

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL**  
**August 6, 2020 (Kittitas County EMS Division - GoToMeeting)**  
Submitted by Cheryl Burrows

**MEMBERS PRESENT (voting):** Josh DeHerrera, Vice Chair (ALS), Darlene Mainwaring (KITTCOM), Dede Utley, Sec./Treas. (KVH), Rich Elliott (KVFR), Jack Horsley (MPD), Cody Staub (KVH), Carol Jacques (SCEFD).

**Guest(s):** Zita Wiltgen (SCREMS), Suzy Beck (ALNW), and Jacob Riedel (Life Flight)

**Staff:** Cheryl Burrows, EMS Coordinator

**Introductions & Membership Updates:** No updates

**ACTION ITEMS:**

- **Minutes:** Rich Elliott motioned to approve the June Council meeting minutes seconded by Suzy Beck, motion carried. Executive Committee members approved the Executive Committee meeting minutes for July as presented.

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

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

**Account Balance:**

- 2020 Checking = \$ 120,258.19
- **Total Balance = \$ 120,258.19**

**Program Balances:**

- 2020 Office = \$ 101,395.90
- FY20 Training = \$ 20,061.77 (pending year-end resolution)
- FY21 Training = \$ - 1,199.48 (pending year-end resolution)
- **Total Programs Balance = \$ 120,258.19**

- **Treasurer / Program Financial Reports/Vouchers** – The Council reviewed the July invoices and revenues reflected in financial report. Council Chair approved corresponding vouchers.
  - **Issued Checks (2020) #6109-6123 (14) = \$ 14,842.96**
  - **Note:** Check #6109 issued 7/17/20 (missed invoice)
  - **Voided Checks:** none
  - **Total Payments = \$ 14,842.96**

All account activities were available for review to include payroll and benefits. Dede Utley motioned to approve the Office and Training financial reports and payment of invoices as presented, seconded by Jack Horsley, motion carried.

- **FY20 Training Year-end Budget Resolution (#8-6-20-A)** – Cheryl requested the Council's approval of the FY20 (7/1/19-6/30/20) Year-end Budget Resolution #8-6-20-A. Reserve funds explanation coversheet was reviewed for a total of \$20,061.77. Rich Elliott motioned for approval as presented, Jack Horsley seconded, motion carried.
- **FY21 Training Workplan & Budget Resolution (#8-6-20-B)** – Cheryl requested the Council's approval of the draft FY21 (7/1/20-6/30/21) Training Workplan & the Proposed FY21 Training Budget Plan for a total of \$61,419.77. The budget plan includes the approved course fee for the RN-EMT Course (\$625/student). Working off of the 2020 OTEP schedule already in place. Final Training Workplan will be reviewed in October. Training Survey will be sent out for planning. Dede Utley motioned for approval as presented, Rich Elliott seconded, motion carried.

- **FY20-21(7/1/20-6/30/21) SCR Region EMS Training Grant Agreement / Needs Assessment** – Cheryl requested the Council’s approval of the FY21 Regional Training Grant Agreement as presented in the amount of \$11,282.99. Needs Assessment and grant funded training reflected in approved training budget plan. Dede Utley motioned for approval as presented, Rich Elliott seconded, motion carried.
- **SCR EMS/TC Council Representative Renewal Application (C. Burrows-Local Gov. Rep)** – Dede Utley motioned to approve Cheryl Burrow’s renewal application as local representative on SCR EMS/TC Council, Rich Elliott seconded, motion carried.
- **User Fee Discussion continued (truck purchase/replacement fund)** – Recap - The 5-year User Fee Project to purchase an office vehicle ended this year. The truck was paid off in January. The Council discussed the continuation of the User Fee at half the past rate (\$100/medic and \$25/EMT) as a 10-year plan to maintain a capital equipment fund for vehicle replacement. Cheryl consulted accountant advisor. He had no concerns just a few recommendations regarding information to provide. Cheryl presented a draft proposal to the agencies with conservative estimate of capital replacement accrual funds of \$62,000 over ten years and what the remaining funds are targeted for. Rich Elliott motioned the proposal be sent to agencies requesting response if they support the capital replacement fund, Dede seconded, motion carried.
- **CWU Paramedic & EMT Course Fall Applications** – Course applications are in order and recommended for approval. Rich Elliott motioned to recommend to DOH for approval, seconded by Dede Utley, motion carried.

**NEW & OLD BUSINESS:**

- **Cardiac / STEMI Transport Discussion** – The Yakima cath lab lost one of their cardiologists which is making it difficult to meet local demand. Patients in lower county can be taken to the next closest cath lab in Wenatchee, air transport should be considered. Upper County should consider going west when appropriate.
- **Misc. –**
  - Landing Zones – All of the EMS agencies were asked for input on landing zone updates. Five sites were recommended to include State Park at Vantage, Mt. View park in Ellensburg, area field behind Red Sky Orchard Thorp, and two in FD#6. ALNW is verifying the needed coordinates. A Fire District #6 member offered to include more information related to landing surface description and season issues at all sites. The Council did not think any more information was necessary.
  - EMS COVID Guidelines (rev. 4/6/20) were reviewed. No changes recommended.
  - The EMS Assistant quit because the job was not a good fit for her and other personal reasons. Cheryl is contacting the other qualified candidates that were interviewed. There is a 90-day window that ends 9/1, at which time the position must be reposted if not filled.
  - Protocol revision and “Check the Dose” app update is in the beta test process to see if all the protocols connect the way they are intended. State approval of protocol revisions is almost complete.
- **Administrative Operations Policy / Internal System Review**
  - **Internal Control Matrix** – Online banking controls are working. Direct deposit of payments from agencies and funding jurisdictions has been included on all invoices. No public training conducted so no online payment activated at this time.
- **Training Report (FY20 Workplan) -**
  - OTEP – July & August monthly training announcements. Onsite training sessions have started up again. Staying in compliance with business plan and state requirements. No issues so far. Safety reminders are included in all training announcements.
  - EMT/EMR Course – Still working on some retesting and remedial training where needed. Nine students have passed the NREMT exam. NREMT implemented testing from home for EMT level. According to students, it has worked well.

- RN-EMT Course – Planning is under way. Expecting about 8 students.
- Public Education – Council approved public classes starting up again following EMS training guidelines and keeping groups small with in Public Health requirements.
- **Regional/State/Meetings Report** – Coordinator
  - Regional Council– Provided by Zita Wiltgen. July meeting cancelled.
    - Regional PCPs approved.
    - WEMSIS Project – SCR Council has received and extension and approval to use Stroke QI grant funds to improve use of WEMSIS at the agency, county, and regional level for CQI. Zita is working with a local medic to manage this project.
  - REDi HCC Update – REDi is an advisory group for preparedness for eastern WA. Dede is staying involved with meetings and has applied to be on the Core Member Advisory Committee for 2020-2021.
- **WA DOH Update** – State meetings and rule development workshops for WAC 246-976 are starting up again (virtual only). See DOH website for updated information and meeting dates.
- **Agency Reports provided.**
- **Motion to adjourn:** verbal consensus
- **Next Council meeting:** Thursday, October 8, 1900 at CEFD or Web based (TBA).

**Approved by:**

**Prepared by:**

---

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

---

Cheryl Burrows  
 EMS Coordinator / Administrator

Date: \_\_\_\_\_