

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

February 9, 2023 (in person & virtual)

Submitted by Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (RFD), Geoff Scherer (HD#2-M1), Sec./Tres., George Long (KITTCOM), V. Chair, Jack Horsley (MPD), Rich Elliott (KVFR), Ray Risdon (SEI), Cole Gravel (ALS), Lauren Fritts, John Sinclair (KVFR/FD#7), Chris Hutsell (FD#7), Ron Adams (Public), and Nate Henderson (SCEFD) **Not able to attend:** Corrie Reagan, Suzy Beck, Dede Utley, and Danielle Bertschi.

Guest(s): Zita Wiltgen (SCREMS/TCC), Carol Jacques, Troy Jackson (FD#6) and Ryan Risdon

Staff: Cheryl Burrows, EMS Coordinator

Introductions & Membership Updates: No membership updates received. Annual Conflict of Interest Policy was distributed via online link and at meeting.

ACTION ITEMS:

- **Minutes** – Danielle Bertschi motioned to approve the December Council meeting minutes, seconded by Ron Adams, motion carried. Executive Committee minutes approved as presented by Lee and Geoff.

- **Program Financial / Treasurer Report / Vouchers:** Coordinator

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

Account Balance:

• Umpqua Bank Checking =	\$ 113,089.49
- 2022 Bank fees	<u>(\$400.00)</u>
Account Balance	\$ 112,689.49

rogram Balances:

• 2022 Office =	\$ 73,676.48 Pending year-end budget resolution
• 2023 Office =	\$ 3,668.38 Pending year-end budget resolution
• FY23 Training (7/1/22-6/30/23) =	<u>\$ 35,344.63</u>
Total Balance =	\$112,689.49

- **Treasurer / Program Financial Reports/Vouchers** – The Council reviewed the January vouchers/invoices provided in voucher packet. Council Chairman will review complete financial report with corresponding vouchers upon signature.

• Total Vouchers/Payments (2022)	= \$ 2,396.41
• Total Vouchers/Payments (2023)	= \$ 23,651.76
• Number of checks issued (6615-6632)	= 18
• Electronic Fund Transfer	= \$314.58
• Voided Checks: none	
Total Payments:	= \$26,362.75

George Long motioned to approve the vouchers/invoices for Office and Training programs as presented, seconded by Lauren Fritts, motion carried.

- **2022 Year-end Office Budget Resolution (2-9-23-A)** – 2022 Office budget resolution was presented and reviewed with reserve funds description cover sheet. 2023 Budget reserves balance = \$ 73,676.48
 - \$11,932.32 = ASHI Training Site Funds
 - \$2,814.60 = Public Education Funds
 - \$9,000.00 = Benefits Accrual Fund
 - \$1,888.26 = Office Equipment Accrual Fund
 - \$27,716.83 = User Fees
 - \$22,676.33 = Capital Equipment Replacement Fund
 - \$1,500.00 = MPD Delegate Recruitment Training/Meetings

- 3,542.50 = Special Projects (MCI Cards) / Vehicle Maintenance
- \$1,951.70 = Professional Support
- 18,372.77 = Wage COLA / Operations Budget adjustment for 2023

Dr. Horsley motioned to approve the 2022 Year-end Office Budget Resolution (2-9-23-A), seconded by Geoff Scherer, motion carried.

- **2023 Office Budget Amendment (2-9-23-B)** – A 2023 Office Budget amendment was proposed as result of the BOCC approval for 2023 4% COLA adjustments for all non-union county personnel, includes EMS Office staff. This was more than originally budgeted impacting the salary and benefits line items by approximately \$22,700, with the benefits line item impacted the most at \$21,361 based on January invoice. Other minor budget adjustments made with factoring in the 2022 Office Year-end Budget Resolution. Jack Horsley motioned to approve as presented, seconded by Geoff Scherer, motion carried.
- **CWU EMT/SGA Course Application (Spring 2023)** – Cheryl reported course application is in order. Geoff Scherer motioned to recommend the EMT/SGA course application, seconded by George Long, motion carried.
- **Life Support class partnership** – Request council approval to partner and support an emergency responder training 3/25 “An Internal Size-Up” Presenter: Firefighter Behavioral Health Alliance, Retired Fire Captain Jeff Dill, by creating and managing an online registration process through the council website and advertising to all level emergency responders. Jack Horsley motioned for approval, Cole Gravel seconded, motion carried.
- **Annual Meeting - Review Activities of the Council:**
 - By-laws Reviewed – Cheryl distributed a copy of proposed draft changes 2-7-23. Fifteen days’ notice to Council members prior to approval. No additional additions or corrections recommended at this meeting. Draft updates can be approved at the next meeting if no other recommendations.
 - Administrative Handbook – Made available for review. Cheryl proposed two minor changes under records retention for training records and CQI. More work planned in 2023 to enhance instructions related to operations. No action required at this time.
 - Set 2023 Goals:
 - SCR EMS/Trauma Plan – COP Updates / Support ongoing work / Projects /
 - Annual Training Workplan / LS Training Grant Project / Support MCI Exercise
 - DOH WAC Final Review Process / Updates / Operation Policy Updates
 - CQI w/Data - WEMESIS & WACARES
 - Administrative Handbook Enhancement

NEW & OLD BUSINESS:

- **Landing Zone List** – The 2022 Landing Zone list was sent out for reference. A recommendation was made to add DOT lot at Hyak and consider making it one of the “1st choice landing areas” highlighted in green. Currently in the same area LZ1 is Summit Central. Council agreed both LZs are used and depending on the season one may be better than the other. Bandera Airport was also agreed upon addition. Primary LZs on MCI cards for each section were reviewed and updated.
 - **Blue:** LZ-1A, LZ-1B, LZ-3
 - **Green:** LZ-3, LZ-10
 - **Orange:** LZ-10, LZ-37, LZ-41
 - **Yellow:** LZ-20, LZ-21, LZ-35
 - **Pink:** LZ-20, LZ-21, LZ-28, LZ-35
- **MPD Personal Services Agreement 2023 (revised language)** – Updated Council that VFIS underwriter approved the revised MPD Personal Services Agreement to include section 1.a.viii “Provide medical oversight for training and use of naloxone for non-EMS emergency responders affiliated with a licensed EMS agency in Kittitas County. ...” More communication to follow for those agencies carrying BLS level naloxone for administration.
- **EMS Incident Radio Communication Recommendations** – KITTCOM Director George Long shared the latest draft Kittitas County Fire-Rescue and EMS Communications Procedures Handbook. Cheryl asked consideration to be given to include radio communication guidelines for non-EMS personnel responding to

EMS incidents so the transporting agencies and on scene personnel have a clear idea of the EMS resources they will have for managing the incident. There was extensive discussion. Since the handbook is currently on hold due to workload, a council the recommendation will be made for non-EMS personnel to convey responding “manpower only”. It was requested that WAC requirements for minimum EMS personnel by license/verification level be included in the communication as a reminder.

- **County Operating Procedures Review Continued** – No review this meeting.
- **Training (EMS & Public)**
 - FY23 Training Workplan is on schedule. See monthly training announcements/emails for details.
 - Life Support Training Funds (\$7,500 & \$7,000) – Reminder to please let Cheryl know if you have any ideas for enhancing the training experience with these funds. The gift of \$7,000 is restricted to a special enhancement video project. The goal is to present the project at the June council meeting.
 - Class updates:
 - OTEP M13 (BLS & ALS) – Will cover the KCEMS MCI Plan & MCI Card Updates. MCI Card training copies are ready. Laminated copies should be ready for distribution early March.
 - 2023 Initial EMT Course – Started 1/17 in Ellensburg, 16 students, SEI is Rich Elliott, and SEI Candidate is Lanora Rosenberry. 1-EMT Refresher Student
 - Annual Instructor/Evaluator Workshops (1/21-KVFR & 2/11-Medic One, March makeup)
 - 2023 CWU EMS Conference (ALS) - 3/25-3/26 – Online registration available.
 - Public Education – Flyers, emailed, posted on website, and events on newspaper calendars.
 - FA/CPR classes –2/25-UKCM1-#99, 3/18-KVFR-#29, 4/15-UKCM1-#99
- **Regional/State/Meetings Report**
 - Regional Council (1/26) – Cancelled
 - DOH Report to Regional Council (Jan-Feb ‘23) – Emailed and available upon request.
 - DOH Committee Reports (Cheryl) – Minutes available upon request.

Agency Reports / around the table – Request was made to have a have a protocol committee or small focus group. Dr. Horsley had already left the meeting. Cheryl will discuss it with him.

- **Motion to adjourn** - Consensus.
- **Next Council meeting:** Thursday, April 13, 1700, at KVFR-St. #21, Ellensburg (virtual available).

Approved by:

Lee Hadden, Chairman
George Long, Vice Chairman
Kittitas County EMS & Trauma Care Council

Prepared by:

Cheryl Burrows
EMS Coordinator / Administrator
Date: _____