

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

August 4, 2016 (KITTCOM) - Meeting Minutes

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Josh DeHerrera, Vice Chair (ALS), Richard Graham (CEFD), Darlene Mainwaring (KITTCOM), Rich Elliott (KVFR), Jim Schoeggl (FD#8), Geoff Scherer and DJ Evans (FD#1)

Guest(s): Suzy Beck (Life Flight), Clare Richert (ALNW), and Tyler Gremel (KVFR-EMT)

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

Approve Minutes: Rich Elliott motioned to approve the June meeting minutes, seconded by Darlene Mainwaring, motion carried. July Executive Committee meeting minutes were approved by Chair as presented.

Council Membership:

- SCR EMS/TC Council renewal application for Cheryl Burrows as EMS Coordinator rep was submitted by Executive Committee.

ACTION ITEMS:

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

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

Account Balances:

- Savings = \$ 3,089.50
- 2016 Checking = \$ 63,218.56

Total Accounts Balance = \$ 66,308.06

Program Balances:

- 2016 Office = \$ 59,050.81
- FY16 Training = \$ 4,771.03 Year-end Resolution Pending
- FY17 Training = \$ 2,486.22

Total Programs Balance = \$ 66,308.06

- **Program Financial Reports/Vouchers** – The Council reviewed July invoices in the amount of \$17,327.24 (checks #5215-5228). All account activities were available for review to include payroll and benefits. Rick Graham motioned to approve the Office and Training financial reports and payment of invoices as presented, seconded by Darlene Mainwaring, motion carried.
- **Life Support Grant of \$3,000** – The Council approved receipt of the Life Support grant funds. The Councils goal with the Life Support funds is to purchase training equipment that supports combined ALS & BLS level training for a more realistic experience. Cheryl was waiting on equipment reviews from CWU staff, but she will move forward.
- **Insurance update** – As a result of adding the new truck to the insurance, there is a required increase for combined single limit incident not less than \$2,000,000. This increase wasn't originally identified. The overall increase to the cost of insurance for the year is \$2,000. No concerns.
- **Equipment Finance Agreement** – Some changes were made to the equipment finance agreement that increased the 1st payment + administrative fee = \$9,829.62. Funding is available so there is no problem. Rich Elliott motioned to approve the Equipment Finance Agreement as presented, Jim Schoeggl seconded, motion carried
- **FY16 Year-end Training Budget Resolution** – The resolution #8-4-16 was distributed for review and discussion. The FY16 Reserve Funds totaled \$10,261.03. Reserves were accounted for on the Reserve Funds Explanation Cover Sheet. Jim Schoeggl motioned to approve the FY16 year-end Training Budget Resolution as presented, Darlene Mainwaring seconded, motion carried.

- **Proposed 2017 Office Budget Plan (draft)** – Cheryl presented the Proposed 2017 Office Budget Plan for review. Line item increases and decreases were reviewed in detail. Overall increase in budget is .5%. Participating Jurisdiction contribution is projected at the same percentages based on the Office of Financial Management forecast for April 1, 2016. Rich Elliott motioned to approve for recommendation to the Kittitas County Council of Governments, Jack Horsley seconded, motion carried.
- **CWU Fall Course Applications** – CWU courses are identified in the Training Workplan. Applications are in order. Jack Horsley motioned to approve recommendation of course applications for EMT and Paramedic for Fall 2016, Darlene Mainwaring seconded, motion carried.

NEW & OLD BUSINESS:

- **SHB1720 – Field transports to Mental Health facility or Detox facility** – Council discussed communication received from Comprehensive Mental Health Director from Yakima regarding local Council Operating Procedure and MPD protocol expectations to support this new legislation. The law was finalized in July. Cheryl explained the process will start with a Regional Patient Care Procedure. The local Council and MPD have the option to implement a county operating procedure and/or protocol to meet local needs, but it is not required. Local guidelines must meet or exceed the state and regional guidelines and will have to be approved by DOH. Regional EMS Office is in the loop with the CMH communications. This will be a good partnership to support the PCP development. This process may take 6 months or more.
- **Strategic Positioning Initiatives (2015/2016) update** –
 - Vehicle – Process is complete. Truck is in office possession. EMS Coordinators home is an approved site for keeping Truck per Finance Agreement and EMS Council.
 - Office Support (EMS Asst. & MPD) - No changes
 - Community Paramedic/MIH Program – KVFR has 3 CP capacity. Still working on data collection and long term plan. KCHD#2 is putting another paramedic through the training. State Workgroup has been on hold.
 - Recruiting Volunteers – EPD produced a very good video to promote careers in public safety in Kittitas County. Video has been linked from EMS home page. Also good for volunteer recruiting. Improvements on supporting compliance and communications.
 - Data Collection / System Review – KVFR has a CWU Public Health student doing an internship based on a data project to review 18 months of data. Plan to have an intern every year for projects.
 - Upper County Strategic Planning Meetings – Per Floyd Rogalski, KHD#2 Commissioner, the planning meetings have been on hold to resume no earlier than September or October pending review of changes and available data, staffing second unit/agency contracts, relocation of unit to St. #73 and planned move to CEFD. Plan to keep momentum going and feel working with the fire agencies is beneficial overall. Per Geoff, staffing second unit has been challenging. Some volunteer agreements not signed yet and challenges with summer schedules and fires. The partnerships continue to be a priority. Still need assistance from partnering agencies to move forward.
- **Training Report: Coordinator**
 - OTEP – See July & August monthly training announcements. Training activities are in compliance with FY17 Training Workplan.
 - 6/16 - ALNW is providing training in the Upper County at the Cle Elum Airport for landing prep and loading patient. All Upper County agencies were invited. Landing zones and County Operating Procedure for Air Ambulance Transport were sent out as reminders. Link to online training video was provided.
 - MCI – Report on KCSO Active Shooter drill in July at Kittitas High School. Identified that depending on type of incident (dangers involved) may delay timely triage (# of patients) to activate MCI Cards. KITTCOM will now activate the first tier of MCI card response as soon as MCI is known. Number of patients not needed. Adjustments will be made based on patient numbers to MCI cards.
 - Tactical EMS Discussion – David Sharp, EMT/FF with KCFD#6, has approached the EMS Office about a Tactical EMS Training/Plan for Kittitas County to include; Firefighter/EMT Tactical Safety,

Tactical Medical Response, and Rescue Task Force. Cheryl has connected David to KCSO, Emergency Management, and other lead agencies regarding the need and planning. Cheryl recommended he participate in EMS Council, EM Council, and Fire Chiefs for further consideration and discussion. MPD is opposed to primary EMS providers functioning in a law mode.

- **AHA Training Site/Public Education/Cardiac CQI Project –**
 - Public FA/CPR classes: 9/24-CEFD & 10/22-KVFR
 - EMD program - Discussion to compare two dispatch programs (Priority Dispatch & King County) on hold until staffing issues are resolved.
- **Regional/State Report – Coordinator**
 - July – Regional Council – Meeting cancelled. Report - Training grant agreement sent out. DOH working on PCP guidelines for SB1721 and Emerging Diseases. 2017-2019 EMS & Trauma Plan review underway to include close look at min/max #s and statutory requirements.
 - WA State EMS Training Program Directors – Update provided on EMS Education applications and process changes. Minutes available upon request.
 - Reports on Annual MPD State Workshop, Prehospital TAC, Training Workgroup meeting. Minutes available upon request. Fire Temporary Workforce Recognition process
- **Other/Agency reports –**
 - Rick-CEFD -
 - Received \$98,000 grant to purchase bunker gear
 - Upgrading sprinkler system and windows in sleeping quarters
 - Claire-ALNW –
 - 4 new hires in Oct. (still looking for peds nurse)
 - Pilots training for IFR
 - Currently have 1 crew for 2 aircraft. Hope to have 2 crews by late fall.
 - Jim-FD#8 – Still working toward RFA/merger with SPFR. Potentially be on the ballot in April.
 - Rich-KVFR –
 - City of Ellensburg transit tax to fund public transit system around town and to Yakima. This will also support the Cabulance. In Ellensburg, no out of pocket cost. In County, establish pay for service.
 - Data shows 1.5% of calls are for lift-assists
 - Darlene-KITTCOM –
 - Still having staffing troubles. Eight out of fourteen positions filled.
 - During big incidents, agencies should go to TAC channel and come back to fire ops channel when they need to speak to dispatchers.
 - Document available with all channels and areas they cover.
 - Suzy-Life Flight -
 - Landing Zone classes available
 - Working through consolidating communication centers.
 - MedStar Alert App is still available
 - All bases are still operational. Moving some aircraft around.
 - Geoff-KCHD#2 Medic One –
 - Currently have two new paramedics on MPD probationary status.
 - Goal to keep Stakeholder group going.
- **Motion to adjourn:** Rich motioned to adjourn, Darlene seconded.
- **Next Council meeting:** October 6, 7-9 p.m. at CEFD

Approved by:

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

Prepared by:

Cheryl Burrows
EMS Coordinator
Secretary/Treasurer