

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL
October 4, 2018 (Cle Elum Fire Department) - Meeting Minutes
Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (SCFD), Darlene Mainwaring (KITTCOM), Josh DeHerrera (ALS), Jim Allen (KVH), Ray Risdon (FD#7), and Geoff Scherer KCHD#2) - Call-in
Members notified not attending: Dede Utley, Jay Wiseman, Brandon Schmidt, Ron Adams, and Jack Horsley
Guest(s): Tom Watkins (KCHD#2-MO), (Suzy Beck (ALNW) & Zita Wiltgen (SCR EMS) - call-in
Staff: Cheryl Burrows, EMS Coordinator (acting Secretary/Treasurer)

Membership/Bylaw Update:

- Ray Risdon announced his resignation from the EMS Council due to his pending retirement from FD#7. Crystal Campbell will be representing FD#7 until further notice. City of Ellensburg and BOCC new appointment pending
- Board agenda will be posted online at least 24 hours prior to meeting.
- Board Public Meeting Training required every four years. Email sent out with link to online training. Training is 15 minute video. If members have watched video for other Councils, please let Cheryl know month and year for tracking.
- Agenda addition: Cheryl proposed adding an SEI position to the Board Membership. Cheryl requested opinion from Zita Wiltgen, Regional Administrator, who stated it is an appropriate addition. There was no objection from the Council members present. Cheryl will send out a notice of proposed By-law amendment for the next Council meeting.

ACTION ITEMS:

- **Minutes:** Darlene Mainwaring motioned to approve the August Council meeting minutes, seconded by Josh DeHerrera, motion carried. The September Executive Committee meeting minutes approved by Lee Hadden and Ray Risdon as presented.
- **Treasurer's Report / Vouchers:** Coordinator
 - **Account Balances & Program Financial Reports** - Reports distributed for review.
Account Balances:
 - 2018 Checking = \$ 55,320.50
 - Savings = \$ 3,090.12
 - Total Accounts Balance = \$ 58,410.62****Program Balances:**
 - 2018 Office = \$ 42,076.22
 - FY19 Training = \$ 16,334.40
 - Total Programs Balance = \$ 58,410.62**
 - **Program Financial Reports/Vouchers** – The Council reviewed the September invoices in the amount of **\$14,260.74, issued checks #5713-#5724 (12)**. All account activities were available for review to include payroll and benefits. Josh DeHerrera motioned to approve the Office and Training financial reports and payment of invoices as presented, seconded by Darlene Mainwaring, motion carried.
 - Cheryl noted the User Fee balance will be more clearly listed with amount annually needed for the Truck and the rest under Special Projects as allowed.
- **SCR EMS/TC Council Member Application** – Tom Watkins submitted an application to take the Paramedic position on the regional council representing Kittitas County. All medics were invited to apply for the position via email and at the recent paramedic meeting. No other applications were received. Regional representatives are not required to be on local Council, just recommended by local Council. Josh DeHerrera motioned to recommend Tom's application, seconded by Ray Risdon, motion carried.

- **2019 EMS/TC Council Officer Nominations/Election** (take position 2/7/19) – Cheryl relayed that Dede Utley is willing to serve as an Officer as needed. Geoff Scherer nominated Lee for Chair, and Darlene nominated Josh for Vice Chair and they agreed. Darlene nominated Dede Utley as Secretary/Treasurer position. Chair called for nominations three times and closed. Darlene Mainwaring motioned to approve nominated officers, Geoff Scherer seconded, motion carried.
- **2019 EMS/TC Council Meeting Schedule** – Darlene Mainwaring motioned to approve the 2019 meeting schedule, seconded and motion carried. 2/7/19-CEFD, 4/4/19-KVFR, 6/13/18-CEFD, 8/8/19-KVFR, 10/3/18-CEFD, 12/5/19-KVFR
- **WA Nonprofit Corporation Annual Report and Renewal (due 11/30/18)** - Cheryl requested approval to submit the annual WA Nonprofit Report and Renewal application online. The report will include changes to Officers/Directors. Darlene Mainwaring motioned to approve, Josh DeHerrera seconded, motion carried.
- **Training Course Applications** – Cheryl requested approval for Chair to sign course applications when details are finalized and applications are ready. Courses are identified in annual Training Workplan.
 - **EMT/EMR/RN-EMT/EMT Refresher** – Scheduled to be held in Ellensburg 1/22/19-5/14/19, SEI will be Josh DeHerrera or Rich Elliott, and HCP prerequisite is scheduled 1/8 & 1/10. Course fees were discussed and approved as follows: EMT (resident) = \$850 (nonresident = \$900), EMR = \$600, RN-EMT = \$550.
 - **ESE Workshop/Annual Instructor/ESE Workshops** – Dates TBA (1-initial, 2-renewal, 1-possible makeup as needed). Proposed dates contingent on availability of SEIs; Initial ESE (part I) – Dec. TBA, Annual Workshops (part II) - 2/3-UC and 2/10-LC

Josh DeHerrera motioned to approve course fees and course applications. Applications to be recommended by Council Chair when details are finalized, Darlene Mainwaring seconded, motion carried.
- **2019 Training Site Agreements (KVH & KCHD#2) –**
 - **KCHD#2-Medic One (2-Year Training Site Agreement)** – No notable changes. Geoff Scherer motioned to approve, Darlene Mainwaring seconded, motion carried.
 - **KVH (1-Year Training Site Agreement)** – KVH has changed to a standardized training agreement for all agencies. It does not include ongoing training for skill maintenance for currently certified EMS providers. Cheryl is addressing this as a possible addendum to the new agreement. Cheryl noted significant changes. Changes of biggest impact are submitting student paperwork six weeks prior to start of clinical and documentation of liability coverage from agencies. Darlene Mainwaring motioned to approve renewal of Training Site Agreements as presented, Josh DeHerrera seconded, motion carried.
 - **Discussion Item** – Due to recent events in the media, Dr. Horsley has restricted paramedics from performing or requesting to perform post-code intubations in the field or in the ED until further notice. Jim Allen presented the concerns and position of the hospital on this issue. Informed consent of the family member was discussed.
- **2019 MPD Personal Services Agreement (annual renewal)** – Minor edits were noted. Dr. Horsley reviewed annual agreement with no changes requested. Josh DeHerrera motioned to approve agreement, Darlene Mainwaring seconded, motion carried.
- **MPD Planning Update & User Fee–Special Projects Budget Amendment** – In late August, Cheryl sent an email on behalf of Dr. Horsley to all the MPD Delegates at KVH. One of the items communicated was Dr. Horsley’s plan to retire in 3-4 years. Interested physicians were asked to respond to the email. There were no responses received.
 - Cheryl requested the Council approve \$1,500 be allocated from User Fee Special Projects for MPD Delegate involvement at \$100/hr. through the 2019 budget. This may include assisting Dr. Horsley with training, paramedic CQI meetings, and/or attending meetings to expose potential MPD candidates to the role of MPD and potentially generate some interest. Josh DeHerrera motioned to approve the budget amendment as presented, Darlene Mainwaring seconded, motion carried.
- **Operational Policies (draft updates for review)** – The Council and MPD are currently reviewing all operational policies, not necessarily in order. Proposed minor updates were sent out for review and there was some minor discussion. Darlene Mainwaring motioned to approve changes as presented for DOH review, Ray Risdon seconded, motion carried.

- #3 – Ambulance and Aid Service Cancellation Criteria - No action taken at 8/2/18 Council meeting. Transport agency representatives (Ed, Jay, Ray, Geoff, and Rich), met on 8/27 to review Policy #3. (minor wording updates).
- #7 – Quality Improvement Program (wording update to reflect reality).
- #8 – Safety of Abandoned Newborns (minor wording updates)
- #9 – Service Animals on EMS Unit-Transportation (minor wording updates)

Next two Policies for review are:

- #5-Acquisition and use of Controlled Substances by ALS providers
- #6-Procurement of handling of Epinephrine Auto-injectors (to add Naloxone)

NEW & OLD BUSINESS –

- **OTEP Plan Update-DOH Application** – Different OTEP training resources are being reviewed for both ALS and BLS OTEP training programs. Updated DOH OTEP Application work in progress. Cheryl will try to have it ready for December meeting.
- **Strategic Plan/Stakeholder Update (partnership w/ Chief's Association as needed) –**
 - EMS Agency Updates – FD#7 Administration Staffing update and SPFR/KCHD#2/Dispatch response agreements update provided.
 - Staffing Update - Rick Graham, EMS Assistant, is still on medical leave. Cheryl shared information provided by Rick. Cheryl requested the EMS Council approve the Executive Committee to take action as needed and approved by County HR to facilitate the needs of this position. Council approved.
 - MPD Planning Update – Discussed as noted. No additional outreach or planning needed at this time.
 - MCI Plan/MCI Cards/Landing Zone List – Last chance for input was sent out and summary of new updates to include recommendations following KVFR shooter drill and table top exercises sent out via email and discussed. Council agreed FD#1-R111 for MCI supplies and extrication equipment will be left on cards for all response areas, since FD#1 is willing. Discussion on the use of Triage Tags vs. just using tape. Per Council discussion, commercial triage tags are recommended for application in the treatment area, but not during the initial triage process. Triage tape works best for initial triage. Landing Zones List has had an extensive update with the help of ALNW and others. Darlene verified that it can be made available as a layer on iSpy. Date to be announced.
 - Data-NEMESIS/WEMESIS/WACARES update – No update
- **Training Report/FY18 Workplan (7/1/17-6/30/18):**
 - OTEP – See Sept. & Oct. monthly training announcements. Training activities in compliance with 2018 OTEP Schedules. Paramedic meetings scheduled 11/14 and 12/5.
 - Advance First Aid class is scheduled 11/1/18-12/1/18. Ray Risdon is the lead instructor. Classes will likely be split between Cle Elum and Ellensburg. Price may be adjusted per class size. Follow same format as 2017 class.
 - Integrated Emergency Management Course (FEMA) 10/22-25/18 at KVFR, register first day of class
 - Working on scheduling an ASHI Lay Rescuer / BLS Instructor class - TBA
 - 11/30/18 – PHTLS Renewal & Initial Hybrid Class at KVFR for paramedics
 - IV Tech. Course – Didactic portion is complete. Students are working on hospital and prehospital IV requirements. Finals will be scheduled as needed. There are seven students.
- **AHA/ASHI Training Site/Public Education/Projects –**
 - Public FA/CPR classes: 10/13-CEFD & 11/10-KVFR - Current flyer distributed and available on the EMS Office website. Reduced rate for members of the emergency response system.
- **Regional/State Report – Coordinator**
 - 9/27 Regional Council – Zita reported. September minutes available upon request. PCP Workgroup scheduled for 10/9.
 - DOH Education Workgroup – Sept. minutes available upon request.

- WAC Workshops (246-976) – Zita reported. Meetings and updated information available on state website.
- **Other/Agency reports –**
 - Suzy (ALNW) – Good turnout by Kittitas County EMS providers at UW Trauma Conference. Dr. Latimer took concerns from recent meeting back to ALNW group. Working on one source data. Suzy will be providing a QI report on all Kittitas County air transport calls involving ALNW at Council meeting.
- **Motion to adjourn:** Consensus by departure.
- **Next Council meeting:** December 6, 7-9 p.m. at Kittitas Valley Fire & Rescue

Approved by:

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

Prepared by:

Cheryl Burrows
 EMS Coordinator
 Secretary/Treasurer

Date: _____