

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL
February 6, 2020 (Kittitas County FD #7 – St. #72) - DRAFT
Submitted by Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (SCFD), Josh DeHerrera, Vice Chair (ALS), Dede Utley, Sec./Treas. (KVH), Rich Elliott (KVFR), Geoff Scherer (KCHD#2), Darlene Mainwaring (KITTCOM), Tristen Lamb (City of Ellensburg), Danielle Bertschi (FD#6), and Call in: Jack Horsley (MPD), Ron Adams (Public)
Guest(s): Zita Wiltgen (SCREMS), Jonas Landstrom (ALNW), Jenny Fry (ALNW), Jay Bretz (CWH)
Staff: Cheryl Burrows, EMS Coordinator (acting Secretary/Treasurer) and Wendy Moudy
Membership list was passed around with the attendance roster. Members were asked to note any updates for 2020.

Introductions & Membership Updates: Tristen Lamb is the new representative for the City of Ellensburg, City Council and Danielle Baertschi is a new Representatives for FD#6, in addition to Chief Jackson.

Presentation: Jay Bretz, Trauma and SANE Program Manager at Confluence Health-Central Washington Hospital (CWH), presented on the capabilities and capacity of CWH and how their services may help meet the needs of Kittitas County. The presentation was made available to the whole Council via email.

ACTION ITEMS:

- **Minutes:** Geoff motioned to approve the December Council meeting minutes seconded by Dede Utley, motion carried. Executive Committee members approved the January Executive Committee meeting minutes as presented.

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

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

Account Balance:

- 2019 Checking = \$ 60,286.50 - Pending Year-end Budget Resolution
- 2020 Checking = \$ 7,760.03 – Pending Year-end Budget Resolution
- Total Balance = \$ 68,046.53**

Program Balances:

- 2019 Office = \$ 59,702.97 - Pending Year-end Budget Resolution
- 2020 Office = \$ 2,141.30 – Pending Year-end Budget Resolution
- FY20 Training = \$ 6,202.26
- Total Programs Balance = \$ 68,046.53**

- **Treasurer / Program Financial Reports/Vouchers** – The Council reviewed the January invoices and revenues:

- **Issued Checks (2019) #6004-6006 (3) = \$ 7,898.08**
- **Issued Checks (2020) #6007-6018 (12) = \$ 20,226.14**
- **Voided Checks: none**
- Total Payments = \$ 28,124.22**

All account activities were available for review to include payroll and benefits, to include the reissuance of two 2019 training checks. Geoff Scherer motioned to approve the Office and Training financial reports and payment of invoices as presented, seconded by Darlene Mainwaring, motion carried.

- **KCCOG 12/18/19 Meeting Report** – Cheryl reported the KCCOG recommended the 2020 budget to the jurisdictions as presented. Reminder, recommended budget was sent out in July, and additional budget updates were sent out prior to the meeting. Cheryl discussed the County Wage

Survey, impact on the 2020 and 2021 budget, and the Council recommendation to carry any remaining 2019 Office Budget to 2020 Office Budget to cover unexpected salary increases. Funds will be used as intended for 2019, which was for staffing. There were no objections expressed.

- SAR Youth FA/CPR Training Grant – KC Search and Rescue (SAR) requested the EMS Council accept grant funding for FA/CPR training intended for SAR Youth recruit project. EMS Office will help coordinate needed training when the time comes. Grant total was not specified at this time, but the entire amount will be kept as a line item for the SAR Youth Recruit project. Geoff Scherer motioned to approve receipt and support of the SAR Youth Recruitment grant, seconded by Darlene Mainwaring, motion carried.
- **2019 Office Year-end Budget Resolution (#2-6-20-Draft)** – Geoff Scherer motioned for approval as presented, Darlene Mainwaring seconded, motion carried. Discussion: Cheryl noted that there are still some outstanding items and expects there will be some minor adjustments for the next meeting.
- **2020 Budget Plan Options / Wage Survey** – Jack Horsley motioned for approval as presented with the noted change, Rich Elliott seconded, motion carried.
 - **Wage Increase approval** – Approved as per County approval
 - **How to fund increases 2021** – Reserves will be used to off set increase impact on participating jurisdictions. Budget will be evaluated in June for 2021.
- **KCEMS / TCC Administrative Operations Policy / Internal System Review Update** – Geoff Scherer motioned for approval of the Internal Control Matrix as presented, Darlene Mainwaring seconded, motion carried. There rest of the proposed/tracked updates in the operations policy are still in progress and will be revisited at a future meeting. They have been reviewed by accountant and he said “looks pretty good”.
 - **Internal Control Matrix** – Summary of changes approved per accountant recommendations (see attached). Changes will be implemented as soon as possible. Noted for banking updates:
 - Remove Cheryl Burrows EMS Coordinator/Administrator as signer on Account.
 - Maintain other two signers on Account:
 - Lee Hadden, Chairman
 - Josh DeHerrera, Vice Chairman
 - Create Online Banking Access:
 - Administrator - Lee Hadden Chairman
 - View Acct. Activities –
 - Dede Utley, Secretary/Treasurer (to reconcile monthly deposits/statements)
 - Cheryl Burrows, EMS Coordinator/Administrator
 - **Accounting Software Transition Update** – Purchased new program per Accountant recommendation but have not switched over. Need time to setup properly and go through online training programs.
 - **Personal Service Agreement Options / Updates & Hold Harmless language (draft)** – Cheryl presented the following for review and approval to address potential risk areas. Rich Elliott motioned for approval as presented, Geoff Scherer seconded, motion carried.
 - **Personal Service Agreements for Instructors and Evaluators (EMS & Public training)** – Added *Independent Capacity Statement* (copied from WSP Instr. Agreement) and added a *Release and Hold Harmless Section* (copied from the American Safety & Health Institute document).
 - **Release & Hold Harmless Agreement (from ASHI)** – To be used for all paid patients, volunteers, and attendees of pubic classes.
- **EMS Assistant Position Open (review Job description, reposting plans, temporary help, PAF)** –
 - EMS Asst. job description was sent out for review. No significant changes were recommended. County updates were made.
 - Same job posting parameters will be used as last time. Rich Elliott motioned, Darlene Mainwaring seconded, motion carried.

- Dede Utley & Darlene Mainwaring agreed to be on interview board again.
- Temporary help – Approval to use existing agreements for administrative support with SEIs or Crystal Campbell if interested and available.
- Executive Session requested with the Exec. Comm. after meeting. - Personnel Action Form for Wendy Moudy was discussed and approved as presented.

NEW & OLD BUSINESS –

- **Astria Regional Medical Center closure** – The local, Yakima, and regional impact was discussed. Local challenges with finding places for patients to go. Trying to keep right patients at hospital. CEO reviews every transport out of hospital.
- **2019-nCoV** – Prehospital EMS Infection Control Guidance documents were discussed. Currently, KITTCOM continues to practice the screening of “Influenza Like Illness = ILI” protocol, which is used all year long. EMS Providers have been reminded already this season of the ILI protocol and to practice appropriate PPE when dispatch advised of patient with ILI symptoms. EMS providers will be updated if guidelines change.
- **Open Gov’t Training & Conflict of Interest documentation** – Many members have completed the Open Govt. training for other Councils or Committees. Conflict of Interest forms were distributed and collected from members present, and some members submitted online.
- **User Fee Discussion continued (truck purchase/replacement fund)** – Cheryl reminded the Council that the current 5-year plan ends in 2020. The truck was paid off in January. The council discussed the possibility of a Capital Equipment Replacement fund at reduced rate and over longer period. Cheryl feels any recommendations for 2021 should go out in June. Discussion continued to next meeting.
- **Training Report (FY20 Workplan) -**
 - OTEP – See Jan. & Feb. monthly training announcements. Training activities in compliance with 2020 OTEP Schedule and FY20 Training Workplan.
 - EMT/EMR Course – There are eighteen affiliated participants from around the county. Class is being held at Cle Elum Fire Department EFD and Ray Risdon is the SEI. Course is going well.
 - ASHI Instructor course scheduled for 2/12 at KVFR #29.
 - PALS Renewal Course scheduled for March 6, 0900-1400 to be held at Michaelson Hall-CWU.
 - Annual Instructor/Eval. Workshops scheduled: 2/22 at CEFD and 3/7 at KVFR, makeup as needed.
 - Public FA/CPR classes: 2/11-KVFR, 3/21-CEFD, and 4/25-KVFR current flyer distributed and available on the EMS Office website. Reduced rate (50%) for members of the emergency response system. There continues to be enough participation to fund the cost of the courses.
 - West Region EMS Conference (3/27-3/29) available online and emailed.
- **Regional/State/Meetings Report** – Coordinator
 - 1/23 Regional Council– Provided by Zita Wilgen. Minutes available by request. Next meeting 3/26.
 - REDi HCC Update – Dede, Rich and Cheryl met with current coordinator to meet for tour at KVH. Patient placement and DMCC important current area of discussion. Meeting next week.
 - Rule Development Workshops (WAC 246-976) – Monthly meetings continue. Next meeting 2/19. 2020 schedule to be posted. Call in available. See DOH website for updated information and meeting dates.
<https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/EmergencyMedicalServicesEMSSystems/RulesDevelopment>
 - 2019 WA State EMS & Trauma System Assessment Report is now available and was emailed to council. Steering Committee to discuss in March and develop standard method to assess designated trauma centers and patient tracking.
<https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/EmergencyMedicalServicesEMSSystems/EMSandTraumaCareSystemAssessment>
- **Other/Agency reports** –

- Dede – New ENT doc from Sunnyside in March. Moving some clinics, KVH hosting Rural Health Conference. New nurses in ER and some increased staffing (W/T/Th).
- Darlene – KITTOM has 12 positions filled, 3 in training, and need 2.
- Rich – KVFR down two medics, 5-year call-volume flat at about 4200 calls. Changes impacting call volume are fewer lift assists, alcohol calls at CWU, use of Cabulance, and Community Paramedicine program.
- ALNW – Winter weather flying
- Danielle – FD#6 has 3 EMTs in training, and 1 EMR. 75% EMS calls, St. 61 is getting renovated, taking old medic one ambulance.
- Josh – back to 24hr. shifts at KVFR
- Geoff – winter operations.

- **Motion to adjourn - yes**
- **Next Council meeting:** April 9, 7-9 p.m. at KVFR-#29, Ellensburg

Approved by:

Prepared by:

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

Cheryl Burrows
 EMS Coordinator / Administrator

Date: _____