

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

August 2, 2018 (Kittitas Valley Fire & Rescue St. #29) - Meeting Minutes

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (SCFD), Darlene Mainwaring (KITTCOM), Dede Utley (KVH), Josh DeHerrera (ALS), Geoff Scherer (HD#2), Jill Scheffer (Eburg), Marlo Frownfelder (CEFD), Ray Risdon (FD#7), and Jack Horsley (MPD)-Call in.

Guest(s): Suzy Beck (ALNW) & Zita Wiltgen (SCR EMS)-call-in

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

Introductions

Membership Update: Jill Scheffer appointed for City of Ellensburg. Brandon Schmitt, Rich Elliott, Jay Wiseman, and Ron Adams notified unable to attend.

ACTION ITEMS:

- **Minutes:** Darlene Mainwaring motioned to approve the June Council meeting minutes, seconded by Geoff Scherer, motion carried. July Executive Committee meeting minutes approved by Lee Hadden and Ray Risdon as presented.
- **Treasurer's Report / Vouchers:** Coordinator
 - **Account Balances & Program Financial Reports** - Reports distributed for review.
Account Balances:
 - 2018 Checking = \$ 72,136.94
 - Savings = \$ 3,090.12
 - Total Accounts Balance = \$ 75,227.06**Program Balances:
 - 2018 Office = \$ 65,293.12
 - FY18 Training = \$ 10,690.98 (pending year-end resolution)
 - FY19 Training = \$ (757.04) (pending year-end resolution)
 - Total Programs Balance = \$ 75,227.06**
 - **Program Financial Reports/Vouchers** – The Council reviewed the July invoices in the amount of **\$14,391.87, issued checks #5689-#5701 (13)**. All account activities were available for review to include payroll and benefits. Josh DeHerrera motioned to approve the Office and Training financial reports and payment of invoices as presented, seconded by Darlene Mainwaring, motion carried.
- **CWU Fall PM & EMT Course State Applications** – Identified in annual Training Workplan. Applications reviewed by EMS Coordinator. Darlene Mainwaring motioned to recommend the CWU Fall PM & EMT Course applications, seconded by Ray Risdon, motion carried.
- **New Office Lease** – Follow-up items discussed regarding utility fees verified with City, requested language changes regarding other fees and reasonable access agreed to by owners once the Council agrees to renewing lease. Cheryl submitted lease agreement to insurance agent for feedback on some other language concerns regarding liability. Council approved the Chairman to sign the Lease Agreement pending feedback from insurance agent and final draft has agreed upon corrections. Geoff Scherer motioned, Darlene Mainwaring seconded, motion carried.
- **FY18 Training Year-end Budget Resolution (#8-2-18-A)** – Cheryl presented the draft FY18 (7/1/17-6/30/18) Training Year-end Budget Resolution and Reserve Funds Cover Explanation sheet for review and discussion. Geoff Scherer motioned to approve Resolution #8-2-18-A as presented, seconded by Dede Utley, motion carried.
- **FY19 Training Workplan & Budget Resolution Update (#8-2-18-B)** – Cheryl presented the FY19 Training Workplan and Budget for review and discussion. As part of this discussion, Cheryl explained and verified with DOH what Training Agreements are required. Training programs and those who are approved to provide training in Kittitas County falls under the authority of the MPD. EMS Agencies are approved by the MPD to

participate in the approved training program. Josh DeHerrera motioned to approve FY19 Workplan and Resolution #8-2-18-B as presented, Darlene Mainwaring seconded, motion carried.

- **SCR Training Agreement (7/1/18-6/30/19)** – The SCR EMS/TC Council FY18-19 Prehospital EMS Training Grant Agreement was presented for approval based on the approved Training Workplan & Budget for the amount of \$ 11,282.54. Darlene Mainwaring motion the Council sign the agreement, seconded by Josh DeHerrera, motion carried.
- **Life Support Training Funds Gift** – Cheryl reported the Council received a \$3,000 check from the Life Support group with a letter dated 7/23/18 for EMS training supplies and program needs. Life Support puts on an annual fund raiser to support EMS services in Kittitas County. Cheryl requested the Council’s approval for receipt of the funds. Darlene Mainwaring motioned to approved receipt of the funds, Josh DeHerrera seconded, motion carried. Some ideas for the funds were discussed. A formal list for approval will be presented at a future meeting.
- **MPD County Operational Policy #3 & #4 (Policy review continued....draft updates)** –
 - **#4 – Medical Control** – Recommended minor wording updates for better clarification were reviewed. There was no further discussion. Darlene Mainwaring motioned for approval as presented, Marlo Frownfelder seconded, motion carried.
 - **#3 – Ambulance and Aid Service Cancellation Criteria** – Recommended updates were reviewed in detail. Due to the significant changes, the current version of the policy was available for review and comparison as needed. The recommended draft policy was submitted to the SCR EMS/TC Council Director, Zita Wiltgen, for review and recommendations prior to sending out to the local Council. As part of a CQI/QA incident review request to Dr. Horsley, Zita was also asked to clarify language in the *SCR PCP#9 – BLS/ILS Ambulance Rendezvous with ALS Ambulance*. The EMS Council entered into a Confidential CQI Session and all Council members and guests present were required to sign a *Pledge of Confidentiality* form. Dr. Horsley approved the EMS Coordinator to read the complaint to the EMS Council since the EMS Council was copied on the communication and to provide better understanding of the situation being discussed. Agencies involved in the complaint were notified it would be discussed at the meeting. Dr. Horsley and Zita Wiltgen both provided comment. Additional discussion will not be documented in the minutes. No changes were recommended to Policy #3 draft update at this time. Some of the transport agencies may discuss the policy for further recommendations before the next meeting. No action was taken.

NEW & OLD BUSINESS – Limited reports due to shortage of time.

- **Strategic Plan/Stakeholder Update (partnership w/ Chief’s Association as needed)** –
 - MPD Workgroup Report – Josh DeHerrera presented a list of MPD interview questions for future use. Knowledge of the geographical area was added to preferred qualifications. DOH is conducting a MPD WAC review with a MPD Workgroup. Dr. Horsley has participated. As part of this review, DOH is reviewing MPD eligibility criteria.
 - EMS Assistant, Rick Graham, is still on medical leave.
- **Data-NEMESIS/WEMESIS/WACARES update** –
 - KPI required fields list for ERS is a work in progress.
- **WAC Updates** – Links to the DOH webpage for all information related to the open WAC for 246-976 has been shared to EMS Council members via email. Reviewed and proposed changes are being posted as they become available. WAC meetings are available via webinar. WAC review process is expected to be completed in 2019.
- **Training Report/FY18 Workplan (7/1/17-6/30/18):**
 - OTEP – See July & Aug. monthly training announcements. Training activities in compliance with 2018 OTEP Schedules.
 - Advance First Aid class approved for Nov/Dec. Details will be sent out. Price may be adjusted per class size. Follow same format as 2017 class.
 - Integrated Emergency Management Course (FEMA) 10/22-25/18 at KVFR
- **AHA/ASHI Training Site/Public Education/Projects** –
 - Public FA/CPR classes: Current flyer distributed and available on the EMS Office website.

- **Regional/State Report – Coordinator**
 - Regional Council - May minutes available upon request. July- cancelled.
 - DOH Education Workgroup – May minutes available upon request. July- cancelled
 - New Healthcare Coalitions have been formed. All Regional HCCs are now part of the East or West Healthcare Coalition. Official Coalition name is pending. Copy of email was shared with details. Anyone may request to be added to the HCC email list for future information.

- **Other/Agency reports –**
 - Darlene – KITTCOM needs trainers to train dispatchers.
 - Josh (for KVFR) – Short career staff with two on leave and two at the academy. KVFR will be back to full staffing in November. Josh is the new Training Officer (75%-EMS/FF and 25%- Public Ed.). This is a two-year position. Hired new EMT-Jeremy Haberman. Scheduled low scale MCI drill with CWU on 8/29. Josh will put the new MCI cards through a test run and provide feedback.
 - Marlo (CEFD) – CEFD is offering an EVIP class 8/12 at 1200 at Station #51. Two new firefighters, People have been making misc. donations at CEFD for the fires.
 - Ray (FD#7) – Two new EMT/FF.
 - Geoff (HD#2) - Two new Paramedics.
 - Dede (KVH) – Looking for experienced nurses and new technicians. KVH has a new Orthopedic Doc, Peds Doc, and wound care clinic for post-surgical and post- infection needs. KVH is have an Incident Command training on 9/17 and 9/18 and would like an EMS presence.
 - Lee (SCEFD) – No report
 - Suzy (ALNW) – Phone app is live. National blood shortage, please encourage donors. New device-hand held ultra sound to verify intubation. There are new faces at Yakima base.

- **Motion to adjourn:** Consensus by departure.
- **Next Council meeting:** October 4th, 7-9 p.m. at Cle Elum Fire Department

Approved by:

Prepared by:

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

Cheryl Burrows
 EMS Coordinator
 Secretary/Treasurer

Date: _____