

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

October 9th, 2025 (in person & virtual)

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (RFD), DJ Goldsmith (KVFR), Geoff Scherer (M1), Rich Elliott (KITTCOM), Cody Staub (KVH), Beth Williams (CE Gov.), Lanora Rosenberry (FD#6/SEI), Mike Ing-Moody (ALNW), Dawn Stobaugh (LFN)

Alternate or Guest(s): Dani Piper (KVH) **Staff:** Cheryl Burrows, EMS Coordinator

Introductions & Membership Updates: Mike Ing-Moody is the new ALNW Outreach Coordinator and EMS Council representative. Dr. Schmelzer is the new MPD for Kittitas County effective 10/1/25 and is voting member of Council as well.

ACTION ITEMS:

- **Minutes** – Rich Elliott motioned to approve the August Council meeting minutes and the September Executive Committee minutes as presented, second, by Geoff Scherer, motion carried.
- **2026 Officer Nominations & Elections** – Rich Elliott motioned to nominate and elect the same Officers, seconded by Geoff Scherer, no objections express by current Officers or members, motion carried.
- **Non-profit Corporation Renewal (11/30/25)** – Rich motioned to approve the council’s annual non-profit corporation status, seconded by Geoff Scherer, motion carried.
- **2026 Council Meeting Dates** – Meeting dates presented as per by-laws, on the second Thursday of even months, 5-7 p.m. rotating between meeting sites at UKCM1 and KVFR. Geoff Scherer motioned for approval, seconded by Rich Elliott, motion carried. Dates were sent with meeting notice and will be posted on website.
- **2026 Training Fee Schedule** – The council reviewed the proposed 2026 Training Fee Schedule for all EMS and public classes training fees. Potential state EMS training budget cuts have been postponed but are still taken into consideration for future planning. Rich Elliott motioned for approval as presented, seconded by Geoff Scherer, motion carried.
- **2026 EMT Course State Application** – Cheryl requested the EMS Council’s support to move forward with the annual EMT Course. The EMS Council is no longer required to sign the state application, and the Council approved the course as part of the FY26 Training Workplan. The EMT Course is due to be held in Cle Elum and Cheryl has inquired with the next SEI on rotation, Lanora Rosenberry, if she is able to be the lead. There does not seem to be as much interest this year. The minimum class size was discussed to be about 6. Rich Elliott motioned to move forward with the EMT Class as noted if there are enough applicants, seconded by Geoff Scherer, motion carried. EMT Course and course schedule will also need to be approved by the MPD.
- **2025-2026 MPD Personal Services Agreement** – Cheryl presented the draft new MPD Agreement for Dr. Schmelzer to cover the period of 10/1/2025-12/31/2026. Some support services, no longer applicable, were removed. Dr. Schmelzer has also reviewed the agreement with no concerns. Any services not covered by the state under the MPD role, i.e., Medical Director for KITTCOM and the Community AED program are approved and covered for liability coverage under the Council’s insurance. There are no MPD fees paid by the Council based on the agreement. Rich Elliott motioned to approve the MPD Personal Services as presented, seconded by Geoff Scherer, motion carried. Signed agreement will be sent to insurance carrier.
- **KCSO ESSO State Renewal Application (12/31/25)** – Geoff Scherer motioned the Council recommend the KCSO ESSO status for renewal, seconded by Rich Elliott, motion carried.
- **Program Financial / Treasurer Report / Vouchers:** Coordinator
 - **Account Balances & Program Financial Reports (activity period 9/19/25-10/09/25)** – Report distributed for review.

<u>Account Balance:</u> QuickBooks Balance) =	\$ 130,105.78
<u>Program Balances:</u>	
• 2025 Office =	\$ 105,792.87
• FY26 Training (7/1/25-6/30/26) =	<u>\$ 26,911.18</u>
Total Balance =	\$ 132,704.05 transfer overage error = \$2,598.27
 - **Approve Payments/Vouchers** – The Sept/Oct voucher/invoice packet was passed around for review to members present. The monthly financial report (pdf) was emailed and provided as handout at

meeting. Council Chairman will review the detailed financial report with corresponding vouchers upon signature and mail payments.

- 2025 Vouchers/Payments (Ck 7127-7141 (15) = \$ 21,358.08
- Electronic Fund Transfer: 1 = \$ 392.28
- Reissued Checks: None
- **Total Payments:** = \$ **21,750.36**
- Voided checks: none

Rich Elliott motioned to approve the payment of vouchers for the Office and Training program financial report as presented and approve the receipt of training grant funds of \$345.52 from Life Support to cover increase in cost to funded equipment, seconded by Geoff Scherer, motion carried.

NEW & OLD BUSINESS:

- 2026 Budget Update / KCCOG – No feedback on the proposed 2026 budget plan sent to the funding jurisdictions. We are on the 11/3 KCCOG agenda for final review and discussion. Dr. Schmelzer will be attending to introduce himself.
- Staff Update – Victoria is working 24 hrs./week now. Additional part-time position was posted and 20 applications submitted to date. Applications will be reviewed as soon as possible and interviews scheduled after Cheryl returns from vacation.
- 2026-2027 Training Site Agreements for KVFR & Medic One – These Training Agreements are renewed every two years. They have been sent out for review by the ALS agencies. The Council discussed the proposed legislation to lower the age to 16 for EMT training. However, the training site agreements require participants to be age 18. No proposed change at this time.
- County Operating Procedure/Policies/Protocol Updates (workgroup) – DOH approved MPD protocol changes to implement CPAP and pediatric i-gel for all EMTs. Cheryl is working on implanting approved training as soon as possible. Cheryl will be working with new MPD to review and update documents as needed as time allows. It will be a lengthy process.
- Training Report -
 - 2025 OTEP plan on schedule.
 - 2026 EMT planning as noted above and EMT Course Application will be available/posted soon.
 - DOH OTEP plan update in progress and new training platform, EMS Connect vs. 24-7 EMS is being reviewed for ALS and BLS. MPD participating in review of programs as well as input from SEIs and other volunteers.
 - HSI Training Site /Program updates and changes being made to improve efficiency.
 - AFA Renewal Course scheduled for this week,
 - Initial Enhanced AFA Course Application has been sent out and posted on website (Nov./Dec.)
 - Public Education – FA/CPR classes: 10/18-UKCM1, no classes offered in November/December
- Special Projects – Pulse Point annual maintenance funding under discussion.
- Internal System Review & Strategic Planning Discussion – Cheryl has reached out to accounting service used before for ISR. As noted, before, this is requested about every 5 years. There is still a lot of work to do on Cheryl’s end as time allows, before the review can be done. Update to Strategic Plan with new MPD, reviewing office model, and Coordinator retirement in a few years is in the brainstorming stage.
- Regional/State/Meetings Report –
 - Regional Council – 9/25, minutes available upon request.
 - DOH Updates sent via online newsletter.
- Agency reports / around the table

Motion to adjourn - Consensus. Next Council meeting: Thursday, December 11, 1700, KVFR St.#21 (+virtual)
Approved by: _____ **Prepared by:** _____

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

Cheryl Burrows
EMS Coordinator / Administrator
Date: _____