

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL**

**October 8, 2020 (In person at CEFD & GoToMeeting)**

Submitted by Cheryl Burrows

**MEMBERS PRESENT (voting):** Lee Hadden (HD#2), Josh DeHerrera, Vice Chair (ALS), Darlene Mainwaring (KITTCOM), Dede Utley, Sec./Treas. (KVH), Rich Elliott (KVFR), Geoff Scherer (HD#2), Danielle Bertschi (FD#6), Carol Jacques (SCEFD), and Tristen Lamb (Eburg).

**Guest(s):** Suzy Beck (ALNW) and Kate Knutson (ALNW)

**Staff:** Cheryl Burrows, EMS Coordinator

**Introductions & Membership Updates:**

- Darlene Mainwaring was recognized and thanked for 30 years of service to KITTCOM and the Kittitas County Emergency Response System.

**ACTION ITEMS:**

- **Minutes:** Darlene Mainwaring motion to approve the August Council meeting minutes (few typos noted for correction), seconded by Geoff Scherer, motion carried. Executive Committee members approved the Executive Committee meeting minutes for September as presented.

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

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

**Account Balance:**

- 2020 Checking = \$ 94,715.84
- **Total Balance = \$ 94,715.84**

**Program Balances:**

- 2020 Office = \$ 75,847.50
- FY21 Training = \$ 18,868.34
- **Total Programs Balance = \$ 94,715.84**

- **Treasurer / Program Financial Reports/Vouchers** – The Council reviewed the September invoices and revenues reflected in financial report. Council Chair approved corresponding vouchers upon signature.

- **Issued Checks (2020) #6135-6148 (14) = \$ 13,218.34**
- **Voided Checks:** none
- **Total Payments = \$ 13,218.34**

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

- Life Support Donation of \$2,500 for training supplies and equipment was received. Geoff Scherer motion to accept the donation, seconded by Rich Elliott, motion carried.

- **2021 Officer Nomination & Election** – Geoff Scherer motioned to keep the same Officers for 2021, seconded by Rich Elliott. Officers present agreed to continue in positions. Motion carried.
- **Annual Nonprofit Renewal Application (due 11-30-2020)** – Danielle Bertschi motioned to approve renewal of the Kittitas County EMS & Trauma Care Council’s Nonprofit Corporation status, seconded by Darlene Mainwaring, motion carried.
- **2021 Office Budget Proposal Amendment (#10-8-20)** – Cheryl presented a budget amendment proposal to reduce the budget increase for 2021 from 7% to 1%. Due to the vacant full time EMS Assistant position, the carry over anticipated to support the offset of the 2020 Wage Survey Salary increase will be higher than was

expected in June. The proposal was reviewed. Rich Elliott motioned to approve the 2021 Office Budget amendment as presented, Geoff Scherer, motion carried.

- **User Fee Fund (2021-2030 Capital Equipment Fund)** - Recap-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 consulted the accountant advisor who had no concerns. Cheryl emailed the Council's proposed plan via email (2x) to the agencies and requested a response. Five agencies responded in support (KVFR, HD#2, FD#1, FD#6, & SCEFD). No other responses received. Rich Elliott motioned the Council proceed with the User Fee as presented to maintain the capital equipment replacement fund, Danielle Bertschi seconded, motion carried.
- **WA DOH Course Applications for Approval** - 2020 EMT Refresher Course, 2021 EMT/EMR Course, & Dec. Initial ESE Workshop in Dec. Available course details were provided. Rich Elliott motioned to recommend all three course applications, seconded by Darlene Mainwaring, motion carried.
- **FY21 Training Workplan Revised/Training Policy Update** – Cheryl presented the updated 7/2020-6/2021 Training Workplan which included the changes to the Ongoing Training & Evaluation Program for BLS and ALS providers for 2021-2023 training period. Updates to the plan were reviewed to include new CAPCE accredited ongoing training programs and DOH/MPD approved Advanced/Difficult Airway training that may substitute for human intubations with MPD approval. Which will also be reflected in the MPD Operational Policy for CME & OTEP requirements. Training Survey was sent out with minimal response. This is normal as it is difficult to get commitment on initial training for several months away. Training Workplan/Policy updates approved.
- **2021 Training Site Agreements Renewal** – Approved as presented
  - KVFR & KCHD#2 (2-year agreements) – Reviewed and approved by agencies. No changes recommended.
  - KVH-Student Affiliation Agreement (Ongoing agreement - no renewal required at this time per KVH) – No changes recommended to addendum. Darlene Mainwaring motioned for approval, Rich Elliott seconded, motion carried.
- **2021 MPD Personal Services Agreement Renewal** – Cheryl discussed with MPD. No recommended changes. Darlene Mainwaring motioned for approval as presented, Rich Elliott seconded, motion carried.
- **2021 EMS Council Meeting dates / locations:** Danielle Bertschi motioned for approval, Rich Elliott seconded, motion carried.
  - Feb. 4 – CEFD
  - April 8 – KVFR or KVH (EMT class conflict)
  - June 3– CEFD
  - Aug. 5 – KVFR
  - Oct. 7 – CEFD
  - Dec. 2 – KVFR

### **NEW & OLD BUSINESS:**

- **EMS COVID Guidelines** - Business plan and training guidelines were sent out for renew. Cheryl fees we are still in compliance with EMS state guidelines and standards. No changes recommended.
- **The EMS Assistant** – Asst. position will be reposted again 10/11-10/17, but open until full. Application review will start on 10/17 as time allows. Position posting will be as previously handled by HR (Daily record 2 adds on busy days, 1 add in Tribune). Same interview committee will be asked if available. Starting part time may be an option per HR due to COVID related circumstances.
- **Administrative Operations Policy / Internal System Review**
  - **Internal Control Matrix** – Improved controls have been implemented. Still fine tuning as time allows. **Training Report (FY21 Workplan)** -
- Training (EMS & Public)

- OTEP Sept. & Oct. monthly training announcements per workplan. EMT/EMR Course – Still working on some retesting and remedial training where needed. Annual makeup classes are scheduled. OTEP replacement programs identified and approved. Paramedics – EMS Connect. BLS – Health & Safety 24/7.
- RN-EMT Course –9 students signed up starting 10/20-11/10. Webinar & In-person skills session
- Public Education – 10/24-KVFR & 11/14- CEFD (flyer available and on website)
- AFA Renewal – 10/6, 10/7, 10/10 (live web & in-person)
- AFA Initial – 11/10-11/12 (live web & in-person) - emailed
- Wilderness FA/CPR Class (for SAR Grant) – Working on scheduling a weekend in December dependent on instructor availability.
- 11/13 - ALS Difficult Airway Class (8 hrs.) at KVFR. Lead instructor is James Bryan. Seeking DOH approval for course. ETI stats reviewed and available by provider and certification period.
- **Regional/State/Meetings Report**
  - Regional Council– 9/24 Report provided (minutes available upon request) Next meeting 12/3
  - Potential 15% budget cut expected for EMS.
  - State rule development workshops for WAC 246-976 are starting up again (virtual only). Next meeting 10/21. See DOH website for updated information and meeting dates.
  - Special guidelines for allowances for meeting specific initial and ongoing training requirements have been issued by DOH due to pandemic. Discussed with MPD. So far, these allowances are not needed for Kittitas County programs.
  - DOH Report to Regions sent out for Aug.-Sept 2020
  - DOH Policy sent out for – EMS Providers & Emergency Immunizations and Vaccinations
- **Agency Reports / around the table**
- **Motion to adjourn** - consensus
- **Next Council meeting:** Thursday, December 3, 1900 at KVFR-#29 if in person or Web based (TBA).

**Approved by:**

**Prepared by:**

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

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Cheryl Burrows  
 EMS Coordinator / Administrator

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