliance with 2019 OTEP Schedule and FY20 Training Workplan. Training slows down over summer months.
  - Training Survey sent out to agencies for AFA, EMT/EMR, IV Tech, IV Monitor
  - Advanced First Aid: AFA Renewal scheduled for Oct. at CEFD. AFA initial scheduled for 11/5 – 12/7. Ray Risdon is the lead. Location will be split between Ellensburg and Cle Elum if mixed participants.
  - EMT planned for Winter 2020 in Cle Elum. Some possible changes are; increase of hours due to updated procedures list, may not be able to allow non-affiliated students to participate in the course due to the Private Vocational School Act. Zita researched and provided reference resources. Cheryl will research for next meeting.
  - EMS Online materials used for BLS & ALS OTEP will not be available after 2020.
  - Public FA/CPR classes: None in July/August. 9/14-CEFD - Current flyer distributed and available on the EMS Office website. Reduced rate for members of the emergency response system.
- **Regional/State/Meetings Report** – Coordinator
  - Regional Council – July meeting cancelled. Update provided by Zita Wiltgen. Next meeting 9/26.
  - 7/31/19 – WA DOH Report to Regional Councils distributed (emailed & highlights noted)
  - 7/23 – Prehospital Education Workgroup / SEI Workshop – Cheryl attended. Minutes available.
  - 8/6-Prehospital TAC – Opioid Data, ECS report, ACS Trauma System Consult Report. Min. avail.
  - Rule Development Workshops (WAC 246-976) – Monthly meetings continue. Next meeting 8/19. Call in available. See DOH website for updated information and meeting dates. No new draft updates posted at this time. Upcoming meetings will include review of WAC -161, 162, 163, 172 covering Training.
  - 2019 WA State EMS & Trauma System Assessment Report is now available and was email to council. A copy of the Priority Recommendations was provided to the Council. Zita reported and emphasized the importance of the EMS Community being involved in upcoming public forums.
- **Other/Agency reports** –
  - Dede (KVH) – 8/21 Rodeo BBQ at KVH, Law & Justice Grant for Stop the Bleed program, new experienced ED nurses, and new surgeon, two new women’s health doctors. Goal to find funding for Stop the Bleed kits to put in schools with the AEDs.
  - Suzy (ALNW) – July helicopter in WA, updated times to Landing Zone chart for Kittitas, move to Wenatchee has reduced a lot of the times to the area, fixed wing is still in Yakima, weather has been a challenge, increase in complete calls. Pediatric Symposium in June was a good training and well attended at KVFR. Annual Harborview/ALNW Trauma Conference is coming up in September.

- CEPD has new Police Chief Norman Bland.

- **Motion to adjourn:** meeting adjourned
- **Next Council meeting:** October 3, 7-9 p.m. at Cle Elum Fire Department

**Approved by:**

**Prepared by:**

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

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Cheryl Burrows  
EMS Coordinator  
Acting Secretary/Treasurer

Date: \_\_\_\_\_