

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL**

**December 6, 2018 (KVFR – St. #29) - Meeting Minutes w/Financial Report Correction**

Submitted by: Cheryl Burrows

**MEMBERS PRESENT (voting):** Lee Hadden, Chair (SCFD), Josh DeHerrera, Vice Chair (ALS), Darlene Mainwaring (KITTCOM), Dede Utley (KVH), Jack Horsley (MPD), Marlo Frownfelder (CEFD), Crystal Campbell (FD#7), Rachel Carlson (FD#3), and Doug Presta (CWU) – **Sign-in roster was misplaced. Please let me know if corrections.**

Members reported unable to attend: Ron Adams (public), Rich Elliott (KVFR), Brandon Schmidt (FD#1)

**Guest(s):** Suzy Beck (ALNW), call-in: Zita Wiltgen (SCR EMS) and Dawn Felt (DOH)

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

**Introductions & Membership Update:**

- FD#3 – Rachel Carlson (Steve Jensen alternate)
- FD#7 – (Katie Schmidt alternate)
- CWU – Doug Presta (Jim Pierce alternate)

**ACTION ITEMS:**

- **Minutes:** Darlene Mainwaring motioned to approve the October Council meeting minutes, seconded by Crystal Campbell, motion carried. The November Executive Committee meeting minutes approved by Lee Hadden and Josh DeHerrera as presented.

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

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

**Account Balances:**

- 2018 Checking = \$ 65,179.85
- 2019 Checking = (\$ 1,250.00) Pending year-end budget resolution
- Savings = \$ 3,090.19
- Total Accounts Balance = \$ 67, 020.04**

**Program Balances:**

- 2018 Office = \$ 64,917.47
- 2019 Office = (\$ 1,250.00) Pending year-end budget resolution
- FY19 Training = \$ 3,352.57
- Total Programs Balance = \$ 67,020.04**

- **Program Financial Reports/Vouchers** – The Council reviewed the November invoices in the amount of **2018 = \$ 22,347.24, issued checks #5739-#5769 (31) and 2019 = \$1,250.00, issued checks #5738 (1), Total Payment = \$ 23,597.24.** 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 Crystal Campbell, motion carried.
- **2018 Office Budget amendments** – Council approved the following reallocations of funds
  - \$1500 for MCI Cards production – User Fees Special Projects
  - \$2,000 for Office equipment replacement 2019 – New or refurbished computer for office and training laptop – EMS Assistant funds
  - \$500 for new File Cabinets + U.S Bank rebate balance on Credit Card – Professional Support funds
- **Life Support Grant (\$3,000)** – List of proposed training supplies/equipment was approved.
- **2019 Proposed Budget Plan** – Recommended by KCCOG at November meeting. Final approval pending 12/17/18 County Commissioner Agenda Session. Cheryl noted that the COLA/MERIT increase might be a little inflated due to the unknowns of the current EMS Assistant position, the final

County Commissioner decisions on Merit /Wage Scale adjustments for 2019. Decreases will be made to the final budget plan if appropriate, but not anticipated.

- **Ratify Executive Committee** – Council reviewed the 2019 SEI Personal Service Agreements to allow the EMS Coordinator to utilize the SEIs for administrative support for training project needs. The agreement section of “SEI Support Role” was read for the council. This is an optional role for SEI’s. Jack Horsley motioned to approve the agreement, seconded by Darlene Mainwaring, motion carried.
  - **2019 Personal Services Agreement Renewal / EMS Assistant Status** – Cheryl requested the Council renew the Personal Services Agreement with Crystal Campbell to temporarily fill the EMS Assistant position as available. The term will be 1/1/2019 until mutually agreed, with 60 days’ notice. The hourly rate was increased to \$16/hr. Jack Horsley motioned to approve the agreement, Darlene Mainwaring seconded, motion carried. Crystal Campbell abstained. Cheryl reported on Rick Grahams status.
  - **By-law Amendment** – Cheryl sent out the proposed By-law amendment with 14-days’ notice for review and comment. No comment was received. There were minor description updates to membership list and the request a new position be added for “Education – Senior EMS Instructor”. Position recommended as appropriate by Regional Administrator. Josh DeHerrera motioned to approve the proposed By-law amendments as presented, Jack Horsley seconded, and motion carried.
  - **AHA Training Site Agreement** – AHA Training Site Agreement is due for renewal 1/31/19. The EMS Office is also an American Health & Safety (ASHI) Training Site. The EMS Office has been transitioning to ASHI due to more reasonable cost of programs and cards, and user-friendly management of Training Site responsibilities. ASHI meets current AHA Guidelines. Cheryl is still working through some instructor affiliation issues and requested the Council approve her to renew the AHA Training Site agreement at her discretion. Darlene Mainwaring motioned to approve, Marlo Frownfelder seconded, motion carried.
  - **CWU Training Program Updates & Pilot Approval** - Doug Presta, CWU Paramedic Program Director took over as director in September. Doug shared several improvements being implemented to the CWU EMS Training Program resulting in positive feedback. The EMT program will be Fall and Spring, no summer course. The proposed plan is to have 2 cohorts per year for the Paramedic Program. Doug is requesting the EMS Council’s support of the second cohort and a pilot program for a Distance Education Program in Spokane in addition to ride and hospital sites in Spokane for those students. Doug described the Distance Education Program in great detail. Dawn Felt, DOH EMS Education & Training Consultant, was on conference call to answer any questions. Jack Horsley motioned the Council agree to support the Pilot Paramedic Distance Education Program as presented with no concerns, seconded by Josh DeHerrera, motion carried.
  - **2019 Class Fee and Payment Schedules (Fees-Initial / OTEP, AHA/ASHI, and Payment - Instr/Evaluators/Patients) –**
    - 2019 Training Fees for Services (Instructor/Evaluator/Patients) – Cheryl provided comparable fees from Yakima and Walla Walla. Zita provided comparable SEI rates from Southwest Region. Some increased rates were proposed and noted on the 2019 Training Services Fee Schedule.
    - 2019 Class Fees (Initial/OTEP/Public Classes/AHA-ASHI Cards + disposable supplies/equipment replacement costs). Proposed increases to class fees and cards were reflective of increased costs for training overall.
- Crystal Campbell motioned the Council approve the recommended fee schedule changes as discussed, seconded by Marlo Frownfelder, motion carried.
- **FY19 Training Workplan Amendment** – Cheryl requested the following changes. Council & MPD approved.
    - 2019 BLS OTEP schedule; M7-Disability Awareness for EMS Providers (Travis Alert) & M12 - Stroke/Neruo.
    - 2019 ALS OTEP online modules will be utilized from King County EMS online & Target Solutions.
  - **Banking Changes** – Darlene Mainwaring motioned the Council approve the following actions, seconded by Jack Horsley, motion carried.
    - Close Savings Account – \$3,090.18 transfer to Checking
    - Approved signatures on Checking Account – Lee Hadden, Chair, Joshua DeHerrera, Vice Chair, and Cheryl L. Burrows, Acting Secretary/Treasurer

- **KCEMSD EMS Training Program Renewal (1/31/19)** – Cheryl requested the Council’s approval of the KCEMS Training Program state application for renewal. Several of the accompanying documents will be reviewed in preparation for the upcoming EMT Class. Any significant changes will be sent out for review by the Senior EMS Instructors as needed. Darlene Mainwaring motioned the Council approve to recommend the renewal application to DOH, Marlo Frownfelder seconded, motion carried.
- **Coordinator Performance Evaluation & PAF approval** - Dr Horsley presented the annual performance evaluation and it was sent out prior to the council meeting for comment. Council recommendation was requested with a Personnel Action Form to approve 3% merit increase depending on County Commissioners final budget. Darlene Mainwaring motioned for recommendation performance evaluation as presented, seconded by Marlo Frownfelder, motion carried. Jack Horsley motioned to recommend 3% Merit increase, seconded by Marlo Frownfelder, motion carried.

**NEW & OLD BUSINESS –**

- **OTEP Plan Update-DOH Application** – Postponed (not on a renewal cycle)
- **KVH Transfer Criteria** – Dede Utley reported on transfers out of KVH which ties to a tracking report by Rich Elliott. Vicki Machorro-KVH is reviewing all transfers out of the hospital. She is looking at specific cases (i.e., orthopedic cases, total transfers vs. census/mo. = only 5% transferred out). They are tracking numbers closely. Zita Wiltgen reported that the Regional PCP-Interfacility Transfers is being sent to hospitals in the region for review and input.
- **Strategic Plan/Stakeholder Update (partnership w/ Chief’s Association as needed)** –
  - MCI Plan/MCI Cards/Landing Zone List – Cards are complete and ready for distribution. Air Transport Landing Zones are in iSpy under Landmarks.
  - Data-NEMESIS/WEMESIS/WACARES update – No update
- **Training Report/FY19 Workplan (7/1/18-6/30/19):**
  - OTEP – See Nov. & Dec. monthly training announcements. Training activities in compliance with 2018 OTEP Schedules.
  - Advanced First Aid class ended 12/1 – All participants successfully completed. Renewal class will be scheduled in Oct./Nov. for the 2017 AFA Class.
  - Integrated Emergency Management Course (FEMA) 10/22-25/18 at KVFR – Very well attended
  - 12/12 - ASHI Lay Rescuer / BLS Instructor class at KVFR
  - 11/30/18 – PHTLS Renewal & Initial Hybrid Class at KVFR for paramedics – 24 participants
  - IV Tech. Course – Still working on getting all the students through final assessment. Testing 12/18
  - Annual Instructor/Evaluator Workshops: 2/2-KVFR & 2/9-CEFD
  - See Regional Newsletter for upcoming conferences – in council email
- **AHA/ASHI Training Site/Public Education/Projects** –
  - Public FA/CPR classes: 1/26-KVFR & 2/23-CEFD - Current flyer distributed and available on the EMS Office website. Reduced rate for members of the emergency response system.
  - Partnering with Eburg High School to get two EHS teachers trained as ASHI instructors.
  - Testing 2 Laerdal CPR feedback convertor kits for Little Anne CPR Manikins to meet AHA standards requiring feedback devices for all level classes by 1/31/19. Kits are affordable. Testing to see if effective and if they will hold up.
- **Regional/State Report** – Coordinator
  - 11/29 Regional Council – Zita reported. Minutes available upon request. PCP Workgroup active.
  - PHTAC / DOH Education Workgroup – Minutes available upon request.
  - WAC Workshops (246-976) – Monthly meetings continue. Call in available. See DOH website for updated information and meeting dates.
- **Other/Agency reports** –
  - Suzy (ALNW) – Provided air transport report for Oct/Nov. for Kittitas County and will continue to report at Council meetings. ALNW has new Pediatric Medical Director. Peds education training available. Ride-alongs available for residents and EMS providers. Planning spring training.

- Lee (SCEFD) – EMS license renewed
- Geoff (HD#2) – New Paramedic off probation. Five paramedics testing for per diem positions. Working on design of new station.
- Dede (KVH) – SCR CQI meeting-Kittitas County Labor Day Weekend MCI presentation. KVH Women’s Medical Clinic moved.
- Marlo (CEFD) – Next Wednesday will be election of new officers.
- Crystal (FD#7) – New Interim Chief Roy Palmer (contract ends 2/28). Levy failed. No plans for hiring new chief currently.
- Doug (CWU) = Passion for Peds training. New Training program infant to 8 to replace PALS. Scheduled 2/12 (8-12).
- Rachel (FD#3) – Added 7 members (1 medic, 1 to take EMT)
- Darlene (KITTCOM) – Three in training. NG911-High Tch Next Generation. Will send out information.
- KVFR (Josh) – Hiring 4 new FF. Getting new ambulance in April.

- **Motion to adjourn:** Darlene motioned to adjourn, Josh seconded, everyone left.
- **Next Council meeting:** February 7, 7-9 p.m. at Cle Elum Fire Department

**Approved by:**

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

**Prepared by:**

\_\_\_\_\_  
 Cheryl Burrows  
 EMS Coordinator  
 Secretary/Treasurer

Date: \_\_\_\_\_