

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL**

**April 11, 2024 (in person & virtual)**

Submitted by: Cheryl Burrows

**MEMBERS PRESENT (voting):** Lee Hadden, Chair (RFD), Rich Elliott (KVFR), Lauren Rosenberry (SEI), Cody Staub (KVH) and Jack Horsley (MPD) **Virtual:** Danielle Bertschi (FD#6), Geoff Scherer (UKCM1), Lora York (LFN), Steve Lamay (ALNW)

**Guest(s):** April Bourbon (SCR) **Staff:** Cheryl Burrows, EMS Coordinator

**Introductions & Membership Updates:** Interim Director, Brian Schaeffer to represent KITTCOM. Suzy Beck, ALNW, has retired.

**ACTION ITEMS:**

- **Minutes** – Rich Elliott motioned to approve the February Council meeting minutes, seconded by Cody Staub, motion carried. Lee Hadden approved the Executive Committee minutes for March as presented.
- **2023 Office Budget Year-end Resolution (amendment 4-11-24)** – Cheryl requested an amendment to 2023 Office Budget Resolution #2-15-24-A to reallocate the year-end credit (\$6,245.66) to the funding jurisdictions to cover unexpected 2024 staffing costs. The costs include back-up staffing for the EMS Assistant while on family medical leave for 12 weeks and the salary increases projected based on the new county wage structure/matrix effective 7/1/24. Any funds not utilized for the staffing line item will be credited back to the funding jurisdiction in the fourth quarter. Rich Elliott motioned to approve the 2023 Office Budget Resolution Amendment as presented, Lanora Rosenberry seconded, motion carried.
- **SCR Request for FY24 Training Funds (PMT #3)** – Cheryl presented the third and final grant training funds request in the amount of \$1,544.74 for annual instructor/ESE Workshops, OTEP in-person instruction, training supplies, and gotowebinar subscription. Request approved.
- **COP #1-Dispatch Description and Response Areas** – Presented update response plan description for KC Fire District #7 as approved by Chief McFarland and a minor response area correction for KC Fire District #4. Draft copy provided for review. Rich Elliott motioned to approve the revisions to the KC Operating Procedure #7 as presented, Danielle Bertschi seconded, motion carried.
- **Naloxone Leave Behind Program (draft protocol)** – Presented the draft protocol for review and requesting support. Current funding is from KC Health Network for 100 doses. Other funding is becoming more available through DOH. KCEMS Office will facilitate distribution to agencies, packaging, restocking, and tracking of data per protocol. Participation in the program is optional by agencies. Cody Staub motion to approve the program as presented, Lanora Rosenberry seconded, motion carried.
- **June Council Meeting Change & Action Items** – Cheryl requested the June Council meeting be cancelled due to being out of the country for two weeks prior to the scheduled date. Also requested approval for the Executive Committee to handle necessary action items during this time frame, i.e. CEPD ESSO Renewal, draft 2025 Proposed Office Budget Plan for jurisdictions, SCR FY25 Training Agreement, and other as needed.
- **Program Financial / Treasurer Report / Vouchers:** Coordinator
  - **Account Balances & Program Financial Reports (4-11-24)** – Reports distributed for review.

**Account Balance:**

• Umpqua Bank Checking =	<u>\$ 120,744.41</u>
<b>Account Balance</b>	<b>\$ 120,744.41</b>

**Program Balances:**

• 2024 Office =	\$ 89,646.45
• FY24 Training (7/1/23-6/30/24) =	<u>\$ 31,097.96</u>
<b>Total Balance =</b>	<b>\$ 120,744.41</b>

- **Approve Payments/Vouchers** – The Council reviewed the March/April. vouchers/invoices provided in voucher packet. Council Chairman will review the financial report with corresponding vouchers upon signature and mail payments.

• Total Vouchers/Payments (2024)	= \$ 26,563.37
• Electronic Fund Transfer: 1	= \$ 451.31
<b>Total Payments:</b>	<b>= \$ 27,014.68</b>

- Number of checks issued: #6833-6846 = 14
- Voided Checks: none

Rich Elliott motioned to approve the vouchers/invoices for Office and Training programs as presented, seconded by Lanora Rosenberry, motion carried.

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

- **Staff/Office Update** – The new EMS Assistant-Victoria Groesbeck (< 2 months) is adapting very well. Debbie is now a casual employee that allows the office to utilize her for backup support when needed ≤ 10 hrs/week as long as she is willing. No specific plan currently past 2024. The EMS Office has a new generic county email address that can be accessed by all staff [kcems@co.kittitas.wa.us](mailto:kcems@co.kittitas.wa.us).
- **National EMS Week (5/19-5/25)**– 2024 theme is “Honoring the Past-Forging the Future”, Free Adult CPR/Stop the Bleed classes are scheduled and an article is planned for the newspaper with picture of the last EMT Class.
- **CWU MCI Drill (6/12)** – EMS goals with KVH for the exercise are communication, utilization of the MCI cards, patient tracking, and reunification w/the utilization of patient pictures as needed. Working on scheduling a tabletop exercise to practice before the event. Info will be sent out to EMS agencies.
- **County Operating Procedure Review Committee** – Cheryl is requesting volunteers to help with COP updates to bring to the EMS Council for review. Cheryl will reach out to those noted when the time comes, Cody, Lanora, Rich, Geoff, Lauren, and Cole.
- **Special Projects** –
  - Pulse Point (PP) Update – Marketing materials are ready and are being distributed among agencies and used at public events.
  - Public Access Defibrillation Community Program – Outreach and partnerships with government agencies continues to build the AED Registry part of the Pulse Point program. This is as staff time allows, so it is a slow building process.
  - Kittitas Fire-Rescue-EMS Communications Procedure Handbook – Will be continued with interim or new KITTCOM Director as time allows.
  - Blood Access Update – KVH waiting on special thermometers. MOU has not been implemented yet, but blood products are still available to EMS. Blood reviews to evaluate waste (PCR CQI).
- **Training Report** -
  - FY24 Training Workplan is on schedule. See monthly training announcements/emails for details. 5/17-ESE Workshop, 5/18-PALS Renewal Class, 5/20-SGA Special Skill Class, 6/15-OTEP Makeup class in upper county, 11/15-ALS Advanced/Difficult Airway.
  - New ALS OTEP materials for first quarter have been from Benton/Franklin MSO and Cheryl is in the process of adapting them for Kittitas County. First quarter materials will be assigned before end of February. BLS OTEP materials are a work in progress for 2024 modules.
  - 2024 Initial EMT/ Refresher Course – One month to go. There are eight students. Students are very engaged.
  - Upcoming: 5/18-5/19 – West Region EMS Conference (first time since COVID). Info. distributed.
  - Public Education - Flyers have been distributed, posted on website, and on newspaper calendars.
    - Announced: FA/CPR classes – 4/20 & 6/22-Medic One, 3/16 & 5/18-KVFR
    - Announced: May Free CPR/Stop the Bleed classes 5/21-UKCM1 & 5/23-KVFR
    - Announced: Child & Babysitter Safety classes 6/14-UKCM1 & 6/21-KVFR
- **Regional/State/Meetings Report** -

- Regional Council (3/28 Meeting & open positions) – April Bourbon provided a short report. Minutes available upon request. Next meeting 5/23.
- DOH Report to Regional Council (March-April ‘24) – Includes highlights and activities of Committees/Workgroups was emailed and is available upon request. EMS & WEMSIS rules to be released at same time, expected this summer. Medical Asst.- EMT Certification is now an option. Will share updates/guidelines as available.

Agency Reports / around the table

- **Motion to adjourn** - Consensus.
- **Next Council meeting:** Thursday, August 8, 1700, at KVFR-#21 (virtual available)

**Approved by:**

**Prepared by:**

\_\_\_\_\_  
 Lee Hadden, Chairman  
 Danielle Bertschi, Vice Chairman  
 Kittitas County EMS & Trauma Care Council

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 Cheryl Burrows  
 EMS Coordinator / Administrator  
 Date: \_\_\_\_\_