

## KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

October 10<sup>th</sup>, 2024 (in person & virtual)

Submitted by: Cheryl Burrows

**MEMBERS PRESENT (voting):** Lee Hadden, Chair (RFD), Lauren Fritts (ALS), Ellis Nale (KCSAR), Danielle Bertschi (FD#6), Lauren Rosenberry (SEI), Jack Horsley (MPD), **Virtual:** Rich Elliott (KVFR), Cody Staub (KVH), Delcie Proffitt (ALNW), Lora York (LFN), Emily Gonzalez (CWU)

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

**Introductions & Membership Updates:** Welcome to Emily Gonzalez, CWU EMS Program Director. Membership list was provided with known and expected agency changes. Please let Cheryl know of any additional updates.

### ACTION ITEMS:

- **Minutes** – Danielle motioned to approve the August Council meeting minutes, seconded by Lauren, motion carried. Lee approved the Executive Committee minutes for September as presented.
- **ESSO Ellensburg Police Department Renewal App.** –Danielle motioned to approve, seconded by Rich, motion carried.
- **2025-2026 Office Lease Renewal** – Draft lease was sent out for renew and changes in rent over the next two years were discussed. Ellis motioned to approve chair to sign as presented, seconded by Lauren, motion carried.
- **2025 MPD Personal Services Agreement** – Draft sent out for review with minor wording adjustment. No changes requested by MPD or council. Lauren motioned to approve as presented, Danielle seconded, motion carried. Dr. Horsley abstained.
- **2025 KCEMS EMT Course Application – Course is tentatively scheduled to be held in Ellensburg.** Time frame is mid- January to mid-May, as usual. Rich Elliot has agreed to be the SEI, and it is his rotation. Seeking a qualified SEI candidate, since we recently had one drop their status. Lauren Fritts has expressed interest, started to provide documentation for prerequisites, and is approved by the MPD. EMT Course application should be sent out / posted next week. Dr. Horsley motioned to recommend the 2025 EMT Course application, seconded by Ellis, motion carried. Cheryl pointed out that under the new WAC, recommendation by the EMS/TC Councils will not be required for course applications. KCEMS training plans are included in the annual training workplan which is approved by the Council. The Council will always be kept in the loop.
- **2025 Training Fee Schedules (class fees & instr/eval/pt. fees)** – Cheryl presented some minor class fee changes (public & EMS), including a \$200 increase to EMT Course. Dr. Horsley wants to keep the EMT the cost lower so not to put a financial burden on volunteers, so the increase will be \$100. However, costs are increasing, partially as result of increasing course hours. Cheryl shared she will be proposing a significant increase to instructor/evaluator rates that are more comparable to CWU EMS program rates at the December meeting. Danielle motioned for approval, seconded by Dr. Horsley, motion carried.
- **2025 Council Officer Nominations/Elections** – Current Officer slate was reviewed. Geoff was not present but said he would be willing to continue as Treasurer. No new nominations were made. Current Officers agreed to continue. Ellis motioned for approval of the current slate of officers for 2025, seconded by Dr. Horsley, motion carried.
- **2025 Council Meeting Dates** – Meeting dates were sent out per by-laws for second Thursday of even months. Meeting time to stay the same 5-7 p.m. rotating between upper and lower county. Dr. Horsley motioned to approve the 2025 meeting dates as presented, seconded by Danielle, motion carried.
- **Non-profit Corporation Annual Report/Renewal** – Cheryl requested council's approval to renew the non-profit corporation status. It is submitted online with current officers as governors. Consensus
- **Home for old Safe Kids Trailer** – This trailer was acquired many years ago through grant funding for the local Safe Kids partnership, which KCEMS/TC Council was the lead agency. When this role was passed to another agency so was the trailer. The trailer currently does not have a home. Cheryl proposed the trailer be placed with KCFD#6 to continue to fulfill it's purpose. KCFD#6 is currently one of the lead agencies

providing injury prevention outreach to the community including distributing car seats and education. Dr. Horsley motioned the council support this placement plan, seconded by Lanora, motion carried.

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- **Program Financial / Treasurer Report / Vouchers:** Coordinator
  - **Account Balances & Program Financial Reports (10/1024)** – Reports distributed for review.
    - **Account Balance:**
      - Umpqua Bank Checking = **\$ 151,947.45**
    - **Program Balances:**
      - 2024 Office = \$ 112,889.69
      - FY25 Training (7/1/24-6/30/25) = \$ 39,057.76
      - **Total Balance = \$ 151,947.45**
  - **Approve Payments/Vouchers** – The Council received the Sept./Oct. voucher/invoice packet for review. Council Chairman will also review the detailed financial report with corresponding vouchers upon signature and mail payments.
    - Total Vouchers/Payments = \$ 28,381.84
    - Electronic Fund Transfer: 1 = \$ 380.56
    - **Total Payments: = \$ 28,762.40**
    - Number of checks issued: #6929-6938 = 10
    - Voided Checks: none

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

- Cheryl informed the Council that she will be presenting the 2025 Office Budget plan at the 11/20 KCCOG meeting as per Interlocal Agreement.

**NEW & OLD BUSINESS:**

- **CWU Training Program Update** – Emily Gonzalez, EMS Training Program Director, provided the EMS Council with a very positive update on the programs since she took over. The programs are moving in a very positive direction.
- **MPD Retirement Plan Update/Funding discussion** – Cheryl reported that the DOH plans are to post the MPD position around March. The Council discussed the funding sources currently in place to compensate the MPD; DOH contract, and KVFR and Medic One stipends, and feel they are adequate at this time. Cheryl provided clarification that the MPD Candidate funds discussed at the last meeting will not be utilized to compensate potential candidates for their time learning more about the position until the position is officially posted.
- **Flu Clinic Vacc. Support by EMS** – Changes to the DOH Procedures List & WAC/Scope of practice updates now allow for EMS providers to support public health large vaccination efforts/clinics without a declared emergency. Approved DOH and MPD protocols and training are required. Cheryl is working on this.
- **County Operating Procedure/Policy/Protocol Workgroup** – Virtual meetings have been scheduled for 10/22, 10/29, 11/5, 11/19, provided Cheryl has productive work for the group.
- **WAC & WEMIS Updates** – Cheryl sent the most pertinent WAC updates out to all EMS Agencies and highlighted notable changes. She will continue to work her way through them and share updates with agencies and provides through email and training. One concern discussed is the new EMS equipment requirements for ESSO agencies. ESSO agencies are now required to carry the same equipment. Cheryl has spoken with DOH about this and asked for further clarification and consideration regarding some of the equipment, specifically a backboard.

- **Special Projects** – Pulse Point/AED Registry/PAD agreements/Naloxone Leave Behind, we are making progress on all fronts, although slow and time contingent. Some of the schools AEDs registration has been validated and now on the map for PP responders. Lots of naloxone still available.
- **Training Report** -
  - FY25 Training Workplan, including BLS & ALS OTEP classes on schedule. Unavoidable BLS cancellation will be rescheduled. AFA Renewal class is underway with 7. AFA Initial class is showing a lot of interest. Starts in November. See monthly training announcements/emails for details.
  - 11/15 (all day) - ALS PEAC Advanced/Difficult Airway. CWU is allowing us to hold class in EMS rooms. Instructors, Jack Piper, Lauren Fritts, and James Bryan.
  - 2025 EMT Course as noted above. Training Announcement should be sent out next week.
  - 2025-2027 OTEP Plan – Still working on the details. We have reached out to agencies regarding the new schedule and trying to meet everyone’s needs.
  - Public Education – No classes will be scheduled for November or December.
  - New MCI training supplies funded through Life Support Grant should be available soon.
- **Office Update** –
  - Victoria is back and the world is a better place!
- **Regional/State/Meetings Report** -
  - Regional Council (9/26 meeting report) –Minutes are available upon request. Next meeting 12/5.
  - DOH Report to Regional Councils (July-Aug.) – New report not available yet. Emailed and available upon request. EMS & WEMSIS rules released and communicated to all stakeholders.

Agency Reports / around the table

- **Motion to adjourn** - Consensus.
- **Next Council meeting:** Thursday, December 12, 1700, at KVFR St. #21 (virtual available)

**Approved by:**

**Prepared by:**

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Lee Hadden, Chairman  
 Danielle Bertschi, Vice Chairman  
 Kittitas County EMS & Trauma Care Council

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Cheryl Burrows  
 EMS Coordinator / Administrator  
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