

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL
June 4, 2020 (Kittitas County EMS Division - GoToMeeting)
Submitted by Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (SCFD), Dede Utley, Sec./Treas. (KVH), Ray Risdon, Rich Elliott (KVFR), Tristen Lamb (City of Ellensburg), Danielle Bertschi (FD#6), Jack Horsley (MPD), Cody Staub, Doug Presta, Chris Moen, and Dave Houseberg.

Guest(s): Zita Wiltgen (SCREMS), Suzy Beck, Kate Knutson

Staff: Cheryl Burrows, EMS Coordinator and Jillian Johnson

Introductions & Membership Updates: Jillian Johnson, EMS Assistant was introduced.

ACTION ITEMS:

- **Minutes:** Ray Risdon motioned to approve the February Council meeting minutes seconded by Dede Utley, motion carried. Executive Committee members approved the Executive Committee meeting minutes for March, April, and May as presented. April Council meeting was cancelled due to COVID restrictions.

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

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

Account Balance:

- 2020 Checking = \$ 111,422.31
- **Total Balance = \$ 111,422.31**

Program Balances:

- 2020 Office = \$ 88,884.58
- FY20 Training = \$ 22,537.73
- **Total Programs Balance = \$ 111,422.31**

- **Treasurer / Program Financial Reports/Vouchers** – The Council reviewed the May invoices and revenues:

- **Issued Checks (2020) #6068-6087 (20) = \$ 16,896.54**
- **Voided Checks: none**
- **Total Payments = \$ 16,896.54**

All account activities were available for review to include payroll and benefits. Ray Risdon motioned to approve the Office and Training financial reports and payment of invoices as presented, seconded by Jack Horsley, motion carried.

- **2019 Office Year-end Budget Resolution (#2-6-20-Draft, Revised #5-8-20)** – Cheryl requested the Councils approval of the revised 2019 Office Year-end Budget Resolution #5-8-20 approved by the Executive Committee. Corrections were presented. Jack Horsley motioned for approval as presented, Rich Elliott seconded, motion carried.
- **2021 Proposed Budget Plan draft for KCCOG (Resol. #6-4-20)** – Cheryl presented the draft 2021 Proposed Budget Plan for KCCOG. No significant changes to the budget except for the wage survey increases approved by the county in late 2019. A 25% increase was anticipated for 2021. Cheryl extended the transition period without a full-time EMS Assistant which reduced the overall budget increase for 2021 to a 7% increase for the participating jurisdictions with the expected 2020 salary/benefits credit carryover of about \$30,000. The Office of Financial Management population distribution numbers were not available for 2020. 2019 numbers were used. Plan will be updated as needed when 2020 numbers are available. Rich Elliott motioned for approval as presented, Jack Horsley seconded, motion carried.

- **User Fee Discussion continued (truck purchase/replacement fund)** – The 5-year User Fee Project to purchase an office vehicle ended this year. The truck was paid off in January. The Council discussed the continuation of the User Fee at half the past rate (\$100/medic and \$25/EMT) as a 10-year plan to maintain a capital equipment fund for vehicle replacement. Cheryl presented the projected numbers with conservative provider numbers for a projected \$62,500. Cheryl provided a projection for eight, nine, and ten years. Cheryl will consult with accountant advisor. Discussion to continue to next meeting. Consensus was that it is better to keep the fee in place for future replacement fund.

Current User Fee Projects funds remaining = \$17,742

- \$1,500 MPD delegate training when Dr. Horsley retires.
- \$16, 242 – Vehicle maintenance, tires, emergency training funds, special needs

- **RN-EMT Course Application-ALNW (Sept. 2020?)** – ALNW is still interested in KCEMS coordinating an RN to EMT Course in the Fall. Recommendation of a course application to WA DOH was requested. Council is still supportive and wants to pursue. Ray Risdon has agreed to serve as Senior EMS Instructor since the class will be during the weekdays. Josh and Rich are willing to support with instruction and the in-person skills as needed when available. Current time frame is September 7th through October 20th, but ALNW is flexible. Cheryl and Ray will work on getting a schedule to ALNW. Doug Presta motioned to recommend the RN to EMT course application for Fall 2020. Scheduling details to be worked out. Dede Utley seconded; motion carried.
- **Web Page – “Fire Chiefs/Supervisor Page”** – Cheryl requested the council’s approval to offer the Fire Chief’s Association space on the KCEMS Website to share meeting and training information, as well as, documents for policies, etc. The web page has the capacity and the user agencies are the same. Any cost to build or maintain the Chief’s page will be billed to the Chief’s Association by the webmaster. Jay Wiseman, Chair, Fire Chief’s Association will take it to the next Chief’s meeting for consensus. It is mutually beneficial to have agencies accustomed to looking for information in the same location. Ray Risdon motioned to approve, Doug Presta seconded, motion approved.
- **Public Education (startup?)** – Cheryl requested the council’s approval to start public education classes for FA/CPR following the current business plan and WA DOH guidelines for conducting EMS training. Supporting other essential services was approved as part of the business plan. For now, the didactic portion would be met using the blended online method. Skills would be in person. This will help get new instructors monitored. The recommendation is to start once phase 3 is implemented, which should be soon. Ray Risdon motioned to approve as recommended, Doug seconded, motion carried.
- **Lease Update** – The previous owner of the building is taking back possession of the building. Cheryl requested verification from the current landlord that the last month’s rent and cleaning deposit would be transferred to the original owner. It has not been transferred as assured. Cheryl will make one more attempt via email communication. If the money is not transferred, Cheryl would like to send a letter from the Council. Ray Risdon motioned for approval, Doug Presta seconded, motion carried.

NEW & OLD BUSINESS –

- **KCEMS / TCC Administrative Operations Policy / Internal System Review Update** –
 - **Internal Control Matrix** – Online banking controls were set up in April but working through some access issues for Dede. Cheryl and Dede restricted access. Chair has the only administrative access. Cover vouchers in place. Direct deposit of payments from agencies and funding jurisdictions has been included on all invoices. No public training conducted so no online payment activated.
 - **Personal Service Agreement Options / Updates & Hold Harmless language (draft)** – New Personal Services Agreements implemented for 2020 with enhanced language for release and hold harmless and 1099 Misc. responsibility as approved by Council. No new suggestions for managing this identified risk area currently.

- **Training Report (FY20 Workplan) -**
 - OTEP – See May & June monthly training announcements. There were seven cancellations of onsite OTEP classes from late March through May. Paramedic meetings went virtual. Online options have been encouraged and made available to help providers stay in compliance. Onsite training sessions are starting in June following state and local group gathering requirements and precautions. Make up options are being built in to the remaining 2020 schedule. All attendees are required to RSVP to control class size, class roster includes documenting screening criteria, and required information is posted at all training sites. FD#7 onsite sessions have had some date changes to better meet needs for the career and volunteer providers. Training year ends 6/30.
 - EMT/EMR Course – Classes went live webinar following spring break in mid-March due to COVID. There was no interruption to the didactic portion of class. In person skills were postponed and there was a two-week delay before meeting in person. Some students had to wait to fulfill clinical requirements. The Course completion date was extended to 6/16 and may need to be extended again to get all the students through. Precautions were taken to keep groups small and keep same agency members together. Students are preparing for end of course comprehensive skills and written exams.
 - Public Education – Scheduled public classes were cancelled for March & April. Preparing to offer blended courses and support essential services if needed in phase 3.
- **2019 WA Cardiac Arrest Registry to Enhance Survival (WACARES) Report** – Cheryl shared the 2019 WACARES outcome reports and comparison to last seven years of county data and the WA CARES report with the Council. This data is considered confidential. Please be cautious who you share the report with. The data can be misinterpreted.
- **COVID Update (WADOH-EMS Guidelines, etc.) / Mask Decon / Share Tools –**
 - Current *EMS Response Guidelines to Respiratory Distress/ILI/Potential COVID-19 Patients* (version #3, rev. 4-6-2020). There were no recommended changes.
 - Snohomish County mask decon guidelines were shared using UV light boxes.
 - WA DOH Guidelines, variances, and extension information related to training and certification was shared.
 - WA DOH has issued guidance for using EMS providers for nasal swab and venous blood draws for COVID testing with the appropriate local and state authorization and framework.
- **Regional/State/Meetings Report – Coordinator**
 - Regional Council– Provided by Zita Wiltgen. Minutes available by request. Next meeting 7/23.
 - Regional PCPs approved.
 - WEMSIS Funding Update – SCR Council has received and extension and approval to use Stroke QI grant funds to improve use of WEMSIS at the agency, county, and regional level for CQI. Initial focus will be on capturing and evaluating stroke data.
 - SWOT Analysis for Prehospital QA (Cheryl commented)
 - Strengths – Good cooperation between agencies (EMS & Hosp.)
 - Weakness – Inconsistent data entry and lack of data or QI information out of WEMSIS
 - Opportunities – WEMSIS county wide data. All EMS Agencies will be on ERS V3 by 6/15, except one.
 - Threats – Not being able to effectively access or use available QI data to evaluate and improve local system.
 - REDi HCC Update – REDi is an advisory group for preparedness for eastern WA. Dede is staying involved with meetings and has applied to be on the Core Member Advisory Committee for 2020-2021.

- WA DOH Update – State meetings and rule development workshops for WAC 246-976 are starting up again (virtual only). Next meeting 6/17, 2-4. See DOH website for updated information and meeting dates. PHTAC-6/17 at 1000.
- **Agency Reports**
 - Rich (KVFR) – Update on Mental / Behavioral Health funding approved to move forward to help with issues in Kittitas County.
 - Dede (KVH) – 6/17 League of Women Voters forum for Behavioral Emergencies. COVID clinic open 7 days a week in old Fam Med building. It is going well and will be maintained at least until phase 3 at which time need will be re-evaluated. Started elective surgeries again. EMS is helping with visitor policies and some law enforcement. Some new nurses and one new ortho surgeon. Look for new providers. Cody – 6/16 free Sepsis virtual conference (latest science and COVID updates).
 - Suzy (ALNW) – New Executive Director and Staff. Voluntary furloughs but no change in service or staffing. Good changes made to air transport PCP. Start Landing Zone classes again and working on new outreach program. Yakima base added another fixed wing ambulance.
 - Ray (SEI) – Thanked Zita for helping to coordinate the GoToWebinar resource to support the live online EMT Course training.
 - Doug (CWU) – Fall paramedic course will be online. Some EMT classes have been postponed.
 - Jack (MPD) – Participating in the weekly WA DOH MPD COVID meetings. Thanked everyone for their extra effort and outreach during COVID.
 - Tristen (Eburg) – No City activities to report. She is very busy on the Public Health side with COVID.
- **Motion to adjourn:** verbal consensus
- **Next Council meeting:** Thursday, August 6, 1900 at KVFR-St. #29 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: _____