

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

June 8, 2017 (KITTCOM) - Meeting Minutes

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (SCEFD), Jay Wiseman (SPFR), Ray Risdon (KCFD#7), Josh DeHerrera, V. Chair (ALS), Dede Utley (KVH), Rick Graham (BLS), and Jack Horsley (MPD)

Guest(s): Kyle Danielson (ALNW) and Claire Richert (ALNW)

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

Introductions

Council Membership: No update.

ACTION ITEMS:

- **Minutes:** Ray Risdon motioned to approve the April Council meeting minutes, seconded by Jack Horsley, motion carried. May Executive Committee meeting minutes approved by Lee and Ray.

- **Treasurer's Report / Vouchers:** Coordinator
 - **Account Balances & Program Financial Reports** - Reports distributed for review.
Account Balances:
 - Savings = \$ 3,089.73
 - 2017 Checking = \$ 50,241.28
 - Total Accounts Balance = \$ 53,331.01****Program Balances:**
 - 2017 Office = \$ 47,350.78
 - FY17 Training = \$ 5,980.23
 - Total Programs Balance = \$ 53,331.01**

 - **Program Financial Reports/Vouchers** – The Council reviewed May invoices in the amount of \$ **18,736.81, Issued checks (35): # 5404-5438**
All account activities were available for review to include payroll and benefits. Ray Risdon motioned to approve the Office and Training financial reports and payment of invoices as presented, seconded by Jack Horsley, motion carried.

- **2018 Proposed Office Budget Plan** – The draft 2018 Proposed Office Budget Plan was presented. Line items with changes were discussed. The budget distribution will be the same in 2018 based on the Office of Financial Management, Forecasting Division for April 1, 2017. Overall budget increase for 2018 is 2%. Jack Horsley motioned to approve the 2018 Proposed Budget Plan as presented Resolution #6-8-17 as presented, seconded by Ray Risdon, motion carried. The recommended 2018 Proposed Budget Plan will be distributed to the participating jurisdictions for budget planning and will be presented to the KCCOG in October or November for recommendation.

- **FY18 Training Workplan/SCR Training Agreement (Exec. Comm. July)** - The draft FY18 Training Workplan to include the 2018 OTEP Schedule, 3-year BLS OTEP Plan for 2018-2020, and the FY18 Training Budget Plan was presented for review. Josh DeHerrera motioned to approve FY18 Training Workplan as presented, Dede Utley seconded, motion carried. The Executive Committee was approved to implement the SCR Training Service Agreement if the due date is before the next council meeting.

- **King County Health & Education Symposium (funding for instructors)** – Cheryl requested the Councils approval to cover the cost of registration (\$35) for instructors interested in attending this training. The training covers the latest trends in EMS. Lunch is included and Cheryl will offer a ride to anyone attending. Fees will be covered by training reserves. This is the 3rd year it has been offered. Cheryl and Rick attended last year

and found it worthwhile. Jack Horsley motioned to approve funding registration fees for the KCH Education Symposium for all instructors who want to attend, Josh DeHerrera seconded, motion carried.

- **Life Support Funding Request** – Cheryl was contacted by Cheri Marusa of Life Support regarding any funding needs for the EMS Council for 2017. Jack Horsley motioned to approve two funding requests outlined below, Rick Graham seconded, motion carried. Chair will approve letters of request.
 - Dr. Horsley proposed requesting funds to support the WACARES data collection program during 2018. WACARES funding will run out in April '18. DOH will be seeking a long-term funding solution through legislation, but this will take some time. Interim funding is needed. State MPD Workgroup agreed that WACARES program is essential.
 - Cheryl proposed some training equipment needs and possibly bring in outside trainers for Advance Airway Course. Council approved suggested items to include Lifepak 1000 AED trainers and Infant Crisis Manikin. Approx. cost = \$5,000.
- **Bank Accounts – Signature Card Update / Corporate Authorization Resolution Update (to include account name change, address change and online access)** – Cheryl requested the Council's approval of Identified Resolution updates for the Council's Umpqua Bank Accts #05250000089 (checking) and #03991522384 (savings), TIN #91-1678981, under its Non-profit Corporation Status. Proof of status provided to Umpqua Bank at 201 E. First St., Cle Elum, WA 98922. Signature Card for both accounts to include; Lee C. Hadden, Chairman, Joshua P. DeHerrera, Vice Chair, and Cheryl L. Burrows, Secretary/Treasurer. Jack Horsley motioned to approve the Corporate Authorization Resolution as presented for Council bank accounts. #05250000089 and #03991522384, Rick Graham seconded, motion carried.

NEW & OLD BUSINESS:

- **EMS Stakeholder Update (EMS Council/Fire Chiefs Assoc. Partnership)** – Jay Wiseman provided an update. There are continued consolidation efforts. FD#1, FD#2, and FD#7 Commissioners had combined meeting that was well attended in April and had agreed to look at options. They later agreed the necessary tax increase to even out between districts is a barrier. FD#8 requested to be absorbed into SPFR. FD#7 is looking at different funding options to staff Station #73 with 4 EMTs to staff engine and BLS Amb/Aid Unit. Rich Elliott's is still willing to support the Upper County Cities in a discussion of consolidation, at any level, with each other or the fire districts on his own time. No Stakeholder meeting scheduled at this time.
- **Regional Healthcare Coalition Discussion update** – Additional meetings and discussions have followed since the April 6th meeting when Jim Allen suggested KVH (Kittitas) switch from Healthcare Coalition (HCC) Region 7 to HCC Region 8. The consensus is that Kittitas should stay in HCC Region 7, but that due to our central location and relationship with facilities in other regions, Kittitas needs to get more involved with the emergency planning in Region 8 and possibly with King County.
- **Data – 2016 WACARES Review (JAWS) / NEMESIS/WEMESIS (ERS) update** –
 - 2016 WACARES Report was distributed and discussed – Reports should be kept secure.
 - 5/31 - JAWS Meeting – Review of WACARES data. Funding issues discussed. Report on new studies. Resuscitation Academy in Seattle by invitation only at this time. Reminder not to get complacent. Keep up great work!
 - WEMESIS/NEMESIS version 3 is now available with ERS. DOH is encouraging agencies to contact ERS to get on list for transition process. Version 3 will allow for better CQI review of county wide data using the WA State key performance indicators.
- **Training Report: Coordinator**
 - OTEP – See May & June monthly training announcements. OTEP makeup 6/3 – FD#1 (M13-M15). Training activities are following FY17 Training Workplan.
 - EMT/EMR Course Pilot Update – Course ended 5/16. Some retesting necessary for final written exam. Fourteen out of sixteen students made it to the end. Only one EMR student.
 - Active Shooter Drills coordinated by Emergency Management:

- 4/22 – KCFD#3/Easton School District (Successful training. Well attended.)
- 6/20, 6 p.m.– Darren will be instructing another pretraining session at Roslyn Fire Department (all agencies welcome to attend). Email will be sent out.
- 6/24 – Cle Elum-Roslyn School District (Drill Evaluators: Chief Sinclair, Ray Risdon, and Rick Graham)
- June 9 – ACLS Renewal Course at CWU for paramedics
- Training Survey sent out 5/30 – demonstrated need for IV Monitor, IV Tech in Fall, and EMT/EMR
- **AHA Training Site/Public Education/Cardiac/CQI Projects –**
 - Public FA/CPR classes: 6/10-Cle Elum (1/2 price for FF/SAR/Emerg. Resp.) Flyer available on website, email and posted in local newspaper calendars. No classes schedule until September.
 - Babysitter FA/CPR courses in 6/23-Ellensburg & 6/30-Cle Elum – Flyer posted
 - Report on EMS Week (Fee CPR Classes & EMS Sponsored Blood Drives in Eburg & Cle Elum)
- **Regional/State Report – Coordinator**
 - 4/19 -Prehospital TAC & WEMSIS Workgroup (conf. call report) – Minutes available upon request
 - 4/24-4/25 – EMS Council Training Conference, Stevenson (Cheryl reported) – Helpful update and refresher. Training is supposed to be available by video to use locally. Implementing new regional tools for managing plan goals, regional and local work progress.
 - 5/23 – Training Workgroup (Conf. Call) – Minutes available upon request (next meeting 7/25)
 - 5/25 - Regional Council (Dede & Cheryl) - Minutes available upon request (next meeting 9/28)
 - 6/5 – DOH MPD Workshop – Dr. Horsley reported on highlights. MPD Delegate process updated, Medication Shortage is still an issue. Keep expired meds, but no DOH approval or protocol to use at this time. MPDs agreed administration of blood/blood products should be in scope of paramedic. DOH promised to continue to look at options. Protocol Improvement Initiative- Mason County regionalized all protocols, Snohomish Cty. – Best Practice Protocol Checklist. Dr. Horsley will be reviewing for Kittitas County.
- **Other/Agency reports –**
 - ANLW (Kyle & Clare) – 6/9 Blood/Blood products will be available on the ALNW units in Eastern WA. People are participating with the ride-along program. Yakima base has a high-fidelity airway and LZ trainer.
 - Jay (SPFR/FD#7) – There has been a lot of change and has some challenges with switching dispatch centers. Agencies responding on west I90/Pass are working with KITTCOM to check for backups and other issues. With Pass construction issues, they are expecting more need for air transport.
 - Dede (KVH) – Linda Wichers (KVH QI) is retiring. KVH Board is working on strategic planning with community involvement. KVH is making policy adjustments to streamline ALNW bypassing ED when appropriate.
 - Clare – ALNW on the Eastside will start carrying blood products soon. Heat has been an issue. Ride-along program available. Training available-pad safety, LZ refresher, and more.
 - KCHD#2 – Hiring 2 EMTs and 2 Paramedics. There is an administrative captain on each shift with a designated phone number for contact if needed.
- **Motion to adjourn:** No motion made, but meeting adjourned.
- **Next Council meeting:** August 3, 7-9 p.m. at KVFR #29

Approved by:

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

Prepared by:

 Cheryl Burrows
 EMS Coordinator
 Secretary/Treasurer

Date:_____