

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

October 3, 2019 (Cle Elum Fire Dept.)

Submitted by Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (SCFD), Josh DeHerrera, Vice Chair (ALS), Rich Elliott (KVFR), Geoff Scherer (KCHD#2), Ray Risdon (SEI), John Sinclair (KVFR & FD#7), and Jack Horsley (MPD)
Member call in: Darlene Mainwaring (KITTCOM) and Stacey Engle (City of Ellensburg)

Guest(s): Suzy Beck (ALNW), Call in – Zita Wiltgen (SCREMS) and Jacob Riedel (Life Flight)

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

Unable to attend:

ACTION ITEMS:

- **Minutes:** Rich Elliott motioned to approve the August Council meeting minutes (correction to pg. 1 balance), seconded by Ray Risdon, motion carried. Lee Hadden and Josh DeHerrera approved the September Executive Committee meeting minutes as presented.

- **Treasurer's Report / Vouchers:** Coordinator

- **Account Balances & Program Financial Reports** - Reports distributed for review.

Account Balance:

- 2019 Checking = \$ 76,536.14

Program Balances:

- 2019 Office = \$ 58,372.71
- FY20 Training = \$ 18,163.43

Total Programs Balance = \$ 76,536.14

- **Program Financial Reports/Vouchers** – The Council reviewed the September invoices:
 - **Issued checks #5941-5954 (14) = \$ 10,723.70**
 - **Voided Checks: none**

All account activities were available for review to include payroll and benefits. Rich Elliott motioned to approve the Office and Training financial reports and payment of invoices as presented, seconded by Josh DeHerrera, motion carried.

- Ratify approved receipt of \$3,000 Life Support Gift of Training Funds – Josh DeHerrera motioned, seconded by Rich Elliott, motion carried.
- Request to reallocate an additional \$2,000 from *EMS Assistant/Administrative Support* to *Professional Support* for a total of \$5,000 for the Internal System Review through Mike Plymale, CPA and to pay the \$40 attendance fee for all instructors or evaluators that would like to attend the King County Annual Education Symposium out of the Training Reserves. Rich Elliott motioned to approve the allocation of funds as requested, Jack Horsley seconded, motion carried.
- **Ratify – EMS Assistant Personnel Action Form for modified schedule as presented and approved by Executive Committee** – The EMS Assistant start date is 10/7/2019. A modified work schedule was approved as follows; Oct. = 20 hours/week, Nov. = 24 hours/week, Dec. = 32 hours/week. Performance status checks will be provided. If EMS Assistant's performance meets progressive expectations through the end of 2019, the EMS Assistant will become fulltime starting 1/1/2020. If the EMS Assistant does not meet progressive expectations, the position will be evaluated for reposting. Rich Elliott motioned for approval, Geoff Scherer seconded, motion carried.
- **EMS Coordinator County Job Description** – The EMS Coordinator county job description was identified as needing updates. A draft copy was distributed with tracked changes. Cheryl requested the Council's consideration of a significant change before going to HR. This change is to allow under minimum

qualifications that an equivalent combination of education and experience, which provides knowledge, skills, and abilities sufficient to successfully perform the essential duties of the job may be considered in lieu of a degree. Some changes in job duties were updates to actual, and others for clarification and clean-up. All changes have to be approved by County HR and additional changes are expected by HR. The approved HR draft will be sent out again for final Council review and input. Rich Elliott motioned for approval as presented pending HR final review, Geoff Scherer seconded, motion carried.

- **2020 EMT/EMR/EMT Refresher Course Applications** – The annual 2020 Courses are scheduled to be held simultaneously, depending on demand, in Cle Elum, SEI-Ray Risdon, mid-January thru mid-May, cost EMR = \$600, EMT = \$850, and EMT Out-of-County = \$900. Draft announcement/application provided for review. Schedule details are still being worked out with expected two extra training days. There was a lengthy discussion on student agency affiliation requirements. Zita Wiltgen looked into this for the SC and SW Regions and reported on Training Programs vs. Licensed Vocational Schools. At this point, all students attending a class longer than three days, must be affiliated for a business to business relationship. Council members agreed that agencies need to consider how to help nonaffiliated residents who wish to attend with the intent of becoming active locally. Some fire agencies are working on an EMS only option for volunteers. Zita will get further clarification in writing on the required payment channel and additional details as discussed. The Course application will be adjusted accordingly. Jack Horsley motioned for approval of course applications, Rich Elliott seconded, motion carried.
- **KCSO – EMS Provider Supervisory Organization Application Renewal** – Cheryl requested the Council’s recommendation on the Kittitas County Sheriff’s Office application renewal that allows for them to affiliate EMS providers due to the nature of their work for both law and search and rescue. Rich Elliott motioned for approval to recommend, Josh DeHerrera seconded, motion carried.
- **Nomination & Election of Officers** – Cheryl requested the nomination and election of officers for 2020. Cheryl noted she did not include on the original meeting announcement and that it could be postponed until December. October is preferred because and is in the by-laws because the Council’s Non-profit Renewal Application is due 11/30/19 and updates to Officers is included. Rich Elliott motioned to nominate and approve the current slate of Officers, Jack Horsley seconded, motion carried. 2020 Officers are:
 - Lee Hadden, Chairman
 - Josh DeHerrera, Vice Chairman
 - Dede Utley, Secretary / Treasurer
- **Non-profit Corporation Renewal Application (due 11/30/19)** – Cheryl requested the Councils approval to submit the Council’s annual online Non-profit Corporation Renewal Application. There will be no changes. Josh DeHerrera motioned for approval, Rich Elliott seconded, motion carried.

NEW & OLD BUSINESS –

- **Annual MPD Renewal Agreement** – The Annual MPD Agreement was sent out for review. The one proposed change was to include the MPD as a healthcare provider source to review positive annual Tuberculosis Symptom Assessment forms that may be used for EMS providers. This is intended to specifically meet the screening requirements under the KVH Training Agreement Addendum for providers who may go to the hospital to meet ongoing skill maintenance requirements. The MPD is willing to perform this task as needed. This does not fall under MPD duties, so it will need to be approved by the Council’s insurance provider. There were no additional recommended changes to the agreement. There is no financial payment tied to this agreement between the Council and the MPD. . Cheryl will submit for review to the VFIS insurance and report at the next Council meeting for final approval.
- **2020 KVH Student Affiliation Agreement & Addendum (Renewal)** – The agreement was sent out for review. There are no recommended changes by the EMS Office or Council members. Cheryl will check with KVH for any changes. If no required changes by KVH, the agreement will be signed by the Chair and MPD and submitted for renewal.
- **South Central Regional EMS & Trauma Care Council system Plan/Report (7/2019-6-2021)** –
 - The updated SCR Plan was sent out for review. Cheryl reported that the plan supports local needs and goals identified during strategic planning, discussed some highlights from the plan, and requested review of min/max numbers for trauma verified agencies in the county. No changes recommended. There are some minor updates related to Kittitas County EMS resources needed and provided to Zita.

Zita reported on additional sections that are a work in progress; REDi Healthcare Coalition (HCC) planning (now East & West), Quality Improvement SWOT analysis (WEMESIS data), increasing training funding resources, Patient Care Procedures, and volunteer recruitment. EMS agencies should review the related sections of REDi HCC plan.

- Zita reported on the SCR Council meeting & Coverdell Stroke Grant (minutes available upon request) - Two grants were received by the South Central, South West, and the West regions to develop a training video for EMS provider on stroke care, the WA state stroke system, and data collection, and for community education materials. There will be some partnering between the regions to make the most of the funds.
- A program call “MIST” was shared that is intended to train ED staff to take the time to hear report from EMS. It is gaining traction in MCI training.
- **User Fee Project Review** (Truck purchase / Special Projects) – Cheryl reminded the council that 2020 is the end of the 5-year plan for the User Fee project. No new recommendations or discussion at this time.
- **Training Report (FY20 Workplan) -**
 - OTEP – See Sept. & Oct. monthly training announcements. Training activities in compliance with 2019 OTEP Schedule and FY20 Training Workplan. IV OTEP planned for fall.
 - Advanced First Aid Planning: First AFA Renewal scheduled for Oct. 8, 10, and 12 at CEFD. AFA initial course scheduled for 11/5 – 12/7. Ray Risdon is the lead. Location to be determined based on applicant mix.
 - EMT/EMR Courses planned for winter 2020 in Cle Elum as noted above. Priority deadline will be early December to determine course viability. Applications will be accepted until early January.
 - 2019 EMT Course outcomes reported / exam results. Thirteen out of fourteen students passed the NREMT exam. One took two attempts and one is still eligible to take it. The NREMT exam results were reviewed for the last five years. Airway was the most consistent weak area, followed by trauma, then medical. This will be taken into consideration planning for the upcoming class.
 - SEI meeting to review new procedures list and make recommendations to MPD.
 - Other training: IV monitor/renewal and ASHI Instructor courses. Looking at possible dates.
 - Training Survey results –Approx. to date: AFA=12, IV monitor=2, IV therapy=1, EMR=1, EMT=10-20 (includes possible 16 from FD#7 funded by SAFER grant to support volunteer recruitment).
 - Public FA/CPR classes: 10/12-KVFR and 11/16-CEFD, current flyer distributed and available on the EMS Office website. Reduced rate (50%) for members of the emergency response system. Supporting county to meet internal training needs.
 - 10/24 – Public outreach at the annual Easton School/Community Resource Fair
- **Regional/State/Meetings Report** – Coordinator
 - Regional Council – Provided by Zita Wiltgen. Minutes available by request. Next meeting 12/5.
 - 8/20 – Prehospital TAC – minutes available upon request.
 - Rule Development Workshops (WAC 246-976) – Monthly meetings continue. Next meetings 10/16, 11/21, 12/18. Call in available. See DOH website for updated information and meeting dates. <https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/EmergencyMedicalServicesEMSSystems/RulesDevelopment>
 - 2019 WA State EMS & Trauma System Assessment Report is now available and was emailed to council. Public forums are scheduled 10/8, 10/14, 10/18, and 11/19. For more information go to <https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/EmergencyMedicalServicesEMSSystems/EMSandTraumaCareSystemAssessment>
- **Other/Agency reports** –
 - Cheryl – FYI, received 8/2019 Chevy notice of possible fuel injector problem for 2016 Truck. Additional protection for this condition is provided within 10 years or 150,000 miles.
 - Rich (KVFR) – Reported a family assisted suicide that triggered unnecessary resources. No new laws. Working on improving communications with agencies to prevent from happening in the future. Behavioral Health Network is looking at patients that overlap between jail, clinics, PH, etc., better manage patients on psychiatric medications, helping patients get out of the system and have future.

Cabulance service expanded to assisted living transports. Since new school year, CWU is 5% of KVFR calls. Heavy alcohol and more alcohol OD w/60% of patients transported. 2018 stats provided for all KVFR alcohol vs. opioid OD. Alcohol is the majority of OD calls. Having issues with assisted living facilities calling to assist with patients on the floor again. Patients have to meet 3 criteria for calling 911 or the facility will be billed.

- Suzy (ALNW) – Adjusting to worsening weather conditions. Discussed recent call with ETA issues. Will be reviewed with ALNW based Director. Discussed what best options when bad weather for both ALNW and Life Flight.

- **Motion to adjourn:** Ray Risdon motioned, meeting adjourned
- **Next Council meeting:** December 5, 7-9 p.m. at Kittitas Valley Fire & Rescue.

Approved by:

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

Prepared by:

Cheryl Burrows
EMS Coordinator
Acting Secretary/Treasurer

Date: _____