

## KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

December 14, 2023 (in person & virtual)

Submitted by: Cheryl Burrows

**MEMBERS PRESENT (voting):** Lee Hadden, Chair (RFD), Jack Horsley (MPD), Rich Elliott (KVFR), Lauren Fritts (ALS), Cody Staub (KVH), and Kate Knutson (ALNW) **Virtual:** Danielle Bertschi (FD#6), Beth Williams, Cole Gravel, Lanora Rosenberry

**Guest(s):** April Bourbon (SCR) and Danielle Piper (KVH) **Staff:** Cheryl Burrows, EMS Coordinator

**Introductions & Membership Updates:** Current membership listed provided on back of agenda.

- Cody introduced Danielle Piper as the new Trauma Coordinator at KVH and she will be taking over some of Cody's roles, now that he is the new Emergency Services Director.

### ACTION ITEMS:

- **Minutes** – Danielle Bertschi motioned to approve the October Council meeting minutes, seconded by Jack Horsley, motion carried. Lee Hadden approved the Executive Committee minutes for December as presented.
- **EMS Council Membership** - The SEI group recommended Lanora Rosenberry represent them. Jack Horsley motioned for approval, seconded by Rich Elliott, motion carried.
- **SCR EMS/TC Council Membership Applications** – Request to move Tom Watkins to the position of paramedic representative and recommend Danielle Bertschi as the Prehospital representation. Jack Horsley motioned for approval, Rich Elliott seconded, motion carried.
- **2024-2025 EMS Training Site Agreement (KVFR & UKCM1)** -Both ALS ambulance services agreed to renew the EMS Training Site Agreement with the Council as presented for onsite training of EMS providers. Rich Elliott motioned for approval, seconded by Jack Horsley, motion carried.
- **2024- SEI, EMS Instructor/Evaluator/ASHI Instructor Personal Services Agreement** – The personal services agreement is renewed every three years or as needed. The only change this year is to add back the option for the EMS Coordinator to pay for SEI support as needed to review and help produce training materials as needed. Jack Horsley motioned for approval, seconded by Rich Elliott, motion carried.
- **2024 Training Services Fee Schedule** – Cheryl presented a draft fee schedule to increase the state minimum wage for patients to \$16.24, and a 3% COLA for all other positions for hourly and module rates. Last year the council discussed using the COLA increase approved by the BOCC for employees. At this time, the BOCC has not approved the 2024 COLA, but Cheryl was instructed to budget for 3%. One member recommended increasing rates by at least 5% for COLA. The Council decided to wait to see what the BOCC approves. The Executive Committee was instructed to review in January and take action if appropriate.
- **2024 Training Class Fees** – Cheryl requested a minor increase of \$5 to public class fees coordinated by the EMS Office. Cheryl noted this may need to be revisited in a few months as ASHI rates may increase and prices are reduced based on volume. Jack Horsley motioned for approval, seconded by Cody Staub, motion carried.
- **FY24 Training Workplan & Training Program Update** – Dr. Horsley approved a new ALS ongoing training program source for the paramedics based on the Adams/Benton/Franklin/Yakima County program under Dr. Hodges. Some modifications will be made to make materials applicable for Kittitas County. DOH approved moving forward and updating the local plan upon renewal. Cheryl would like to modify the 2024 BLS OTEP Schedule to go back to six training dates at Cle Elum FD and KC Fire Distr. #7. This will be an increase of six OTEP sessions. The budget still supports the cost of these OTEP sessions. Jack Horsley motioned for approval, seconded by Lauren Fritts, motion carried.
- **Public Access Defibrillation (PAD) Program (draft Agreement/Medical Authorization/Rx)** – The draft one-page PAD agreement was changed from the Resuscitation Academy version to a more current agreement being used by King County EMS. With the Pulse Point AED registration requirement, the agreement was simplified. A draft copy was provided for review to the County Prosecutor's Office and City of Ellensburg for legal review. Based on discussion to date, Cheryl only expects minor edits. Cheryl requests the Council and MPDs approval to move forward with implementation if nothing unexpected. Approved.

- **EMS Coordinator Annual Perf. Eval (Per MPD)** – Accepted as presented. Personnel Action Form may be approved by Chairman for COLA/Merit increase as needed and determined by County.
- **Program Financial / Treasurer Report / Vouchers:** Coordinator
  - **Life Support Funding (Rosenberry’s)** – Gift \$10,000 for development of training videos/resources Rich Elliott motioned the council accept funds for training project, Danielle seconded, motion carried.
  - KCCOG approved 2024 budget & Thanks EMS Services!
  - **Account Balances & Program Financial Reports (12-13-23)** – Reports distributed for review.

**Account Balance:**

• Umpqua Bank Checking =	<u>\$ 115,570.94</u>
<b>Account Balance</b>	<b>\$ 115,570.94</b>

**Program Balances:**

• 2023 Office =	\$ 94,834.47
• 2024 Office =	\$ (1,000.00) – Pending Year-end Budget Resolution
• FY24 Training (7/1/23-6/30/24) =	<u>\$ 21,736.47</u>
<b>Total Balance =</b>	<b>\$115,570.94</b>

- **Approved Payments/Vouchers** – The Council reviewed the Nov./Dec. vouchers/invoices provided in voucher packet. Council Chairman will review complete financial report with corresponding vouchers upon signature and mail payments.

• Total Vouchers/Payments (2023)	= \$ 27,918.78
• Electronic Fund Transfer: 1	<u>= \$ 422.36</u>
<b>Total Payments:</b>	<b>= \$ 28,341.14</b>

- Number of checks issued: #6769-6788 = 20
- Voided Checks: #6705 & #6681 (reissued)
- Voided Check: #6765 (instructor on duty)

Jack Horsley motioned to approve the vouchers/invoices for Office and Training programs as presented, seconded by Danielle Bertschi, motion carried.

**NEW & OLD BUSINESS:**

- Staff Update –
  - Debbie Losse submitted her resignation effective 12/31/23 but is interested in working part time during the transition of hiring and training a new EMS Assistant. This is a county approved option as long as it is budget neutral.
  - EMS Assistant Job Description has been reviewed. Minor changes have been made for better clarification regarding the schedule demands.
  - Open position is expected to be posted by HR early next week and in the Daily Record & UKCT.
  - Request for Interview Committee volunteers – Lauren, Beth, Danielle, and Lanora (via email) all willing to help if needed.
- Pulse Point Update & Cost Sharing MOU (draft) – Logos for marketing materials are being collected. Pulse Point prepares the marketing materials. Order for marketing materials will be placed once they are ready to include a banner for each partnering agency, business type and post cards to give out to the public at classes, etc. Community announcement (article) should be in both newspapers before the end of the year, if they publish it. Professional rescuer request for EMS providers was sent out. AED Registry and additional outreach to promote the project will continue as time allows. Draft MOU was shared, and George submitted for legal review and pending supporting agency 2024 budget approval. Final document will be sent out to the following boards for approval for ongoing maintenance plan; KCEMS/TC, KITTCOM, KCHD#2, and FD#2.

- Continuous Quality Improvement / EMS System review process based on actual incidents (ad hoc basis). Cheryl provided a SWOT summary for both CQI meetings. A copy will be attached to these minutes for documentation.
- Blood Access Update – KVH is working on an MOU to have with KVFR and UKCM1 to expand the options when requesting blood products (PRBC O+ only). Cody reported KVH is waiting on the temperature sensors. Cheryl followed up with Confluence Health as a source for possible onsite PRBC for EMS, but no definitive answer yet. This inquiry is to conclude the research being done in consideration of a possible pilot or future needs.
- Training Report -
  - FY24 Training Workplan is on schedule. See monthly training announcements/emails for details.
  - Enhanced AFA Initial Training Course will conclude 12/16.
  - 2024 EMT Course (scheduled for Cle Elum starts 1/16/24) - Training Announcement posted on website and distributed to all agencies. Encourage application submission ASAP. This course will include an EMT refresher option.
  - Public Education - Flyers have been distributed, posted on website and in newspaper calendar.
    - Upcoming FA/CPR classes – No classes Nov. – Dec. 1/27-KVFR & 2/24-UKC Medic One.
- Regional/State/Meetings Report -
  - Regional Council (Nov. Meeting & open positions) – April Bourbon provided a short report. Minutes available upon request. Next meeting 1/25.
  - DOH Report to Regional Council (Nov-Dec. ‘23) – Emailed and available upon request.
  - 2023 Washington State Prehospital Trauma Triage Destination Procedure (10-2023) – Copies distributed for review. Updated Trauma Triage Tool will be included in 2024 OTEP.
  - DOH Committee/Workgroup Reports (Cheryl) – Minutes available upon request.

**+Agency Reports / around the table**

- ALNW – Kate Knutson will no longer be the Council representative but is still flying.
- KVH – Due to construction the helipad is down, and the OR will be closed for a few days. Dates to be emailed.
- **Motion to adjourn** - Consensus.
- **Next Council meeting:** Thursday, Feb. 8, 1700, at UKCM1 (virtual available)

**Approved by:**

**Prepared by:**

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Lee Hadden, Chairman  
 Danielle Bertschi, Vice Chairman  
 Kittitas County EMS & Trauma Care Council

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Cheryl Burrows  
 EMS Coordinator / Administrator

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