

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

June 7, 2018 (Cle Elum Fire Dept.) - 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), Mary Morgan (Eburg), Marlo Frownfelder (CEFD), and Jack Horsley

Guest(s): Suzy Beck (ALNW)

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

Introductions

Membership Update: Brandon Schmitt, Rich Elliott, and Jay Wiseman notified unable to attend.

ACTION ITEMS:

- **Minutes:** Darlene Mainwaring motioned to approve the April Council meeting minutes, seconded by Mary Morgan, motion carried. May Executive Committee meeting minutes approved by Lee Hadden as presented.
- **Treasurer's Report / Vouchers:** Coordinator
 - **Account Balances & Program Financial Reports** - Reports distributed for review.
Account Balances:
 - 2018 Checking = \$ 61,651.96
 - Savings = \$ 3,090.04
 - Total Accounts Balance = \$ 64,742.00****Program Balances:**
 - 2018 Office = \$ 51,299.42
 - FY18 Training = \$ 13,442.58
 - Total Programs Balance = \$ 64,742.00**
 - **Program Financial Reports/Vouchers** – The Council reviewed the May invoices in the amount of **\$14,017.41, issued checks #5642-#5668 (27)**. All account activities were available for review to include payroll and benefits. Darlene Mainwaring motioned to approve the Office and Training financial reports and payment of invoices as presented, seconded by Josh DeHerrera, motion carried.
- **Waive User Fees for SAR only EMS Providers** – Cheryl requested the Council waive the annual User Fee for EMS providers who are only affiliated with Search & Rescue. All other EMS agencies currently pay this fee for their providers. KSCO (SAR) does not have the budget to pay the User Fee or OTEP Fee for SAR EMS providers. This does not apply to KCSO Officers. SAR EMS Providers will be responsible for the annual OTEP fee. Geoff Scherer motioned to approve as requested, seconded by Jack Horsley, motion carried.
- **CWU Summer EMT Course State Application** – Identified in annual Training Workplan. Jack Horsley motioned to recommend the CWU Summer EMT Course application, seconded by Josh DeHerrera, motion carried.
- **New Lease Draft** – Discussion with no action. Mary Morgan reviewed and commented on the lease agreement. Cheryl will verify utility fee is reflective of the actual fees from the City and propose language changes to owner to remove language pertaining to fees that do not apply and reasonable access to property. Mary may be able to get a review of final document.
- **2019 Proposed Office Budget Plan** – Cheryl presented and reviewed the 2019 Proposed Office Budget Plan resolution #6-7-18-A. The proposed budget plan will go to the Participating Jurisdictions for budget planning and to KCCOG for final approval at Oct. or Nov. meeting. The Budget plan reflects a 2.5% budget increase, the line item increases were discussed. Darlene Mainwaring motioned for approval as recommended, seconded by Mary Morgan, motion carried.
- **FY19 Training Budget** – Cheryl presented the draft FY19 (7/1/18-6/30/19) Training Budget for review and discussion. The Training Budget will be finalized next Council meeting pending the FY18 Training Budget

resolution. Jack Horsley motioned to approve budget in draft form, seconded by Darlene Mainwaring, motion carried.

- **EMS Training Agency Agreement (proposed update)** - KVFR agreed to modify their Training Agreement to support the field training needs for Certified EMS Providers under ALS Protocol Probation (not affiliated with KVFR) as needed for other county EMS agencies. The draft agreement was sent to KVFR in advance for approval of the language. Cheryl received approval from Rich Elliott. Cheryl verified with the WA DOH EMS Manager that this was acceptable. Dr. Horsley also approves. The Training Agreement is between the training agency, the MPD, and the EMS & Trauma Care Council. The current Training Agreement with EMS agencies is for two years and are due for renewal 12/2018. Mary Morgan motioned to approve the revised Training Agreement with Kittitas Valley Fire & Rescue as presented, seconded by Jack Horsley, motion carried.
- **MPD County Operational Policy #1 & #2 (draft updates)** –
 - #1–CME/OTEP & Skills Maintenance Requirements - Recommended updates were reviewed and discussed in detail. Changes were primarily related to Paramedic OTEP training and skills requirements. Only minor additional wording changes recommended by Council.
 - #2-Prerequisites for New EMS Providers – Recommended minor wording updates for clarification. Geoff Scherer motioned to approve as recommended, seconded by Josh DeHerrera, Jack Horsley abstained, motion carried.
- **SCR EMS & TC Council Representative** – Dede Utley serves as the Hospital representative on the South Central Regional EMS Council. Dede’s position is up for renewal and she is willing to continue in this position. For the record, Josh DeHerrera is not renewing his position as prehospital representative. Darlene Mainwaring motioned to recommend Dede’s renewal application for DOH approval, Josh DeHerrera seconded, motion carried.

NEW & OLD BUSINESS

- **Strategic Plan/Stakeholder Update (partnership w/ Chief’s Association as needed)** –
 - MPD Workgroup Report – The MPD planning workgroup consists of Josh DeHerrera, Tom Watkins, Dede Utley and Cheryl. Josh presented a draft Position Description for Kittitas County to include Estimated Compensation of \$1,425/mo. and approximately 12 hrs./mo. Compensation is based on comparable research. Positions description, duties per DOH and county specific expectations, required and preferred knowledge and duties, as well as, required qualifications per WAC. Additional recommendation was for the MPD to be familiar with the area. Next step is to establish some interview questions. All final MPD position documents may have to be approved by DOH.
 - EMS Assistant, Rick Graham, is still on medical leave. Situation update provided with Rick’s approval.
 - EMS Coordinator Wage Scale comparison still in the works.
- **Data-NEMESIS/WEMESIS/WACARES update** –
 - WEMESIS - Summary of State EMS Key Performance Indicators were shared for discussion for consideration as required data fields in ERS to assist in evaluating performance measures. The summary will be sent out for paramedic input. The goal is to have agreed upon data fields for all transport agencies to be able to consistently evaluate county-wide data via WEMESIS.
 - 2017 WACARES data report was shared for Kittitas County, as well as the Kittitas County comparable data for 2011-2017, and 2017 state-wide comparable data of all other reporting counties. There was measured improvement in the following areas; patients with shockable rhythm, return of circulation, ongoing resuscitation in the ED, and overall survival. For 2017, Kittitas County Law Enforcement resuscitation attempts were double the attempts to defibrillate over the next closest reporting county in WA. There are a lot of uncontrollable factors that influence performance measures and patient outcomes for cardiac arrests. Overall, Kittitas County demographics for out-of-hospital cardiac arrest show improvement.
- **WAC Updates** – Links to the DOH webpage for all information related to the open WAC for 246-976 was shared to the EMS Council members via email. Reviewed and proposed changes are being posted as they become available and shared as update. It is a good idea to review these and provide feed back as soon as possible. Cheryl shared some of the proposed changes. If anything, unexpected comes up, information will

be sent out or shared at future Council meetings. WAC meetings are available via webinar. WAC review process is expected to be completed in early 2019.

- **Training Report/FY18 Workplan (7/1/17-6/30/18):** Coordinator
 - OTEP – See May & June monthly training announcements to include June Makeup. Training activities in compliance with FY18 Training Workplan.
 - 5/15/18 – EMT Course (CEFD) ended – Class started with 25 Students and 20 students are eligible to complete course at this time. Five students are retesting for written final. One student passed NREMT exam and several have applied. Reminder for eligible agencies that DOH is piloting a NREMT exam voucher for rural areas. Applications must be sent in by agency. Limit two vouchers per agency.
 - 6/9 – FD#1 MCI Shooter Drill coordinated by Emergency Management. Plan to test out new cards before producing final product.
 - May-June – IV Course has seven students and is being held at both Lower and Upper County locations.
 - PHTLS Renewal schedule for Fall 2018. Survey for best dates will be sent out.
 - IV OTEP to be announced for Fall.
- **AHA/ASHI Training Site/Public Education/Projects –**
 - National EMS Week Free CPR/Stop the Bleed Classes (5/20-5/26) – About 25 attendees combined.
 - Public FA/CPR classes: No class in May due to free CPR classes and July-Aug due to summer. Upcoming classes: 6/16-CEFD and 9/15-KVFR. Flyer available on website, emailed, Facebook and posted in local newspaper calendars. Cost is \$25 for members of emergency response system.
 - Annual Child & Babysitting Safety Classes (ASHI): June 1-KVFR and June 15-CEFD Flyer available on website, emailed, at schools, Facebook and posted in local newspaper calendars.
 - Supported Ellensburg and Cle Elum Roslyn High School year-end FA/CPR classes for students with instructions and skills sessions. KVFR, Medic One, and KCFD#7 supported this training.
- **Regional/State Report –** Coordinator
 - 5/24- Regional Council (Cheryl reported)- Minutes available upon request (next meeting 9/27/18)
 - 5/22-DOH Education Workgroup (Cheryl reported) – Minutes available upon request.
 - 6/4-DOH MPD Annual Meeting
 - 7/19-EMS Rule Making Chapters 246-976 WAC review is officially open with monthly meetings/conference call available. Schedule available by request and interested parties can register for meeting notifications. Also posted on DOH website.
 - Legislative Update–1358, 5751, 1258 - Guidance document development continues.
- **Other/Agency reports –**
 - Jay (FD#7-update via Cheryl) – SPFR is licensed/verified in Kittitas County. There was a delay due to timing it with SPFR license renewal for King County. Cheryl is working with Jay to affiliate all EMS providers and SPFR will be participating in CQI process.
 - Marlo (CEFD) – CEFD is considering requiring AFA training for all Firefighters. EMS Office considering class in the Fall. Options for teaching inhouse with new program can be discussed with EMS Office support and teaching resources for consistency.
 - Josh (KVFR per Rich) – FF Bauer has retired. New PM hired out of Bremerton. KVFR is working on new hiring list. There has been a spike in suicides. Interns completed quarter and compiling data for
 - Dede (KVH) – Still working through issues with software conversion. Planning booth at Farmer’s Market to distribute information to the public on healthy diet, hands-only CPR, and information on Stop the Bleed. Upper County Urgent Care is busy at new location on First Street.
 - Darlene (KITTCOM) – Need dispatchers
 - Suzy (ALNW) – Bust with landing zone trainings. Changes at Communication Center to include phone app and desk top app has rolled out to activate resources or put in standby mode. If mobile app

is used, ALNW contacts local dispatch center. Blood usage stats show that ALNW gives 5% of total blood from Harborview with no waste.

- **Motion to adjourn:** Darlene motioned, Josh seconded, and everyone left.
- **Next Council meeting:** August 2, 7-9 p.m. at Kittitas Valley Fire & Rescue

Approved by:

Prepared by:

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

Cheryl Burrows
EMS Coordinator
Secretary/Treasurer

Date: _____