

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL**  
**February 13, 2019 (KCEMS Office) - Meeting Minutes**

Submitted by: Cheryl Burrows

**MEMBERS PRESENT (voting):** Lee Hadden, Chair (SCFD), Josh DeHerrera, Vice Chair (ALS), Darlene Mainwaring (KITTCOM), Geoff Scherer (KCHD#2), Rich Elliott (KVFR), Dede Utley (KVH), David Houseberg (KCSAR), Call-ins: Jack Horsley (MPD), Stacey Engel (Ellensburg)

Members reported unable to attend: Ron Adams (public), Brandon Schmidt (FD#1)

**Guest(s):** Tom Watkins (KCHD#2), Suzy Beck (ALNW)

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

**Introductions & Membership Update:**

- Stacey Engel is the new City of Ellensburg representative.

**ACTION ITEMS:**

- Josh DeHerrera motioned to appoint Ray Risdon as the SEI/Training Representative, seconded by Rich Elliott, motion carried.
- **Minutes:** Darlene Mainwaring motioned to approve the December Council meeting minutes, seconded by Geoff Scherer, motion carried. The January Executive Committee meeting minutes approved by Lee Hadden and Josh DeHerrera as presented.

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

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

**Account Balances:**

- 2018 Checking = \$ 52,165.53
- 2019 Checking = \$ 34,823.29 Pending year-end budget resolution
- Total Accounts Balance = \$ 86,988.82**

**Program Balances:**

- 2018 Office = \$ 54,311.58
- 2019 Office = \$ 22,507.06 Pending year-end budget resolution
- FY19 Training = \$ 10,170.18
- Total Programs Balance = \$ 86,988.82**

- **Program Financial Reports/Vouchers** – The Council reviewed the January invoices:

- **2018 = \$ 9,450.60, issued checks #5791-5793 (3)**
- **2019 = \$ 15,288.46, issued checks #5794-5806 (13)**
- **Voided Checks: 5789-5790**

**Total Payment = \$ 24,739.06**

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

- **2019 Travel Reimbursement Rates** – New County rates recognized. Mileage rate = .58
- **EMT Student Reimbursement** – \$231.29 was requested reimbursement to EMT Student who paid for online text resources because he is using used textbook. Text (w/online resources) is covered under Regional Training grant. Actual course fee was invoiced to Roslyn Fire Department. Geoff approved request for reimbursement, Dede Utley seconded, motion carried.

- **2018 Office Budget Year-end Resolution** – Year-end budget resolution was sent out and presented for review. Jack Horsley motioned to approve Budget Resolution #2-13-2019-A, Geoff seconded, motion carried.

Total 2019 Reserve Funds = \$54,311.58. Fund distribution is as follows:

- \$28,661.89 = Credit to Participating Jurisdictions (2<sup>nd</sup> Qrt.) due to EMS Asst. Medical Leave

- \$ 1,761.92 = American Safety & Health Institute (ASHI) Training Site Fund
- \$ 801.59 = Public Education Fund
- \$ 9,000.00 = Benefit Accrual Fund
- \$ 3,429.42 = Office Equipment Accrual Fund
  - \$1,429.42 General Office Equipment replacement/repair
  - \$2,000.00 Computer Replacement
- \$10,656.76 = User Fee / Special Projects (5-year plan)
  - \$4,589.62 = Truck (1<sup>st</sup> payment 2019, total two)
  - \$1,500.00 = MPD Delegate Recruitment Training/Meetings
  - \$4,567.14 = Special Projects
- **By-law Amendment** – Josh DeHerrera proposed “General Committee” language be added to the bylaws. Cheryl sent out the proposed By-law amendment with 14-days’ notice for review and comment. Written comment was received by Ron Adams and read to the Council. Ron supports having committees, but opposes appointing people from outside the Council to the committees. Ron noted the Council has good representation and can seek outside input as needed. Minor wording adjustments were suggested to allow for non-Council members that contribute expertise to the committee. Rich Elliott motioned for approval, Darlene Mainwaring seconded, Ron Adams opposed as noted, motion carried.
- **2019 Class Fee Schedule (proposed amendment)** –
  - EMT Class Fee for CME Hours was added = \$10/class
  - AHA Training Site – AHA Training Site status was not renewed. AHA card fees are removed from schedule.
  - ASHI Blended Course Fees – Added for all FA/CPR and HCP level classes (ecard option only)
 Darlene Mainwaring motioned approval of the proposed 2019 Class Fee Schedule amendments resolution #2-13-2019-B, Josh DeHerrera seconded, motion carried.
- **EMS Assistant Position** – Current job description was distributed for review and comment. Cheryl only has minor wording corrections for clarification. No other changes were recommended. Council agreed on the following posting criteria; post two weeks to start, open until filled, two adds in the Daily Record, and one add in the Tribune. Darlene and Dede volunteered to help with interviews. Cheryl will work with County HR to get the process started. Darlene Mainwaring motioned to approve job description and posting criteria as presented, Josh DeHerrera seconded, motion carried.
- **KC MPD Operational Policy #5-Acquisition & Use of Controlled Substances** – Cheryl distributed new draft update for review. Old policy was available for comparison. The changes aren’t tracked because the layout and order of the Policy content is being changed to correspond better with the current WA DOH Controlled Substance Guidelines for MPD. Cheryl needs to get feedback from the two medics that order and manage the controlled substances for the two agencies. No action at this time.
- **KCFD#7 EMS Licensure Status (Council Letter)** – FD#7 Interim Chief announced he will not be extending his contract. Cheryl expressed concern that two of the Fire District #7 Commissioners are considering reducing or eliminating EMS services. Cheryl has attended meetings regularly as a resident/tax payer of FD#7, participated in a Citizens Advisory Group, and observed comments to this effect on multiple occasions. Cheryl recently offered to provide supporting documentation regarding FD#7’s EMS role and responsibilities. An email was sent to the commissioners, Interim Chief, and Consultant with links to applicable RCWs, WACs, the South Central Regional plan, and FD#7 License/Verification application. Four EMS Council members attended the 2/13/19 FD#7 Commissioners meeting and reported. The Council agreed to draft a letter reflecting the Councils position and offer to proactively provide assistance if the Commissioners decide to pursue a reduction in service. The letter was drafted during meeting, read and Geoff Scherer motioned to approve the letter be sent only if there is further indication that FD#7 Commissioners may act to reduce EMS services to the FD#7 service area, Darlene Mainwaring seconded, motion carried.

**NEW & OLD BUSINESS –**

- **MOU – KITTCOM, KCHD#2, & SPFR** – The MOU implemented in January was shared with board members. Dispatch and operational issues were addressed to provide the highest quality public safety services possible to the shared service area. The MOU is intended to run for a six month trial period. The parties have

tentatively scheduled a training table top for 2/22 at 1000 to test the processes outlined in the MOU. The table top incident will involve both KITTCOM and NORCOM.

- **Training Agreement Addendum A** – KVH provided a copy of their *Annual Employee Tuberculosis Symptom Assessment* tool completed annually with flu shots. This tool can be used by the ALS agencies to maintain this clinical requirement for EMS providers that fall under Addendum A.
- **Strategic Plan/Stakeholder Update (partnership w/ Chief's Association as needed)** –
  - Data-NEMESIS/WEMESIS update – *WEMESIS V3 Data Completeness and Quality Report* for Kittitas County was requested for 1/2017-6/2018. Total of 3,605 incidents reported by 3 of 5 transport agencies. The WEMESIS Coordinator has asked that we review the data being captured and identify what we want to capture to make it most useful. The WEMESIS Coordinator will then run an aggregate report for all of 2018. Cheryl proposes a representative from each ALS agency work with her to review the Data Quality Completeness Report vs. ERS and make recommendations to better capture the aggregate information and measure Key Performance Indicators (KPI). Tom Watkins volunteered from KCHD#2 and Cheryl will keep Rich in the loop. Other participants are welcome.
  - 2018 WACARES data should be available soon.
- **Training Report/FY19 Workplan (7/1/18-6/30/19):**
  - OTEP – See Jan. & Feb. monthly training announcements. Training activities in compliance with 2019 OTEP Schedules and FY19 Training Workplan.
  - Annual Instructor / Evaluator Workshops are scheduled 2/2-KVFR & 2/9-CEFD (3 new Evaluators and 5 need makeup session)
  - 4 new ASHI Lay Rescuer / BLS Instructors working through the process.
  - See Regional Newsletter for upcoming conferences – in council email
- **AHA/ASHI Training Site/Public Education/Projects** –
  - Ellensburg has 2 new ASHI FA/CPR Instructors to maintain internal training needs for students. They are very grateful for KVFR support of this ongoing training need.
  - Public FA/CPR classes: 2/23-CEFD, 3/16-KVFR & 4/13-CEFD - Current flyer distributed and available on the EMS Office website. Reduced rate for members of the emergency response system.
  - AHA Training Site agreement was not renewed. Kittitas County EMS Division no longer qualified due to reduced volume. The AHA Training Center said they would provide direction for the AHA Instructors that want to maintain their AHA status. Cheryl recommends instructors contact the Training Center directly if they want to affiliate directly or with another Training Site. This is a time saver and does not negatively impact the EMS Office. ASHI meets AHA standards and is more administratively friendly.
- **Annual Meeting Review of Council Activities:** Training Workplan, OTEP plan update, By-laws update as needed, participate in Regional Council Plan update, Regional Patient Care Procedure and addendum County Operating Procedure updates, DOH WAC Revision Workgroup.
- **Regional/State Report** – Coordinator
  - 1/24 Regional Council – Dede reported. Minutes available upon request. PCP Workgroup active.
  - 1/1/19-2/28/19 – WA DOH Report to Regional Councils distributed (highlights noted for PHTAC & Education Workgroup updates)
  - PHTAC / DOH Education Workgroup – Minutes available upon request.
  - WAC Workshops (246-976) – Monthly meetings continue. Call in available. See DOH website for updated information and meeting dates. No new draft updates posted at this time.
- **Other/Agency reports** –
  - Cheryl – Office building is for sale.
  - Lee (SCEFD) – Things are good. Kudos to dispatchers for handling the false active shooter call.
  - Darlene (KITTCOM) – Active shooter info; 6 call positions filled, HD#2 crew stayed down after transfer, a lot of resources were made available. An after-incident analysis was completed by law. Active shooter debriefing scheduled 2/14 - 1000 at KVFR.
  - Geoff (HD#2) – New four-wheel drive ambulance ready next week.
  - Rich (KVFR)

- 211 Resource list for County is being updated.
- ICS 100c is the new required course. Slides are available and can teach in person.
- Cabulance will be available in about one month to take non emergent people between home and hospital. About \$100/ride. This will reduce impact on ambulance service.
- Ortho patient destination review – A good number of patients going to Yakima for ortho were either a resident or the incident was closer to Yakima.
- ALNW Study – Reviewing out of service times to different hospitals and all time for ALNW and Life Flight to educate providers to make informed decisions.
- Suzy (ALNW) – Provided CQI data report for Dec. & Jan. for Kittitas County. Report on accidents. ALNW has new logo. Mid-January going live with Balloon Pump (save time and move patients faster). State updates.
- Dede (KVH) – Lots of work on Stroke Care. Coverdell grant. 3/11 Coverdell training w/ EMS tract. Orienting CWU students. Promoting measles education.
- Josh (KVFR-ALS) – Working on Responder Mental Health training to stop the trend of EMS provider suicide. Will send out training details to all EMS agencies.
- Dave (SAR) – No report
- **Motion to adjourn:** Rich motion to adjourn, Geoff seconded.
- **Next Council meeting:** April 4, 7-9 p.m. at KVFR-St. #29

**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  
 Secretary/Treasurer

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