

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

December 8, 2016 (KITTCOM) - Meeting Minutes

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Chair-Josh DeHerrera (ALS), Dede Utley (KVH), Richard Graham (CEFD), Darlene Mainwaring (KITTCOM), Rich Elliott (KVFR), Jim Schoeggl (FD#8), Geoff Scherer (KCHD#2), Ray Risdon (FD#7), Dave Houseberg (FD#8) Jack Horsley-Phone (MPD), and John Storch-Phone (FD#8 – one member per agency may vote)

Guest(s): Jay McGowan, Mayor, City of Cle Elum and Jake (Life Flight) - Phone

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

Introductions

CQI Discussion – Follow-up Incident #2016-0874 (1-hour) – Cheryl requested the Council Members sign a *Quality Review Committee Members & Guests Pledge of Confidentiality* roster before continuing the discussion related to Incident #2016-0874. All ten members, guests, and staff signed the Pledge of Confidentiality, for those participants who called in, confidentiality was implied. Mayor McGowan read his letter in response to Dr. Horsley's and the EMS/TC Council's letter of concern dated 10/6/16. A lengthy discussion followed and concluded at about 2000 hrs.

Council Membership: Jerry Shuart, Chief KFD, has been added to the EMS Council email list. Suzy Beck has left Lift Flight (representative-nonmember). Council membership list was circulated for corrections/updates to alternates.

Minutes: Darlene Mainwaring motioned to approve the October meeting minutes, seconded by Rich Elliott, two minor corrections were made to the emailed version, motion carried. November Executive Committee meeting minutes were approved by Ray as presented.

ACTION ITEMS:

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

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

Account Balances:

- Savings = \$ 3,089.57
- 2016 Checking = \$ 39,788.84
- 2017 Checking = (\$ 800.00)

Total Accounts Balance = \$ 42,078.41

Program Balances:

- 2016 Office = \$ 45,161.96
- 2017 Office = (\$ 800.00)
- FY17 Training = (\$ 2,283.55)

Total Programs Balance = \$ 42,078.41

- **Program Financial Reports/Vouchers** – The Council reviewed November invoices in the amount of \$20,583.55 (checks #5280-5294). 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 as presented, seconded by Ray Risdon, motion carried.
- **2017 Budget/KCCOG/Agreement Update** – 11/16 KCCOG reviewed and approved to recommend the 2017 Proposed Office Budget Plan. 12/5 County Commissioners approved the County portion of the budget plan. 2017 Payment Agreements have been sent out and most of them returned.
- **2017 Nonprofit Corporation Status renewed.**

- **2017 EMT/EMR Budget Plan/Fees** – Budget was distributed for review. Proposed course fees are: EMT=\$750 and EMR \$500 (if pilot approved). Darlene Mainwaring motioned to approve to the recommended 2017 EMT/EMR Budget Plan & Course Fees, Rich Elliott seconded, motion carried.
- **Performance Evaluation / Personal Action Form** – Cheryl’s annual performance evaluation was sent out prior to meeting. Any feedback was directed to Dr. Horsley. Evaluation approved as presented. Personal Action Form (PAF) may be processed for eligible Merit/COLA per County guidelines. Currently, Cheryl is still at the top of wage scale for the EMS Coordinator position. HR informed her that the EMS Coordinator position will not be included in the county wide salary review/comparison.
- **COP #3 – Triage & Transport (draft update)** – Some proposed updates were discussed to improve out of county transport decisions, continuity of care, address draft DOH Stroke Guidelines updates. Dr. Horsley reviewed 50 out-of-county transfers that went from the field to KVH and had a quick turn-around time for transport out. There were no distinct patterns found. Improving communications with the ED to identify patients that may need a higher level of care. More discussion is needed. Meeting to discuss transfers will be arranged with hospital staff. No action proposed at this time.

NEW & OLD BUSINESS:

- **Strategic Positioning Initiatives (2015/2016) update** –
 - Office Space: Cheryl reported the results of the air quality tests. There is Formaldehyde at levels that exceed the NIOSH recommended safe levels, but do not exceed OSHA or WA L&I. Cheryl provided a copy of the *US Consumer Product Safety Report on Formaldehyde (rev. 2013)*, which lists symptoms and potential adverse health effects of Formaldehyde. Symptoms reported at the last Council meeting continue and are consistent with report. Cheryl reported she cannot be in the office without feeling sick. She is wearing an N95 mask when she is in the office. It helps but does not eliminate the ill effects. Rick also continues to have symptoms. Per the report, the effects will worsen again once the weather heats up. Cheryl’s last conversation with the Landlord concluded he did not feel the science supported that there is a serious issue. He plans to put a new fan in the bathroom to better ventilate the space. Cheryl and Rick both feel it will not improve the situation as they are already using ventilation. The Council supports continuing to pursue breaking the lease early so a safe environment can be secured for the EMS Office. The Executive Committee may continue to support the process as needed.
 - Community Paramedic/MIH Program – The WA State CP/MIH Workgroup has started up again. Local program is still being evaluated. KCHD#2 has one paramedic in training.
 - MPD Info. – Per last meeting discussion, Cheryl checked with like County, Walla Walla, to see if the MPD is compensated in addition to the state stipend. In 2017, the Walla Walla MPD will receive \$8,789 from the county’s EMS Levy. Amount is adjusted annually based on cost of living increase.
 - Recruiting Volunteers – As noted previously, EMR Pilot and AFA training options are targeted at increasing volunteer options. At the last Fire Chiefs meeting, the outer lying Fire Districts expressed an interest in one or both options for increasing EMS qualified volunteers.
 - Data Collection / System Review – Next WEMSIS meeting will be held on 12/14 before the PHTAC.
- **Training Report: Coordinator**
 - OTEP – See Nov. & Dec. monthly training announcements. Training activities are following FY17 Training Workplan.
 - EMT/EMR Pilot Update – EMT Course Announcement/Application has been sent out. Priority deadline for applications is 12/16 to be sure there are enough students to have the class. Applications will be accepted until 1/6/17. EMR Pilot is on the 12/14 PHTAC agenda. If approved, the EMR announcement will go out the next day. Agencies have been advised.
 - 2017 OTEP Schedule has been sent out to training sites for review.
 - 12/13 – IV Maintenance Class scheduled in Cle Elum.
 - 2/25 – West Region EMS Conference <http://www.wrems.com/conf.html>
 - 2017 Instr./Eval. Workshops – to include AHA Instructor renewal requirements
 - 2 Initial ESE Workshops (Part I): 12/29-LC & 1/19-UC

- 2 Annual Instr./Eval. ESE Workshops/Renewal (Initial - Part II): 1/28-UC & 2/11-LC
- MCI Drill Tabletop Exercise – Rich will conduct a condensed exercise and review of the MCI Plan/MCI Cards at the March Fire Chiefs meeting. 2017 OTEP M13 – MCI Tabletop/Plan Review/Cards.
- **AHA Training Site/Public Education/Cardiac/CQI Projects –**
 - Public FA/CPR classes: 1/28 – Cle Elum and 2/25 – Ellensburg (1/2 price approved for FF) Flyer distributed, on website and local newspaper calendars.
- **Regional/State Report – Coordinator**
 - Dec Regional Council–Cancelled
 - 10/19 – WEMSIS /Training Workgroup & Prehospital TAC – Rick attended in Spokane. Minutes available upon request.
 - 11/12 – Training Workgroup – Cheryl reported. Minutes available upon request.
 - Training SharePoint site is now available. Instructions were sent out today.
- **Other/Agency reports –**
 - Rick- Need volunteers for shop with a cop.
 - Darlene-KITTCOM –
 - Dispatchers in training.
 - 1 dispatcher off training soon
 - 3 spots still open
 - Rich-KVFR -
 - Tracking 6 performance measures for 9 mo. of 2017
 - ICS 300 & 400 will be offered end of Feb/March.
 - Dede-KVH –
 - Interim CEO since June
 - Firm has been hired to conduct an official search
 - New ED Doc
 - UC Urgent Care will be increasing hours 1/8/17
 - There is a new private Urgent Care Clinic in Ellensburg opening soon.
- **Motion to adjourn:** No motion made, but meeting adjourned.
- **Next Council meeting:** February 2, 7-9 p.m. in Cle Elum

Approved by:

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

Prepared by:

Cheryl Burrows
 EMS Coordinator
 Secretary/Treasurer

Date: _____