

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

October 5, 2017 (Cle Elum Fire Dept.) - Meeting Minutes

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (SCFD), Geoff Scherer (KCHD#2), Darlene Mainwaring (KITTCOM), Ray Risdon (FD#7), Dede Utley (KVH), Rich Elliott (KVFR), Jim Schoeggl (FD#8), Brandon Schmidt (FD#1), and Jack Horsley (MPD)

Guest(s): Crystal Campbell (FD#7)

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

Council Membership: Membership list was circulated for verification and updates.

ACTION ITEMS:

- **Minutes:** Geoff Scherer motioned to approve the August Council meeting minutes, seconded by Ray Risdon, motion carried. September Executive Committee meeting minutes approved by members as presented.

- **Treasurer's Report / Vouchers:** Coordinator
 - **Account Balances & Program Financial Reports** - Reports distributed for review.
Account Balances:
 - 2017 Checking = \$ 32,086.92
 - Savings = \$ 3,089.81
 - Total Accounts Balance = \$ 35,176.73****Program Balances:**
 - 2017 Office = \$ 28,623.75
 - FY17 Training = \$ 6,552.98
 - Total Programs Balance = \$ 35,176.73**

 - **Program Financial Reports/Vouchers** – The Council reviewed September invoices in the amount of **\$22,956.45, issued checks (14): #5485-#5499 (15).**
All account activities were available for review to include payroll and benefits. Geoff Scherer motioned to approve the Office and Training financial reports and payment of invoices as presented, seconded by Jim Schoeggl, motion carried.

- **2018 EMT/EMR Course Applications** – The 2018 EMT Course will be held in Cle Elum. An EMR Course pilot will be conducted again at the same time pending WA Prehospital TAC approval on 10/18. Ray Risdon will be the Senior EMS Instructor for the EMT and Rick Graham will be SEI for the EMR. The course is scheduled to start 1/23-5/15, AHA HCP pre-course will be held 1/9 and 1-11. Course cost is EMT=\$800 Resident and \$850 out of county, EMR=\$550. Priority application deadline is 12/21. Jack Horsley motioned to approve course recommendation to DOH, seconded by Dede Utley, motion carried.

- **2018 Officer Nominations** – Jack Horsley motioned to nominate and approve the 2017 Officers, seconded by Darlene Mainwaring, motion carried.

- **2018 MPD Agreement Renewal** – No changes were proposed to the agreement. Rich Elliott motioned to approve renewal of the 2018 MPD Services Agreement, seconded by Darlene Mainwaring, motion carried. Jack Horsley abstained.

- **2018 Training Agreement with Kittitas Valley Healthcare** – No significant changes were proposed to the agreement and all links to supporting state documents were verified. Jack Horsley motioned to approve the 2018 Training Agreement with KVH, seconded by Rich Elliott. Approval is pending KVH review and final approval. Motion carried.

- **2018 WA Non-profit Annual Report & Renewal (due 11/30/17)** – Cheryl requested the Council’s approval to renew the Non-profit Corporation status with the same slate of Officers as appointed. Dede Utley motioned to approve, seconded by Darlene Mainwaring, motion carried.
- **FY18 Training Workplan Amendment** – Based on previous discussions and MPD approval, Cheryl requested an amendment to the training workplan to add CPAP and 12 Lead training for EMT-IV techs. Reserve funds will be used to conduct this training if needed. These special skills are being allowed by the MPD on a trial basis. Trained EMT-IV techs may attend and treat patients in need of this care only if a paramedic is not available. Rendezvous with ALS will be attempted when logistically beneficial for patient. Training is optional for qualified providers. Ongoing training will be part of the annual IV OTEP sessions. Rich Elliott motioned to approve, seconded by Jim Schoeggl, motion carried.
- **Air Ambulance Landing Zone Chart** – Chart was reviewed again. UTM coordinates (used by SAR and military) were requested as additions. Kyle Danielsen, ALNW, will provide response times for all “1st choice landing zones” identified in green. Changes to “1st choice landing zones” will require Council approval. This chart will be an addendum to County Operating Procedure #7 – Air Transport. Council consensus.

NEW & OLD BUSINESS:

- **MCI Plan Review** – All feedback received from participants of the 2017 MCI exercises was consolidated and sent out for consideration with MCI plan updates and recommendations. All proposed changes were discussed, and corrections made. An updated draft will be sent out for review at the next Council meeting. MCI card updates may be needed after the upcoming election due to potential agency changes.
- **By-Laws Update** – Recommended updates were sent out for review and discussed at meeting. Cheryl will request review by the Regional EMS Director before the next Council meeting. Final recommended updates will be sent out two weeks before the next meeting. Council’s approval will be requested at the next meeting.
- **Council Workplan / Regional Plan Goals & Objectives (7/2017-6/2019)** – Cheryl reviewed the updated draft Council Workplan chart as it relates to local, regional and state work goals and objectives. This is a work in progress.
- **EMS Stakeholder Update (EMS Council/Fire Chiefs Assoc. Partnership)** – November ballots will include the City of Kittitas annexation into Kittitas County FD#2 (Kittitas Valley Fire & Rescue-KVFR) for fire/EMS coverage and the merger of Kittitas County Fire District #8 into Kittitas County Fire District #51 (Snoqualmie Pass Fire & Rescue-SPFR). Discussion included the potential for additional mergers; SPFR and FD#7 and FD#7 and FD#2, and the need for upper county to align tax rates. There was concern noted about how services will be addressed between King and Kittitas County in the Snoqualmie Pass service area. There is currently a draft Working Agreement being discussed between the agencies in this service area from both counties. Darlene is involved in the discussion. Geoff reported there is better communication between the agencies. No Stakeholder meeting scheduled at this time.
- **Data-NEMESIS/WEMESIS/ERS update** – Cle Elum Fire Department has started the transition process to ERS 3/NEMESIS 3. All ALS and BLS ambulances services will be submitting data into NEMESIS 3 by 1/1/18. One of the concerns is getting consistent data entry from all agencies to have meaningful data out. One example is not all providers enter their procedures performed or medications administered in the applicable data fields. Some people just list them in the narrative. The fields are used for QI Key Performance Indicators to measure performance, treatment vs. patient outcomes, etc. This can be improved with education and agency enforcement. COP #10 – Data Collection will be updated to address this issue. Dr. Horsley will recommend what procedures need to be included.
- **Training Report: Coordinator**
 - OTEP – See September & October monthly training announcements. Training activities in compliance with FY18 Training Workplan. OTEP Makeups scheduled for 11/4-Ellensburg and 12/2-Cle Elum. Initial IV-Tech course postponed due to not enough applicants. IV OTEP scheduled to include CPAP and 12 Lead as appropriate.
 - 11/17/17 – ECG Interpretation Class, Instr. Bob Carlson, 09001300 at KVFR #29
 - 1/26/18 – EMS Updates (Stroke, HP Airway Mgmt, +), Instr. Dr. Latimer, 0900-1200 at KVFR #29

- 11/2-12-2 – Advanced First Aid Course-Training Announcement/Application/Schedule posted. Applicants must be ≥17 y/o. Parent permission will be required for 17 y/o.
- 1/23-5/15-18 – EMR/EMR Course – Training Announcement/Application/Schedule posted
- King County Annual Education Symposium – Cheryl and four instructors attended.
- Oct. MCI Drill coordinated by SPFR at Easton Fire Station, car vs. bus, MCI Card blue.
- One DOH online EMS Course Evaluation and Instructor Survey was received for the 2017 EMT/EMR course. Most of it was positive and course overall was recommended. One instructor complaint and more skill practice was recommended. Results will be shared at instructor workshops.
- **AHA Training Site/Public Education/Projects –**
 - Public FA/CPR classes: 9/23 & 10/21 well attended. Class fees are covering costs. (1/2 price for FF/SAR/Emergency Responders) Flyer available on website, email and posted in local newspaper calendars. No classes scheduled in November and December.
- **Regional/State Report – Coordinator**
 - Legislative Update–1358, 5751, 1258 - DOH is working on guidance documents.
 - Majority of meetings cancelled during the summer months.
 - Sept. 26 Training Workgroup (reported) – Minutes available upon request (next meeting 10/24)
 - Regional Council - next meeting 11/30
 - Prehospital TAC – next meeting 10/18 (continuation of EMR pilot approval)
- **Other/Agency reports –**
 - Ray (FD#7) – SAFER Grant awarded and accepted by Commissioners to hire 9 full time positions. Funding is for three years. EMS certification is preferred but not required. Positions filled by Dec. Still working on some of the NEMSIS 3 issues.
 - Dede (KVH) – Working with Swedish for new Urgent Care location. New health care records system in Upper County clinics. There will be a Wilderness Medicine presentation in UC for the public. Working on “Stop the Bleed” program for the public. Dr. Lindsey and Dr. Hibbs are looking at every transfer out of county. CEO is still vested in keeping patients local when possible. Dr. Horsley requests that a brief explanation be provided to the EMS provider of why the patient is being transferred.
 - ALNW – Two crews 24/7 in Yakima. Remodel is almost complete. Blood products on both aircraft all of the time.
 - Rich (KVFR) – Complemented KVH on getting out-of-county transfers down. Working effectively with KCHD#2 for mutual coverage.
 - Brandon (FD#1) – 4 people will be attending EMT class. MCI van is now extrication rig Rescue 111. There are 14 backboards and a variety of bandages.
 - Conflict of Interest Review – Cheryl, a resident of FD#7, has been asked to participate in a citizen advisory group to the FD#7 Commissioners. Cheryl would like to participate, but is requesting the Council’s approval that it would not be a conflict of interest with her role as EMS Coordinator. Council’s members agreed it is not a conflict of interest.
- **Motion to adjourn:** Dede motioned, Darlene seconded, meeting adjourned.
- **Next Council meeting:** December 7, 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
 Secretary/Treasurer

Date: _____