

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL**

**December 8, 2022 (in person & virtual)**

Submitted by Cheryl Burrows

**MEMBERS PRESENT (voting):** Lee Hadden, Chair (RFD), Dede Utley (KVH), Sec./Treasurer, Geoff Scherer (HD#2-M1), Cody Staub (KVH), Jack Horsley (MPD), Rich Elliott (KVFR), Ray Risdon (SEI), Cole Gravel (ALS), Suzy Beck (ALNW), John Sinclair (FD#7) Beth Williams (CE Gov.), Doug Presta (CWU), Ellis Nale (KCSAR), and Brandy B. (Life Flight) **Not able to attend:** Ron Adams, George Long, and Jacob Riedel.

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

**Staff:** Cheryl Burrows, EMS Coordinator

**Introductions & Membership Updates:** No membership updates received.

**ACTION ITEMS:**

- **Minutes** - Rich Elliott motioned to approve the October Council meeting minutes, seconded by Doug Presta, motion carried. Executive Committee minutes approved as presented by Lee and Dede.
- **Membership List Update** – List sent out and reviewed for verification. Geoff Scherer added as KITTCOM alternate and confirmed two air ambulance spots, and all Law Enforcement agencies have option to have a representative on the EMS & Trauma Care Council.
- **SCR Region EMS/TC Council Member Application** – Geoff Scherer motioned to approve Cody Staub as Hospital Representative on regional council, Cole Gravel seconded, motion carried.
- **Treasurer’s Report / Vouchers:** Coordinator

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

**Account Balance:**

2022 Checking (Quick Books) =	\$ 99,904.50
<b>Total Balance =</b>	<b>\$ 99,904.50</b>

**Program Balances:**

2022 Office =	\$ 88,750.96
2023 Office =	\$ (1,000.00) Pending year-end resolution.
FY23 Training (7/1/22-6/30/23) =	<u>\$ 12,153.54</u>
<b>Total Balance =</b>	<b>\$ 99,904.50</b>

- **Treasurer / Program Financial Reports/Vouchers** – The Council reviewed the December vouchers/invoices provided in voucher packet. Council Chairman will review complete financial report with corresponding vouchers upon signature.

Total Vouchers/Payments (2022-23)	= \$ 21,914.22
Number of checks issued (6584-6595)	= 12
Electronic Fund Transfer	= \$314.58
Voided Checks: none	
<b>Total Payments:</b>	<b>= \$22,228.80</b>

Cole Gravel motioned to approve the vouchers/invoices for Office and Training programs as presented, seconded by Geoff Scherer, motion carried.

- **MPD Personal Services Agreement 2023** (update) – Dr. Horsley requested to remove services that are not utilized, to include item 1.a.vii. and 1.a.ix. Dr. Horsley agreed to oversee Naloxone for non-EMS personnel affiliated with EMS agencies that choose to carry naloxone in the intranasal form per Kittitas County BLS protocol. This decision is based on the precedent set by the WA State Department of Health, Standing Order to Dispense Naloxone in accordance with RCW 69.41.095(5). With Council’s approval Cheryl will submit the revised agreement to the VFIS underwriter for approval to be sure this will be covered under the Council’s policy VGL101 (01-20), page 7, Coverage C. Professional Health Care Liability. Ellis Nale motioned to

approve the revised 2023 MPD Personal Services Agreement, seconded by Geoff Scherer, Jack Horsley abstained, motion carried.

- **2023 Fee Schedules** –
  - **Training Class Fees** – Last updated 6/9/2022, no recommended changes.
  - **Training Services Fee Schedule** – 2023 Minimum wage updated to \$15.74. Cheryl obtained fee comparisons from Yakima, Mason, and Walla Walla Counties. A spreadsheet comparison was provided for discussion. In addition, an increase reflective of the minimum wage increase of .086 percent to the other hourly/module rates was provided. Cheryl requested the .086 percent increase be approved and felt the current budget can support it with the current training reserves. Following council discussion, it was also decided to plan the next fee schedule increase as part of a budget increase as needed for the next training year 7/2023-6/2024. Geoff Scherer motion for approval as noted, Jack Horsley seconded, motion carried.
- **2022 EMS Staff Performance Evaluation & Personal Action Form (PAF)** –
  - **EMS Coordinator Evaluation** – Dr. Horsley is direct supervisor and completed evaluation. Sent out for comment to Dr. Horsley as need. Performance above average.
  - **EMS Assistant** – Performed by Cheryl via the County online system to include goals. Performance above average.
  - **PAF** – Pending County decision for increases based on COLA and/or Merit, both will qualify county approved increase. KCEMS 2023 Office Budget Plan includes estimate of 3% wage increase. Jack Horsley motioned to approve PAF, chairman sign as needed based on County designated wage increase, Dede Utley seconded, motion carried.
- **Draft SCR EMS & Trauma Care Plan 2023-25** (sent out for review) – Zita sent out the updated draft Executive Summary and the SCR Goals/Objectives/Strategies for the regional plan. Cheryl tracked some minor recommendations for review and further input. Comments and recommendations from council discussion will be forwarded to Zita for consideration.

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

- **UKC Ambulance Min/Max # / Back-up Discussion / Non-EMS response** – Since all agencies were not represented at the 10/6 meeting for this discussion it was recommended that a separate meeting be held for upper county agencies to discuss further. UKEMS agencies, Cheryl, and George Long met in November to discuss the min/max #'s in the regional plan and back up ambulance services. There was a good turn out and good discussion. The group agreed another meeting would be beneficial. It was agreed that there is no need for an increase to the min/max #'s for verified services in KCHD#2. However, there was discussion on how to improve how the back-up ambulances are dispatched, which is based on agency direction to KITTCOM. Another area discussed was what information BLS agencies crews communicate over the radio to identify themselves. The first agency on scene and/or the ALS agency in route doesn't always know what level of personnel resources they can expect. Verified licensed EMS agencies have minimum EMS personnel requirements or they are responding for manpower only (no EMS Personnel). How is this best and consistently communicated? Following Council discussion, the Chairman decided to appoint a committee to develop a policy for Radio Communication for EMS calls or work with existing policy/procedure. Cheryl will send out an email to all EMS agencies for interested participants to schedule a meeting.
- **2023 Training Agreement Updates** – Cheryl reviewed the EMS Training Site Agreements with KVH and the ALS agencies-KVFR & Medic One. ALS agencies are due for renewal 12/2024 and look fine for 2023. KVH is an ongoing agreement with no renewal required at this time. However, moving forward, certified EMS Personnel that may need skill maintenance in the hospital, paramedics and EMT-IV Techs, will be required to complete the same paperwork as students. Many of the requirements will be met upon hire by their agency, declination of vaccinations will be accepted, and it is a one-time career application process. Cheryl is working through the process with the agencies.
- **County Operating Procedures Review Continued** – No review this meeting.
- **Training (EMS & Public)**
  - FY23 Training Workplan is on schedule. See monthly training announcements/emails for details.

- Life Support Training Funds (\$7,500) – Reminder to please let Cheryl know if you have any ideas for enhancing the training experience with these funds.
- Upcoming classes
  - 11/8-12/10 - AFA Initial Course – Class finishing up soon.
  - 12/13 – ASHI Instructor Course at KVFR #29
  - 12/14 - ALS Difficult Airway Class at KVFR #29
  - 2023 Initial EMT Course - Training Announcement/Schedule/Application post/email - Ten applicants to date meets minimum needed. Application deadline is 12/31/22.
  - Annual Instructor/Evaluator Workshops (1/21-KVFR & 2/11-Medic One)
  - 2023 CWU EMS Conference (ALS) - 3/25-3/26 – Online registration available.
- Public Education – Flyers, emailed, posted on website, and events on newspaper calendars.
  - FA/CPR classes – 1/28-KVFR #29 and 2/25-Medic One St. #99
- **Regional/State/Meetings Report**
  - Regional Council (12/1) – Reported, minutes available upon request.
  - DOH Report to Regional Council (Nov-Dec '22) – Emailed and available upon request.
  - DOH Committee Reports (Cheryl) – Minutes available upon request.

**Agency Reports / around the table**

- **Motion to adjourn** - Consensus.
- **Next Council meeting:** Thursday, February 9, 1700, at Medic One-St. #99, Cle Elum & virtual available.

**Approved by:**

**Prepared by:**

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Lee Hadden, Chairman  
 George Long, Vice Chairman  
 Kittitas County EMS & Trauma Care Council

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Cheryl Burrows  
 EMS Coordinator / Administrator  
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