

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

August 8, 2024 (in person & virtual)

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (RFD), Lauren Rosenberry (SEI), Jack Horsley (MPD), Delcie Proffitt (ALNW), Ron Adams (Pub. Ed.), Cody Staub **Virtual:** Rich Elliott (KVFR), Jacob Riedel (LFN)
Guest(s): April Bourbon (SCR) **Staff:** Cheryl Burrows, EMS Coordinator

Introductions & Membership Updates: Welcome to Delcie Proffitt, new ALNW representative, and Chief Aaron Lowe add for Kittitas County Fire District #7 (not present).

ACTION ITEMS:

- **Minutes** – Ron Adams motioned to approve the April Council meeting minutes, seconded by Lanora Rosenberry, motion carried. Lee Hadden approved the Executive Committee minutes for May, June, and July as presented.
- **FY25 SCR Training Agreement (annual state grant funds)** – Agreement emailed and presented for review. Same as FY24. Ron motioned to approve, seconded by Lanora, motion carried.
- **2025 Proposed Office Budget Plan** – Budget plan was emailed and presented for review. The Executive Committee approved a draft plan that was sent out to the funding jurisdictions in July for budget planning needs. Budget was discussed and reflects a 3% increase from 2024. The council approved 2025 Office Budget Plan will be presented to the Kittitas County Council of Governments at a fourth quarter BOCC meeting per interagency agreement. Lanora motioned to approve as presented, seconded by Dr. Horsley, motion carried.
- **FY24 Year-end Training Budget Resolution** – Resolution was emailed and presented for review, including revenue and expenditure spreadsheet and reserve funds explanation cover sheet. Dr. Horsley motioned to approve as presented, Ron seconded, motion carried.
FY24 EMS Training Reserve balance to carry to FY25 = \$38,033.62
 - \$1,005.16 = Monitoring funds
 - \$1,125.56 = ALS Training feeds
 - \$15,601.79 = Life Support funds (EMS training videos production)
 - \$20,301.11 = Accrued Training reserves
- **FY25 Training Budget & Workplan** – Emailed and presented for review. FY25 draft budget does not reflect the FY24 Training reserve funds. Cheryl proposed some BLS OTEP plan changes for Council's approval. These proposed changes were discussed with Dr. Horsley and the SEIs. All expressed support of the proposed plan. The main changes include moving to a primarily online didactic content via 24-7 EMS (currently used), and switching to a quarterly in-person skills session to include county specific skills training videos and county/state specific curriculum and updates as needed. This is a model that many other counties already use to address similar challenges (lack of resources, scheduling challenges, and to reduce the burden on volunteers and agencies). The new BLS program will be on one year trial and evaluated for quality. Cheryl will be submitting a new OTEP Plan to DOH for approval before the end of the year. The new program will start in Jan. 2025. Dr. Horsley motioned to approve, seconded by Lanora, motion carried.
- **CWU EMS Course Applications** – Cheryl requested Council recommendation for the CWU EMS Courses including fall Paramedic and fall and winter EMT. Course are expected and applications are in order. Lanora motioned for approval, seconded by Cody, motion carried. Dr. Horsley abstained since he serves as the CWU medical program director.
- **KCEMS DOH Training Program Renewal** – Cheryl requested the council's approval to submit the application and support documents to renew the KCEMS Training Program status. This is required for the existence of a Training to conduct any initial EMS training programs. Renewal is every 5 years. Dr. Horsley motioned for approval, seconded by Ron, motion carried.
- **Program Financial / Treasurer Report / Vouchers:** Coordinator
 - **Account Balances & Program Financial Reports (8-7-24)** – Reports distributed for review.
Account Balance:
 - Umpqua Bank Checking = **\$ 168,464.64**

Program Balances:

- 2024 Office = \$ 133,411.37
- FY24 Training (7/1/23-6/30/24) = \$ 35,195.62 (pending year-end budget resolution)
- FY25 Training (7/1/24-6/30/25) = \$ (142.35) (pending year-end budget resolution)
- Total Balance = \$ 168,464.64**

- **Approve Payments/Vouchers** – The Council received the July/Aug. vouchers/invoices packet for review. Council Chairman will also review the detailed financial report with corresponding vouchers upon signature and mail payments.

- Total Vouchers/Payments = \$ 17,241.34
- Electronic Fund Transfer: 1 = \$ 322.07
- Total Payments: = \$ 17,563.41**
- Number of checks issued: #6908-6914 = 7
- Voided Checks: 6781 (Reissued Stryker ck. #6913)

Dr. Horsley motioned to approve the vouchers/invoices for Office and Training programs and financial report as presented, seconded by Lanora, motion carried.

NEW & OLD BUSINESS:

- **WACARES Annual Report** (confidential information) – Cheryl presented the 2023 WA Cardiac Arrest Registry to Enhance Survival report for Kittitas County (WACARES). There were 28 CA (non-trauma) patients that met the criteria for entry into the registry. This data measures a variety of factors that impact patient outcomes. This data is shared at the meeting but not in the minutes as it is considered confidential. Agencies can contact Cheryl for more information.
- **CWU Training Program Update** – Dr Horsley reported that CWU EMS Program has a new Training Program Director who is also a Senior EMS Instructor.
- **County Operating Procedure Review Committee** – Cheryl has not had time to coordinate committee work on the COPS but will do so as soon as possible. Regional PCPs are still in the update process.
- **Special Projects** –
 - Pulse Point (PP) Update – Marketing materials have been distributed and are used by EMS Office at public classes. Please let us know if want to borrow the big sandwich board for an event or need educational material/cards.
 - Public Access Defibrillation Community Program – Outreach to schools has started, some have submitted the agreement, and registered the school AEDs in pulse point. This is as staff time allows project. We continue to look for ways to educate the public. Many of the agencies refer inquires to the EMS Office which helps in the process.
 - Naloxone Leave Behind supplies have been distributed to the participating agencies. Agencies not currently participating are welcome to start if they change their minds. Just let us know.
- **Training Report** -
 - FY25 Training Workplan, including BLS & ALS OTEP classes, AFA and other scheduled classes for 2024 are on track. See monthly training announcements/emails for details.
 - 11/15 (all day) - ALS PEAC Advanced/Difficult Airway.
 - 2025 EMT Course tentatively scheduled to be in Ellensburg. Training Announcement will be sent out in October.
 - One of the KCEMS Senior EMS Instructors (SEIs) is taking a break due to busy family. There are still two very involved SEIs. We like having three SEIs to share the workload and have depth. Cheryl will work on identifying a SEI Candidate.
 - Public Education - Flyers have been distributed, posted on website, and on newspaper calendars.
 - Announced: FA/CPR classes – No classes in July & Aug. 9/7-KVFR & 10/12-Medic One
 - May Free CPR/Stop the Bleed Classes went well with volunteer Instructors & Cody-KVH

- June Child & Babysitter Safety Classes were well attended.
- **Office Update –**
 - Dr. Horsley announced his plan to retire as MPD effective 9/2025. WA DOH-EMS requests one year notice. Dr. Schmelzer, KVH ED Director, has expressed an interest in the position. Cheryl will notify the DOH in writing and await direction. Stakeholders will be notified when appropriate. The DOH directs the process and will provide further direction for when and how the position will be advertised. Thank you to Dr. Horsley for 34 years of service to Kittitas County EMS!
 - There was discussion related to compensating MPD candidates so they could be encouraged to be involved at medic meetings, etc. to learn about the MPD role and other pertinent meetings. The Council set User Fee funds aside specifically for this purpose. Dr. Horsley motioned to compensate \$150/meeting, and Ron seconded, motion carried. (CB note - May need more discussion.)
 - Victoria is on FMLA until the end of September. Mom and baby are doing great!
 - Insurance plan annual renewal review completed to include update of inventory, MPD Agreement, and provided copy of Community PAD agreement as referenced in MPD Agreement.
- **Regional/State/Meetings Report -**
 - Regional Council (no July meeting) – April Bourbon provided a short report and noted upcoming deliverables, to include identifying underserved areas, min/max numbers, and PCP updates being worked on by committee. FY25 Training agreement underway and training funds are available. Cheryl identified FD#4 as underserved due to long response time for EMS from Ellensburg. Next SCR EMS Council meeting 9/26. Minutes are available upon request.
 - DOH Report to Regional Councils (July-Aug.) – Includes highlights and activities of committees and workgroups, WAC adoption and upcoming related webinars. Emailed and available upon request. EMS & WEMSIS rules released and communicated to all stakeholders.

Agency Reports / around the table

- **Motion to adjourn** - Consensus.
- **Next Council meeting:** Thursday, October 12, 1700, at Medic One (virtual available)

Approved by:

Prepared by:

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

Cheryl Burrows
 EMS Coordinator / Administrator
 Date: _____