

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

April 8, 2021 (GoToMeeting)

Submitted by Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden (HD#2), Dede Utley, Sec./Treas. (KVH), Rich Elliott (KVFR), George Long (KITTCOM), Jack Horsley, MPD, Danielle Bertschi (FD#6), Tristen Lamb (Gov. Eburg), and Beth Williams (Gov. CE),

Guest(s): Zita Wiltgen, SCR Director, Suzy Beck (ALNW)

Staff: Cheryl Burrows, EMS Coordinator

Introductions & Membership Updates: Beth Williams will be representing the City of Cle Elum. Deputy Ellis Nale/SAR Coordinator will represent KCSO/SAR.

ACTION ITEMS:

- **Minutes:** Danielle Bertschi motioned to approve the December Council meeting minutes, seconded by Dede Utley, motion carried. Executive Committee members Lee Hadden and Dede Utley approved the Executive Committee meeting minutes for Jan., Feb., and March as presented.

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

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

Account Balance:

- 2020 Checking = \$ 92,463.56
- 2021 Checking = \$ 16,253.86 (pending year-end resolution)
- Total Balance = \$ 108,717.42**

Program Balances:

- 2020 Office = \$ 80,443.97
- 2021 Office = \$ 2,206.43(pending year-end resolution)
- FY21 Training = \$ 26,067.02
- Total Balance = \$108,717.42**

- **Treasurer / Program Financial Reports/Vouchers –** The Council reviewed the March invoices and revenues reflected in financial report. Council Chair approved corresponding vouchers upon signature.
 - **Issued Checks (2021) #6242-6262 (21) = \$ 18,803.74**
 - **Voided Checks:** none
 - Total Payments = \$ 18,803.74**

All account activities were available for review to include payroll and benefits. Danielle Bertschi motioned to approve the Office and Training financial reports and payment of invoices/vouchers as presented, seconded by George Long, motion carried.

- **Office Cell Phone –** Cheryl requested approval to purchase an office cell phone. Currently, Cheryl uses her personal cell phone and is compensated per County Policy, but no longer wishes to do so. Cost will be within budget by eliminating fax line, compensation for cell phone and possibly hotspot (not needed as much for remote training sites). Consensus that a good iPhone can also be used to record and edit training videos as intended. No objection by members present.
- **2020 Year-end Office Budget Resolution (#4-8-2021-A) –** The 2020 Year-end Office Budget Resolution and Reserve Funds Description cover sheet was reviewed. Jack Horsley motioned for approval as presented, Danielle Bertschi seconded, motion carried.

Total Reserve Funds totaled \$80,443.97 as follows:

- \$4,732.07 = ASHI Training Site Fund
- \$2,021.99 = Public Education Fund
- \$9,000.00 = Benefit Accrual Fund
- \$2,008.80 = Office Equipment Accrual Fund
- \$17,742.50 = User Fee / Special Projects Fund
- \$1,463.50 = Professional Support
- \$43,475.11 = Wage Survey Funds
- **Life Support Grant (\$3,500)** – Consensus to purchase the Trauma Randy Manikin for the total of \$3,500.
- **Training Service Fee Schedule (2021 Amendment)** - Cheryl requested a dual “Administrative / Evaluator” Category \$20/hr. This applies when the EMS Office Assistant is filling an EMS Evaluator role but wearing two hats by assisting with class coordination. This does not apply to salary positions and is when the time is outside administrative hours. Rich Elliott motioned to approve the amendment as presented, Jack Horsley seconded, motion carried.
- **Lease Renewal/Rent Increase Discussion (ends 8/31/21)** – Cheryl contacted the owner regarding expectations/changes for lease renewal. There is an unfinished space behind current office that has an upstairs that has not been leased since we moved in. To renew the lease, the owner is requiring both spaces be leased as one. Increase to cost is at a minimum \$800/mo. short term. Pictures were provided. This space is not needed and would add approximately \$10,000/year. Owner is willing to go month to month if space is not leased by 8/31/21. Geoff Scherer confirmed with the KCHD#2 Board that the KCEMS/TC Council has first option to lease the Medic One crew quarters once they move into the new building. Estimated time of move is Fall or end of 2021. Details need to be worked out, but cost is not expected to exceed current space/budget. There will likely be a lapse between moving out and moving into new space, but we will deal with that when the time comes. Council agreed not to renew lease at 211 E. First St.
- **Draft 2022 Office Budget Plan Discussion** – Cheryl presented a draft 2020-2021 Office Budget plan for discussion to show the impacts of different space leasing options on this year and next. Due to supporting the vaccination clinics with Admin Staff, the cost for Salaries was reduced enough to absorb potential increase to 2020 rent increase and allows more flexibility to absorb the wage salary impact over the next couple budget periods to reduce the budget increase to the funding jurisdictions. The Final Draft 2022 Proposed Office Budget Plan will be presented at the next Council meeting to go out to KCCOG / Funding Jurisdictions as soon as the 2021 OFM Population Forecast is available. No action was taken.

NEW & OLD BUSINESS:

- **EMT Skills update** – In compliance with WA DOH Procedures, MPD has approved Supraglottic Airway to be implemented for all EMTs in 2022, during first OTEP module of the year. Capnography will be taught as ALS Assist skill.
- **WA EMS Information System (WEMISIS) Update** – Zita provided an update on the state data collection system. Working on getting all agencies to submit data. State reports are starting to be sent to agencies, MPDs and Regional Councils. We believe there are some discrepancies in the data entry that needs to be worked out locally and with the different software vendors for quality data. More work being done on updating and measuring Key Performance Indicators (KPI). More to come.
- **EMS Office Update** – Office staff have been supporting the vaccination clinics when possible (approx. 8 hours/week). The County has requested the EMS Office Staff (county employees) switch to County email addresses only and use of county Microsoft Office license to include back up of office files. The transition will be done in steps and take some time. Updates will be sent out when appropriate.
- **EMS COVID Guidelines / Update** – No significant updates.
- **Training (EMS & Public)**
 - OTEP March-June monthly training announcements per workplan including makeup sessions.
 - EMT Course – 9 out of 10 students continue. Things are moving along fine.
 - ALS - ACLS Renewal class scheduled for 5/7 at CWU. PHTLS Renewal to be in Fall.
 - Public Education – Flyer sent out and posted for FA/CPR Classes 5/22-KVFR & 6/12-CEFD.

- **Regional/State/Meetings Report**

- Regional Council (3/25) - Report provided by Zita Wiltgen (minutes available upon request). Update provided on state contracts, formula for training funds, grant funded Pediatric kits for EMS agencies, WEMSIS Update w/access to training videos coming soon. Next meeting 5/27. Zita proposed starting in July review County Operating Procedures for needed updates, new training grant starts, and WEMSIS review.
- State Rule Development workshops for WAC 246-976 have ended. Waiting on CR101 phase to complete (DOH review). Next phase is CR102 for Stakeholder final review and comment. See DOH website for updated information and public hearings. EMS Data Rulemaking meetings related to WEMSIS will be concluding soon. New sections for DOH and EMS Service Responsibilities and Required Data Fields.
- Training & Education meeting (3/23) – Minutes available upon request. Summary: future rule is creating a clearer standard, curriculum project updates for IV endorsement and SGA endorsement. Considering IV be part of AEMT only, and SGA be part of EMT, flexibility for MPD to limit special skills, reviewed training waivers still in place where needed and approved, discussed records retention.
- WA DOH Recruitment email sent out for WA DOH EMS & Trauma Care Steering Committee. Rich Elliott and Ron Adams expressed interest in applying. Cheryl was supportive of both as very good candidates. Council willing to provide support letters if needed, but not required for application.
- DOH Report to Regions sent out. Nest MPD quarterly virtual meeting is scheduled 4/19.
- REDi HCC Update (Dede) – Weekly meetings on Tuesdays, vaccine, core advisory group, Infectious Disease Scope, Cascadia Drill planning, how to handle influx.

- **Agency Reports / around the table**

- **Motion to adjourn** - Consensus.
- **Next Council meeting:** Thursday, June 10 (date change), 1900 at CEFD if in person or Web based (TBA).

Approved by:

Prepared by:

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

Cheryl Burrows
EMS Coordinator / Administrator

Date: _____