

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL**

**June 9, 2022 (in person & virtual)**

Submitted by Cheryl Burrows

**MEMBERS PRESENT (voting):** Lee Hadden, Chair (HD#2), Geoff Scherer (HD#2), Suzy Beck (ALNW), Beth Williams (City of CE), Chris Hutsell (FD#7), Jack Horsley (MPD), **Virtual:** Dede Utley, Sec./Treasurer, Rich Elliott (KVFR), and Carol Jacques (SCEFD)

**Guest(s):** Zita Wiltgen (SCREMS/TCC)

**Staff:** Cheryl Burrows, EMS Coordinator

**Introductions & Membership Updates:**

- Josh DeHerrera resigned as the ALS representative after 10 years of serving, which also opens the Vice Chair position.
- New Rep – Nathan Henderson, Chief for S. Cle Elum Fire Dept.
- New Rep – Lee Hadden for Roslyn Fire Department
- New Rep – Chris Hutsell, Deputy Chief for KC Fire District #7

**ACTION ITEMS:**

- **Minutes:** Geoff Scherer motioned to approve the April Council meeting minutes, seconded by Beth Williams, motion carried. Executive Committee minutes approved as presented.
- **Vice Chairman position–** Lee addressed the need for a new Vice Chair. Nominations and election will take place at the August Council meeting. Cheryl pointed out that the Exec. Committee only needs two of the three members to conduct business in July.

• **Treasurer’s Report / Vouchers:** Coordinator

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

**Account Balance:**

• 2022 Checking (Quick Books) =	\$ 94,030.51
<b>Total Balance =</b>	<b>\$ 94,030.51</b>

**Program Balances:**

• 2022 Office =	\$ 87,481.03
• FY22 Training =	\$ 6,549.48
<b>Total Balance =</b>	<b>\$ 94,030.51</b>

- **Treasurer / Program Financial Reports/Vouchers** – The Council reviewed the May vouchers/invoices provided in voucher packet. Council Chairman will review complete financial report with corresponding vouchers upon signature.
  - **Total Vouchers/Payments (2022)** = \$ 21,591.10
  - **Number of checks issued (6502-6518)** = 17
  - **Voided Checks:** none

Jack Horsley motioned to approve the vouchers/invoices for Office and Training programs as presented, seconded by Beth Williams, motion carried.

- The final SCR Grant Funds Request for FY22 was presented for \$2,088.16 and requires Chairman signature. Geoff Scherer motioned for approval, seconded by Beth Williams, motion carried.

- PPE Precautions reviewed for Public and EMS training sessions. It was the consensus of the Council members present that masking no longer be required at training sites but will be encouraged as an option if preferred. Participants in public classes may not go outside of the main training area of the training station.

Council members agreed that non-vaccinated EMS providers should still be required to mask at EMS training sessions. Surgical or cloth masks are acceptable.

- Per George Long's request, the Council was asked if the members have an interest in going back to the 2004 language of the KITTCOM interlocal that says KITTCOM will have a separate Fire/EMS committee for KITTCOM specific matters, or should the groups continue to conduct business as they have at the Fire Chief's meeting and the EMS Council meeting separately. The membership present agreed to continue separately.
- Cheryl requested the Council's approval for an EMT Refresher Course as needed for currently expired EMS providers that qualify, and certified EMS providers who are significantly deficient on their ongoing training requirements for renewal. Cheryl is aware of some expired EMS providers who have stayed active as firefighters and may be interested in becoming active in EMS again. This would benefit the affiliated agencies. The biggest challenge is having an SEI available. The course would be fee based and start late summer or early fall. The Council and MPD approved to move forward with a course as needed if needed instructor resources are available.
- Training Classes Fee Schedule update (EMS & Public) – An updated fee schedule was presented for approval to cover increased costs and online payment fees mainly to ASHI Training Site Courses, to include the following increases, Public FA/CPR + \$10, Babysitter (CAB) classes + \$10, and all ASHI cards/blended courses for emergency responders and public instructors + \$5. Jack Horsley motioned for approval, seconded by Rich Elliott, motion carried.
- FY23 Training Workplan & Budget – The FY23 Workplan and draft FY23 Budget was distributed for review. The SCR Training Grant Agreement has not been received, but no major changes are expected. The minor updates and schedules were reviewed, to include an earlier start time for BLS OTEP classes based on departments other training times. Due to the Fiscal Training year starting 7/1/22, Cheryl requested approval of the Draft FY23 Workplan and Budget. Needed updates will be presented at next meeting. Jack Horsley motioned for approval, seconded by Beth Williams, motion carried.
- 2023 Proposed Office Budget Plan – The draft budget plan was distributed for review. Line-item increases explained for a total increase of 7.5%. Salary estimates will be adjusted per County when available. Office of Financial Management Population updates were not posted yet for 4/1/22. Population distributions will be adjusted when OFM numbers are updated and reviewed by Exec. Committee before sending out to the jurisdictions for budget planning. As per Interagency Agreement, Cheryl will represent the EMS Council at a KCCOG meeting this Fall for final recommendation. Jack Horsley motioned for approval, seconded by Suzy Beck, motion carried.
- County Operating Procedures were reviewed in detail – #1 & #3 reviewed at previous meetings and time allowed for input.
  - #1 – **Level of Medical Care Personnel to Be Dispatched to An Emergency Scene** – Final updates reviewed as needed. Chris Hutsell motioned for approval, seconded by Jack Horsley, motion carried.
  - #3 – **Air Medical Services** – Activation & Utilization – Suzy Beck motioned for approval, seconded by Jack Horsley, motion carried.

### **NEW & OLD BUSINESS:**

- **County Operating Procedure Review (COP) Review (no action taken)**
  - #9 – Inter-Facility Transport was discussed, and minor updates recommended. It will be sent out again with updates for next meeting.
  - #5 – Prehospital Triage and Destination was discussed through section 3.b.iii. Minor updates were recommended. It will be sent out again with updates for next meeting.
- **Council Meeting** - Council discussed proposing a shared meeting night with the Fire Chiefs with possible overlapping meetings to get more participation and save member's time. The meeting could not be any later than the second Thursday of the month due to having vouchers approved for payment. No change to the by-laws is necessary. The council members agree to pursue the meeting change with the Fire Chiefs Association.
- **2021 WACARES Reports** – 2021 WACARES was presented and provided in the spreadsheet for yearly comparison. The number of qualifying arrests increased by about 10 incidents per comparable years.

Specific measurable elements were reviewed by the council. WACARES data is considered confidential. If anyone would like to discuss the WACARES data with Cheryl, please let her know.

- **Training (EMS & Public)**
  - FY22 Workplan and budget year are coming to an end 6/30/22.
  - 2022 EMT Course – Course concluded mid-May with 5 students. Students are in the process of taking the NREMT EMT exam.
  - RN-EMT Course also conclude in May 24 with 6 students and 1 EMT refresher.
  - Upcoming
    - Landing Zone Training scheduled for 6/13 in Ellensburg (ALNW & LF) – details emailed
    - Oct. AFA Renewal scheduled – details emailed
    - Nov. Difficult Airway Class planned – date TBA
    - Initial AFA Course scheduled 11/8-12/10 – Training packet emailed and on website
  - Public Education – Flyers, emailed, posted on website, and events on newspaper calendars
    - FA/CPR classes scheduled for 6/23-CE, 9/10-KVFR, 10/15-CE
    - Child & Babysitting Safety (CABS) scheduled for 6/10-CE, 6/17-KVFR
- KCEM ESF8 Plan Disability Resources – No time. To be discussed next meeting.
- County Operational Policies Review (WAC/Leg. Updates (no time to start discussion)
- EMS Office Misc. Updates – No other updates.
  
- **Regional/State/Meetings Report**
  - Regional Council (5/26) – Zita had to leave meeting early. (Minutes emailed)
  - DOH Report to Regional Council in regional minutes
  - DOH Committee Reports (Cheryl) – No time. Minutes available upon request

**Agency Reports / around the table**

- **Motion to adjourn** - Consensus.
- **Next Council meeting:** Thursday, August 4th, 1700, in Ellensburg (KVFR-St. #21) & virtual available.

**Approved by:**

**Prepared by:**

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Lee Hadden, Chairman  
Kittitas County EMS & Trauma Care Council

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Cheryl Burrows  
EMS Coordinator / Administrator  
Date: \_\_\_\_\_