

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL
February 8, 2018 (Cle Elum Fire Department) - Meeting Minutes
Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (SCFD), Marlo Frownfelder (CEFD), Darlene Mainwaring (KITTCOM), Dede Utley (KVH), Rich Elliott (KVFR), Josh DeHerrera (ALS), Jack Horsley (MPD), Crystal Campbell (FD#7), Geoff Scherer (HD#2), and Mary Morgan (Eburg).

Guest(s): Jonas Landstrom (ALNW), Suzy Beck (ALNW), and Zita Wiltgen (SCR Administrator)

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

Introductions

Membership Update: Letter received from City of Ellensburg appointing Mary Morgan as it's representative.

Presentation: Zita Wiltgen, Director, South Central Region EMS & Trauma Care Council, provided a presentation on the Regional EMS & Trauma System Plan, Regional and Local Council responsibilities, WAC review, training formula, work to maximize the EMS Systems, and WEMESIS Training.

ACTION ITEMS:

- **Minutes:** Darlene Mainwaring motioned to approve the December Council meeting minutes, seconded by Josh DeHerrera, motion carried. November Executive Committee meeting minutes approved by Lee Hadden as presented.

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

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

Account Balances:

- 2017 Checking = \$ 16,809.40 (Pending Year-end Budget Resolution)
- 2018 Checking = \$ 21,297.61
- Savings = \$ 3,089.96
- Total Accounts Balance = \$ 41,196.97**

Program Balances:

- 2017 Office = \$ 22,323.66 (Pending Year-end Budget Resolution)
- 2018 Office = \$ 15,475.43
- FY17 Training = \$ 3,397.88
- Total Programs Balance = \$ 41,196.97**

- **Program Financial Reports/Vouchers** – The Council reviewed January invoices in the amount of **\$36,027.45, issued checks #5551-#5564 (14)**. 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.
- **KCCOG / 2018 Payment Agreement** – All signed 2018 Payment Agreements have been received.
- **2018 Office Budget Amendment (Office Move?)** – Cheryl informed the Council of the Landlords intention to raise the rent/water as part of the new lease agreement as follows; current monthly rate = \$845; 1 year lease = \$1550, 2 year lease = \$1400, and 3 year lease = \$1250. The Council's 2018 budget allows for a 6% increase to rent/utilities. The landlords were asked if there was going to be a rent increase multiple times in May when the 2018 budget proposal was prepared. There was no response. Due to this unexpected rent increase the Council may need to amend the 2018 budget. Cheryl is actively looking for a new office space. No action taken at this time.
- **2017 Office Budget Year-end Resolution (#2-8-18-draft)** - Cheryl presented the proposed 2017 Office Budget Resolution (#2-8-18) with Reserve Funds Description Cover Sheet. The resolution has a total of \$22,323.66 in reserve funds with a plan to offset the 2018 rent increase with \$1,052.19 year-end balance and \$1,200 from the Benefit Accrual Fund. The Council declined the use of the Benefit Accrual funds to offset the rent increase. The Council agreed to carry the \$1,052.19 year-end balance for the 2018 rent increase or moving expenses. Dede Utley motioned to approve the 2017 Budget Resolution #2-8-18 with the noted correction, seconded by Darlene Mainwaring, motion carried.

- **Office Space Lease Renewal Agreement** – The current lease is due to expire 2/15/18. The building was sold two months after the Council acquired the space. A copy of the new lease has been requested multiple times in anticipation of the lease expiring and was just received in draft form. It has not been reviewed by executive committee or council. Cheryl requested the Executive Committee be approved to enter into a new lease in the existing space or to approve a new space as budget allows. Council approved.
- **Cle Elum/Roslyn/S. Cle Elum Police Dept. EMS Provider Supervisory Organization Application Renewal** – CEPD’s EMS status is due for renewal 8/2018. This EMS Status allows CEPD to have EMS providers recognized with the agency due to the nature of the emergency service. CEPD has three EMTs. Renewal application requires Council recommendation. Rich Elliott motioned to recommend CEPD’s EMS Provider Supervisory Organization Application Renewal, seconded by Josh DeHerrera, motion carried.

NEW & OLD BUSINESS:

- **EMS Assistant Update** – Council was informed that Rick is on FMLA potentially until end of April.
- **Coordinator Wage Scale** – Cheryl has been discussing a wage scale evaluation for the EMS Coordinator position with the County Human Resource Director since July. Cheryl reviewed all counties in WA to find comparable by county/system size and like EMS Office function. Cheryl feels Walla Walla County has always been comparable in size and has a County EMS Office. Comparable salary range and position description was provided to HR. Two other counties were found to have EMS Offices that function similarly under the EMS/TC Councils Grays Harbor and Mason County. This information was also provided to HR. If approved, Cheryl would like to have recommendations for the proposed 2019 budget plan.
- **EMS Stakeholder Update (EMS Council/Fire Chiefs Assoc. Partnership)** – MCI Map update completed for the MCI Plan. SPFR BLS Ambulance Verification application was recommended by SCR EMS & Trauma Care Council and submitted to WA DOH for processing. New agreement between KCHD#2 and SPFR regarding resource requests from HD#2-Medic One when SPFR is not available.
- **Data-NEMESIS/WEMESIS/ERS update** – Next goal is to get the volunteer aid services on board with NEMESIS/WEMESIS data submission. Cheryl will work on this when time allows. Cheryl is still concerned about consistent data entry from transport agency’s providers so that there is meaningful county-wide data for system statistics and to be able to evaluate Key Performance Indicators for quality improvement. Enforcement has to come from the agencies.
- **Training Report/FY18 Workplan (7/1/17-6/30/18):** Coordinator
 - OTEP – See January & February monthly training announcements. Training activities in compliance with FY18 Training Workplan.
 - 2/10 (KVFR) & 3/3 (CEFD) - 2018 Annual Instructor/Evaluator Workshops. Review and troubleshoot online and classroom challenges.
 - 1/26/18 – EMS Updates (HP Airway Mgmt. +) Instr. Dr. Latimer – Well attended & good info! MPD approved changes to airway management skills for ALS & BLS will be implemented during instructor workshops and OTEP.
 - 1/23-5/15/18 – EMR/EMR Course (CEFD) – 26 Students (2 not affiliated, 1 RN-EMT bridge, no EMR at this time). Class is off to a good start with lots of willing instructor and evaluator participation.
 - 3/9/18 - PALS Renewal Course at CWU
 - West Region EMS Conference 3/23-25, Ocean Shores
- **AHA/ASHI Training Site/Public Education/Projects** –
 - ASHI Training Site - About 75% of AHA Instructors have completed reciprocity. ASHI lay rescuer program (Heart Saver equivalent) is primarily used for public education and non-EMS provider classes. Cheryl is look at other programs that might be beneficial.
 - Public FA/CPR classes: 2/24-KVFR (March & April TBA). Flyer available on website, email and posted in local newspaper calendars. No classes scheduled July-Aug. Half price for members of emergency response system.

- **Regional/State Report – Coordinator**
 - 1/27- Regional Council (Zita reported)- Minutes available upon request (next meeting 3/22/18)
 - EMS Rule Making Chapters 246-976 WAC review is officially open with monthly meetings/conference call available. Schedule available by request and interested parties can register for meeting notifications. Also posted on DOH website.
 - Legislative Update–1358, 5751, 1258 - Guidance document development continues.

- **Other/Agency reports –**
 - Darlene (KITTCOM) – Need dispatchers
 - Geoff (KCHD#2) – New full-time EMT is Matt Schauer
 - Marlo (CEFD) – Inquired about AFA Protocols/Guidelines. These are not provided like with EMS providers. AFA providers are expected to follow scope of instruction.
 - Rich (KVFR) – KVFR will have an intern in mid-March for about 600-800 hours. Intern is a Public Health student. The project will include review of all calls to capture information related to overdoses, non-transport, and more. Requests/suggestions are welcome.
 - Dede (KVH) – KVH-UC Clinic has moved to the old Swedish Clinic space on First St. Number of patients has increased. New software system being implemented 2/12 will come with challenges, please be patient. Discussed saline shortage issues.
 - Jonas (ALNW) – Reported on training opportunities, working with dispatch agencies to streamline calls, EMS Week open house in Yakima, Landing Zone classes have been revised.
 - AHA Guidelines for Stroke Patients discussed
 - MPD approved Naloxone for EMTs on an optional basis per agency. Cheryl has announced at Fire Chiefs meeting. No requests to date. Cheryl will eventually send information out to all agencies via email.

- **Motion to adjourn:** Darlene motioned to adjourn, seconded by Geoff, every left in agreement.
- **Next Council meeting:** April 5, 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: _____