

## KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

April 10, 2025 (in person & virtual)

Submitted by: Cheryl Burrows

**MEMBERS PRESENT (voting):** Lee Hadden, Chair (RFD), Beth Williams (Gov. CE), Ellis Nale (KCSAR), Chris Moen (KVFR), Lauren Fritts (ALS rep.), Jack Horsley (MPD), and Ron Adams (Public)

**Virtual:** Rich Elliott (KVFR), Danielle Bertschi (FD#6), Lauren Rosenberry (SEI), Cody Staub (KVH), Delcie Proffitt (ALNW), Jake Riedel (LFN), DJ Goldsmith (KVFR), Jay Wiseman (SPFR)

**Guest(s):** Dan Mohrbacher and April Bourbon (SCR) **Staff:** Cheryl Burrows, EMS Coordinator

### Introductions & Membership Updates: No updates

Presentation: Dan Mohrbacher from Yakima Heart Safe presented on the AED and program he supports

### ACTION ITEMS:

- **Minutes** – Danielle Bertschi motioned to approve the December Council meeting minutes, seconded by Beth Williams, motion carried. Lee Hadden approved the Executive Committee minutes for January, February, and March as presented.
- **2024 Office Year-end Budget Resolution (#4-10-25-A)** – Draft copy of spread sheet and funds description cover sheet was distributed for review and discussion. The fund balances were reviewed in detail. The total reserves for 2025 = \$125,476.36. \$20,000 will be credited back to the funding jurisdictions based on population distribution the second quarter of 2025. Jack Horsley motioned to approve as presented, seconded by Lauren Fritts, motion carried.
- **2025 Office Budget Revised Resolution (#4-10-25-B)** – Due to the 2024 Year-end Budget resolution and 2025 Wage Scale increases by the county, a revised 2025 Office Budget Plan was presented for discussion. There are no changes to funding jurisdictions' contributions. Lauren Fritts motioned to approve as presented, seconded by Jack Horsley, motion carried.
- **2025 Training Services / Fee Schedules** – Cheryl presented a 2025 Training Services/Fee Schedule to be retroactive to 1/1/2025 for EMS and public education classes. Comparable fee schedules were collected from Yakima County EMS Dept., Walla Walla County EMS, CWU EMS Program, Mason County EMS/TCC, and Grays Harbor EMS/TCC. The budget line items were reviewed for applicable training and Cheryl feels funds are available to cover this increase. Jack Horsley motioned to approve the 2025 Training Services/Fee Schedule as presented, seconded by Ellis Nale, motion carried.
- **Request to approve donation of Long Backboards** – Cheryl requested approval to donate the old (4-orange) long backboards to the ESSO agencies as needed to meet the new WAC equipment requirements or to MCI supplies. There are still 4 new backboards for training. Jack Horsley motioned to approve the donation of the 4 old backboards as requested, seconded by Ellis Nale, motion carried.
- **2025 Life Support Grant Request** – KCEMS Office was contacted by Cheri Marusa to see if the Council has a training equipment funding request for this year. Cheryl would like to request funding for 2 Laerdal Baby QCPR Manikins w/Airway Head for SGA (MPD to approve EMT protocol to include peds iGel) and Laerdal Suction Equipment and airway replacement supplies for a total of about \$6,600. Jack Horsley motioned to approve funding request, seconded by Ellis Nale, motion carried.
- **Program Financial / Treasurer Report / Vouchers:** Coordinator
  - **Account Balances & Program Financial Reports (activity period 3/18-4/9/25)** – Report distributed for review.

**Account Balance:** Umpqua Bank Checking (QuickBooks) =     **\$ 169,421.35**

**Program Balances:**

- |                                    |   |
|------------------------------------|---|
| • 2024 Office =                    | \$ 125,476.36 Pending year-end resolution |
| • 2025 Office =                    | \$ 508.47 Pending year-end resolution     |
| • FY25 Training (7/1/24-6/30/25) = | <u>\$ 43,436.52</u>                       |
| <b>Total Balance =</b>             | <b>\$ 169,421.35</b>                      |

- **Approve Payments/Vouchers** – The Council March/April voucher/invoice packet was passed around for review and financial report (pdf) email prior to meeting. Council Chairman will review the detailed financial report with corresponding vouchers upon signature and mail payments.
    - 2025 Vouchers/Payments = \$ 27,018.45
    - Electronic Fund Transfer: 1 = \$ 526.72
    - Total Payments:** = \$ 27,545.17
    - Checks issued: 7024-7029 (6) – Fewer checks than normal due to delaying training payments for new fee schedule. Trainers were notified and given the option not to wait.
- Danielle Bertschi motioned to approve the vouchers/invoices for Office and Training program financial report as presented, seconded by Ellis Nale, motion carried.

### **NEW & OLD BUSINESS:**

- **County Operating Procedure/Policy/Protocol Updates (workgroup)** –
    - **COPS** – 12/24 updates for Interfacility Transports & Triage & Transport pending DOH approval.
    - **MPD Policies updates in the works** – CQI to include HPCPR/Lucas device reports for review. New affiliation form to support proof of ongoing training and recommendations.
    - **Protocols** – Still working on full new EMT Guidelines for BLS protocols, new EMT procedures, and ALS protocol updates pending MPD and DOH.
  - **Internal System Review & Strategic Planning Discussion** – The EMS Office plans an internal system review with an account about every 5 years (2/2021). Cheryl is planning to put the process in motion with the same accounting firm Gillespie & Plymale this summer. Followed by a strategic planning discussion later this year/2026. Topics like new MPD, EMS Coordinator retirement/staffing, office model, programs, etc.
  - **Special Projects** –
    - Pulse Point/AED Registry/PAD agreements – 2025 Budget adjustment allows for staff funding to support the AED Registry and public outreach. Everyone can help register AEDs with the AED app.
    - Naloxone Leave Behind – At least 60 doses available at the EMS Office. Contact Victoria or Cheryl
    - MPD Retirement update – Dr. Horsley’s retirement date is 9/30 and confirmed with DOH. Expecting information from DOH in May.
    - National EMS Week – 2 Free Adult CPR / Stop the Bleed classes planned in partnership with KVH. Try to get something in the paper, at least EMT class picture.
  - **Training Report** -
    - FY25 Training Workplan – 2025 OTEP schedule/plan on track. Monthly training announcements/emails go out monthly with info/reminders and available on website.
    - 2025 EMT Course Update – 20 initial students and 1 refresher student. One student dropped due to medical. Class is going well. 5 ½ weeks to go with completion date 5/20.
    - Misc: 5/7 ACLS renewal class, possible landing zone training.
    - Public Education – Flyers available on website. [FA/CPR/AED Resources](#)
      - FA/CPR classes: 4/26-UKCM1, 5/31-KVFR, 6/28-UKCM1
      - EMS Week–Free Adult CPR & Stop the Bleed Classes: 5/21-UKCM1 & 5/22-KVFR
      - Child & Babysitter Safety Class: 6/13-UKCM1 & 6/27-KVFR
  - **Regional/State/Meetings Report** – Hit highlights
    - Regional Council (3/27-April meeting report, deliverables, minutes are available upon request. Next meeting 5/22.
    - DOH Report to Regional Councils (March/April) – Emailed to council and available upon request.
    - Other DOH Updates: HELMS, new online certification system
  - Agency reports / around the table
- Motion to adjourn** - Consensus.
- **Next Council meeting:** Thursday, June 12, 1700, at UKCM1-St. #99, Cle Elum (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: \_\_\_\_\_