

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

February 3, 2022 (in person & virtual)

Submitted by Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (HD#2), Rich Elliott (KVFR), Dede Utley, Sec./Treas., Josh DeHerrera, Vice Chair (ALS), Jack Horsley (MPD), Suzy Beck (ALNW), Geoff Scherer (HD#2), Beth Williams (City of CE), **Virtual:** George Long (KITTCOM)

Guest(s): none

Staff: Cheryl Burrows, EMS Coordinator

Introductions & Membership Updates: Rich Elliott will be representing the City of Ellensburg. FD#4 is dropping its verification/licensure status as of 2/28/2022. Thank you, cards were circulated for the Stockdale's, who have been EMTs since the start of agency licensure (20+ years), and Life Support for 2021 training grant.

ACTION ITEMS:

- **Minutes:** Rich Elliott motioned to approve the December Council meeting minutes, seconded by Dede Utley, motion carried. Executive Committee members approved the January Executive Committee meeting minutes as presented.

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

- **Account Balances & Program Financial Reports** – The full financial report was not complete for presenting due to some unexpected user issues with new accounting software. It will be completed and evaluated by the Chairman when it is ready early next week, along with the processing of the vouchers. All the vouchers were prepared and circulated for review.

Account Balance:

- 2021 Checking (Quicken) = \$ 85,313.76 Pending year-end Budget Resolution
- 2022 Checking (Quick Books) = (\$ 28,015.05) Pending year-end Budget Resolution
- Total Balance = \$ 57,298.71**

Program Balances:

- 2021 Office = \$ 74,228.80 Pending year-end Budget Resolution
- 2022 Office = Spreadsheet not provided
- FY22 Training = Spreadsheet not provided
- Total Balance = \$ 57,298.71**

- **Treasurer / Program Financial Reports/Vouchers** – The Council reviewed the January vouchers/invoices provided in voucher packet. Council Chair will review complete financial report with corresponding vouchers upon signature.

- **Total Vouchers (2021) = \$ 5,833.17**
- **Total Vouchers (2022) = \$ 24,953.12**
- **Voided Checks:** 6342 & 6367 (not received, reissue)
- Total Payments = \$ 30,786.29**

Rich Elliott motioned to approve the vouchers for Office and Training invoices/vouchers as presented, full Financial Report to be reviewed by Chairman, seconded by Jack Horsley, motion carried.

- There is an unexpected online ASHI 2020 update issued for 2022 for all instructors. The corresponding cost is \$35/instructor. The total cost for all instructors will be approximately \$1000. Cheryl requested this instructor update fee be paid out of the ASHI Training Site accrual fund. Council approved.

- **2021 Year-End Office Budget Resolution (#2-3-22-A)** - Cheryl sent out the 2021 Office Budget Resolution documents and Reserve Funds Description Cover Sheet out for review. Cheryl reviewed the documents with Council. Total 2022 Reserve Funds = \$74,228.80.
 - \$12,020.21 = Health & Safety Training Site
 - \$ 2,263.47 = Public Education
 - \$ 9,000.00 = Benefit Accrual
 - \$ 2,608.80 = Office Equipment
 - \$22,235.83 = Capital Equipment Replacement & Special Projects (User Fee)
 - \$ 987.05 = Professional Support
 - \$25,113.44 = Wage Survey Adjustment (2020-2022)

Rich Elliott motioned to approve the 2020 Year-end Office Budget Resolution #2-3-22-A as presented, Jack Horsley seconded, motion carried.

- **2022 Office Budget Amendment (#2-3-22-B)** – Cheryl presented a 2022 Office Budget Amendment for salary increases for the EMS Office Staff based on county employee increases approved by the County Commissioners and 2021 performance evaluations. The actual increase was higher than the expected budgeted increase projected in 6/2021. The total adjustment for the year, including benefits/taxes is \$ 3,072. Rich Elliott motioned to 2022 Office Budget Amendment #2-3-22-B as presented, Josh DeHerrera seconded, motion carried.
- **County Operating Procedure (COP) #1-Dispatch & Response Area** – As previously discussed and as per SCR EMS/TC Council System Plan (2021-2023), the local Council is to review, update, and reformat the COPs (addendums to SCR Patient Care Procedures-PCPs) to a standardized template. The local Council has renumbered and reformatted the COPs to the adjusted corresponding PCP list. A review of the existing and still applicable COPS is in process. A review of any additional COP needs will be addressed after the review. COP#1 was sent out for review with some tracked known/recommended changes. Josh DeHerrera volunteered to help with an outside review. Josh’s comments were received in writing and are being considered with the review. All licensed/verified EMS Agencies were sent a copy of COP#1 for review and comment. Feedback was received by about half of the agencies. Cheryl reviewed the proposed changes with the Council. The Council specifically discussed the pending loss of KCFD#4 aid service in the Vantage area. This has been under discussion since the vaccine mandate. The MPD, state and regional reps have been kept in the loop, and Cheryl has discussed options with Chief Rose and the longstanding EMTs. Cheryl will reach out again to the remaining agencies regarding response area descriptions. The next current COPS to review are COP#3-Air Ambulance Transport, and COP#5-Triage & Transport, COP#9-Interfacility Transports. No action taken at this time. Cheryl will work on getting additional updates out for review.
- **County Operating Procedure (COP) #10** – Procedures to Handle Types and Volumes of Patients That Exceed Regional Resources.
 - 10.1 MCI – Kittitas County MCI Plan was reviewed with some minor changes approved to be made at the dispatch level until a full MCI Card revision is done. This is done about every five years. Last revision was in 2018. The Council approved adding Roslyn Fire Department as an EMS resource to card HD#2 A & B, add KITTCOM Director to Notifications list, remove unit #s and refer to agency and type of unit only, replace MEDEVAC with Yakima TC. Please notify Cheryl of any other recommended updates. The KC MCI plan will be referenced for this COP, but not reformatted.

NEW & OLD BUSINESS:

- **WA State Guidelines-EMS Response to Agitated or Violent & Unsecured Scenes (HB1310)** – WA DOH guidelines have been finalized and sent out to MPDs. Guidelines were shared with stakeholders. There are helpful tools/checklists for screening situations/patients in the nine-page guidance document. Last council meeting it was suggested to create a field check list for EMS providers. A sample was shared for discussion.

It was decided that EMS personnel have enough forms to keep track of in the field and that the form would be better used in training.

- **WACARES / Resuscitation Academy Goals** – There hasn't been a lot of extra time to put the plans in motion, but RA Network Manager has reached out to our county partners to schedule a meeting next week to put the plans in motion where we can. More to come.
- **Training (EMS & Public)**
 - 2022 OTEP Schedule and misc. training per FY22 Workplan are on track.
 - EMT Supraglottic Airway – State course applications being submitted for course dates for OTEP M8 & Annual Workshops as instructors are determined.
 - 2022 EMT Course – There are 9 students currently. Class is in Cle Elum and Josh DeHerrera is the SEI. Class is off to a good start. Dr. Horsley approved Lanora Rosenberry as an SEI candidate for the current EMT course. It will take her two courses to complete requirements.
 - 2021 IV Therapy Course Completion pending completion of clinical requirements.
 - Upcoming
 - EMS Evaluator Renewal/Annual Workshops – 2/12-CEFD
 - RN-EMT – Course date has been set 5/3-5/24, SEI Rich Elliott.
 - Scheduling a Spring PALS renewal course. Date TBA.
 - Scheduling Part II Vent Training. Date TBA
 - Public Education – FA/CPR classes scheduled for 1/29-KVFR, 2/26-CE, 3/19-KVFR, 4/23-CE.
- **EMS Office Misc. Updates** –
 - Moved into new office and both storage units are emptied.
 - County IT will be putting in a VPN umbrella in the office. Cost is approximately \$500. Council agreed to use Office equipment replacement funds.
 - The Council discussed the new meeting time of 5 p.m. Danielle Bertschi, FD#6 rep., expressed that it would be challenging for her to make this meeting time due to work and other agency meeting. Members present decided to continue with the 5 p.m. meeting time. Any other concerns can be sent to Cheryl or Lee. Medic One St. 99 available for meetings and trainings.
 - Truck is having some issues. We think it is the transmission. Truck schedule to be checked out. Extended warranty is still in effect.
- **Regional/State/Meetings Report**
 - Regional Council (1/27) – Cancelled.
 - DOH Report to Regional Council sent out for Jan-Feb. shared with members.
 - DOH Committee Reports (Cheryl) – Reported updates for EMS Education & Protocol Workgroup. Minutes available upon request. MPD Meeting (Dr. H) – How EMS can reduce transports to Hosp.
 - REDi HCC Update (Dede) – Dede provided report. Weekly zoom meetings at 3 p.m. still happening.
 - **Agency Reports / around the table**
- **Motion to adjourn** - Consensus.
- **Next Council meeting:** Thursday, April 7, 1700, in Ellensburg (TBA) & virtual available.

Approved by:

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

Prepared by:

Cheryl Burrows
EMS Coordinator / Administrator
Date: _____