

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

December 5, 2019 (Kittitas Valley Fire & Rescue-St. #29)

Submitted by Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (SCFD), Josh DeHerrera, Vice Chair (ALS), Dede Utley, Sec./Treas. (KVH), Rich Elliott (KVFR), Geoff Scherer (KCHD#2), Ray Risdon (SEI), Jack Horsley (MPD), Darlene Mainwaring (KITTCOM), Stacey Engle (City of Ellensburg), and Ron Adams (Public)

Guest(s): Suzy Beck (ALNW), Jenny Fry (ALNW), and Jacob Riedel (Life Flight)

Staff: Cheryl Burrows, EMS Coordinator (acting Secretary/Treasurer) and Wendy Moudy

Membership list was passed around with the attendance roster. Members were asked to note any updates for 2020.

Presentation: Lisa Young, KC HR Director, presented the 2019 Wage Survey conducted for all County positions and the recommendations for the wage scale adjustments for the EMS Coordinator and EMS Assistant positions. This is the first time the EMS Office positions have been included in a county wage survey so the positions were very behind comparable. The wage survey recommendations are pending Commissioner approval.

ACTION ITEMS:

- **Minutes:** Rich Elliott motioned to approve the October Council meeting minutes seconded by Ray Risdon, motion carried. Lee Hadden and Josh DeHerrera approved the November Executive Committee meeting minutes as presented.

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

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

Account Balance:

- 2019 Checking = \$ 79,628.63
- 2020 Checking = (\$ 1,250.00) – Pending Year-end Budget Resolution

Program Balances:

- 2019 Office = \$ 71,991.53
- 2020 Office = (\$ 1,250.00) – Pending Year-end Budget Resolution
- FY20 Training = \$ 7,637.10
- Total Programs Balance = \$ 78,378.63**

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

- **Issued Checks (2019) #5968-5983 (15) = \$ 24,204.40**
- **Issued Checks (2020) #5984 (1) = \$ 1,250.00**
- **Voided Checks: none**
- Total Payments = \$ 25,454.40**

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 Darlene Mainwaring, motion carried.

- Cheryl will be presenting the 2020 Budget Plan at the 12/18 KCCOG meeting as per Interagency Agreement. This is later than normal, due to conflicts on the earlier dates, but Cheryl will be able to present information on the wage survey and potential budget impact for 2020 and 2021. The 2020 Budget Plan was sent out to the jurisdictions in July as usual.
- The Council discussed how to fund the potential wage scale adjustments. Cheryl expects \$25k-\$30k credit for 2019, due to the transition with hiring the new EMS Assistant. The council agrees carrying this credit forward to support the same line item is appropriate since the wage survey was not completed until recently and was not anticipated in June when the 2020 budget was approved. Cheryl

will send out information to the KCCOG members regarding this request so it can be discussed on 12/18 as needed.

- The Council agreed a special meeting be called by the Executive Committee as needed in January to approve the Wage Survey implementation to meet county time line. Rich Elliott motioned for approval, Darlene Mainwaring seconded, motion carried.
- **Life Support Training Funds (\$3,000)** – Cheryl presented a list of training supplies and equipment needs to purchase with the Life Support training funds for approval. The Bariatric CPR Manikin was not approved (\$400). These funds will be used for additional moulage or disposable training supplies. Rich Elliott motioned for approval, Josh DeHerrera seconded, motion carried.
- **EMS Coordinator County Job Description** – Recommended updates to the county EMS Coordinator county job description were presented at the October meeting, followed by a review by HR with a few additional county specific language updates. A draft copy was distributed with tracked changes. Cheryl requested the Council’s approval to change one addition by the county (pg. 4) to allow for flexibility with normal week day hours from 0800-1700 to adjust for expected training schedules, meetings, and other work related demands that may occur during evenings, weekends, and holidays. Jack Horsley motioned for approval as presented with the noted change, Rich Elliott seconded, motion carried.
- **EMS Coordinator Annual Performance Evaluation & PAF** – Annual performance evaluation was sent out to board members prior to the meeting and available at the meeting. Cheryl’s direct supervisor, Dr. Horsley, performs the annual evaluation. The Board members were encouraged to contact Dr. Horsley prior to the meeting as needed. Cheryl offered to leave the room for any discussion. Rich Elliott motioned for approval to include Personnel Action Form for eligible merit increase if needed depending on wage survey implementation, Darlene Mainwaring seconded, motion carried.
- **EMS Assistant Report & 1 FTE PAF** – Cheryl provided a written update on Wendy’s performance with the emailed Council packet. The same information was provided with the expectation that Wendy would be transitioning to full time 1/1/2020. Although it is early in the month, Cheryl requested that the Council approve the Personnel Action Form for 1 FTE since the form has to be submitted before the next Executive Committee. Should anything change, it will be addressed with the Executive Committee. Rich Elliott motioned for approval of the Personnel Action Form to make Wendy full time on 1/1/20, Darlene Mainwaring seconded, motion carried.
- **Annual MPD Agreement Renewal** – The proposed annual MPD Personal Services Agreement language reviewed at the October meeting was sent to the VFIS representative and approved. The agreement includes new language to allow the MPD to provide clinical review of annual Tuberculosis Symptoms Assessment forms for EMS providers whenever there is a “yes” answer on the assessment form and recommend if further follow up is needed. This change supports the annual Clinical Training Agreement Addendum to all for certified providers to obtain ongoing skill maintenance at the hospital as needed for their certification. Rich Elliott motioned for approval, Darlene Mainwaring seconded, motion carried. Jack Horsley abstained.
- **Winter CWU EMT Course Applications** – Doug Presta submitted the CWU EMT Application for Council recommendation. CWU will be offering EMT classes Fall, Winter, and Spring. The Course is classroom/face to face, with Supraglottic Airway Endorsement. Cheryl will verify this endorsement is intended. All paperwork is in order. Rich Elliott motioned for approval, Josh DeHerrera seconded, motion carried.
- **2020 Council Meeting Dates** – Proposed 2020 Council meeting dates were discussed. Feb. 6–Cle Elum (St. #72), April 9–KVFR, June 4–CEFD, Aug. 6–KVFR, Oct. 8–CEFD, Dec. 3–KVFR Darlene Mainwaring motioned for approval, Geoff Scherer seconded, motion carried.
- **2020 Training Services Fee Schedule** - Cheryl presented a Training Services Fee Schedule comparison for 2018-2020 with 2020 increase recommendations. Geoff Scherer motioned for approval, Josh DeHerrera seconded, motion carried. Training Course Fees will be reviewed in June for FY21 (7/20-6/21).
- **Internal System Review** – Cheryl reported on her 11/22 meeting with Mike Plymale conducting Internal System Review. Cheryl provided a written summary of the two main risk areas identified by Mike; Service Agreements and Segregation of Duties (w/Control Matrix). Cheryl explained the risk areas and recommended solutions. Cheryl confirmed with Mike in writing that the risk with Service Agreements is only for the Council. There is no risk for the individuals with the service agreement unless they do not claim their 1099-

misc. income form when issued. Some of the Segregation of Duties / Internal Control Matrix recommendations were reviewed. There is more work to do before finalizing the recommendations for approval to reduce the identified risk. Carried to the February meeting. No action taken.

NEW & OLD BUSINESS –

- **County Protocols & “Check the Dose” app update** – Rich and Josh reported that a review of ALS protocols has been conducted with staff on light duty to facilitate some needed changes. Some of the recommended changes will improve the ability for the new protocol application to link between patient care and medicine protocols. Cheryl will get through the Office/MPD review and some possible additions, send out for further input as needed, and send to DOH for approval. Cheryl appreciates the help very much!!
- **User Fee Discussion continued (truck purchase/special projects)** – Cheryl reminded the Council that the current 5-year plan ends in 2020. The truck will be paid off in January. The council agreed previously that future needs should be reviewed. Nothing new at this time. Discussion continued to next meeting.
- **Training Report (FY20 Workplan) -**
 - OTEP – See Nov. & Dec. monthly training announcements. Training activities in compliance with 2019 OTEP Schedule and FY20 Training Workplan. Last makeup scheduled for 12/7 in Cle Elum. SCR education Stroke/KPI/WEMSYS video was utilized during OTEP M18. It turned out very good. Recommend viewing.
 - Advanced First Aid Planning: 5 AFA 2017 participants completed their renewal in Oct. Initial AFA course currently being held at CEFD (11/5 – 12/7) is almost completed with 7 participants. Ray Risdon is the lead. A couple of students have already expressed an interest in EMT Course.
 - EMT/EMR Course Application packet went out in October winter 2020. Class to be held at CEFD. Only 8 applications received so far but a lot of interest expressed and a few confirmed are on the way. FD#7 received SAFER grant to train volunteers as EMTs. Priority deadline was 12/4 to determine course viability with applications accepted until early 1/2/20. Course expected to happen.
 - ASHI Instructor course to be scheduled. Looking at possible dates.
 - PALS Renewal coming in March.
 - Annual Workshops to be scheduled early 2020 / Identifying possible new evaluator candidates.
 - King County EMS Online – Office received official notice that 2020 is last year available.
 - Public FA/CPR classes: No class in December, 1/11-KVFR and 2/8-CEFD current flyer distributed and available on the EMS Office website. Reduced rate (50%) for members of the emergency response system. A public waiver for injury will be required at future classes to participate. ASHI has a sample waiver for that meets the need.
 - Update Workforce Training Clarification – Zita obtained needed clarification and was shared via email to members at last meeting. Students must be affiliated with EMS agency to participate in initial training course. The EMS Office may receive payment from student with documented agreement between agency and student for reimbursement. The course training announcement and student application language was adjusted to reflect this information and provide as verification for the EMS Office.
 - MPD CQI Airway Report – Dr. Horsley request a procedures report for the last 12 months to include all medics and the number of advanced airway procedures performed (ETI, Supraglottic airway, and CPAP). The numbers, attempts, and whether the procedure was successful or not are skewed by inconsistencies with data entry/documentation. These procedures will continue to be monitored. Some findings were shared.
 - Suzy Beck with ALNW inquired if the Kittitas County EMS Office could conduct two RN to EMT classes per year for ALNW staff (April & Sept.). Why? WA State requires air transport nurse personnel to be certified as EMTs and Kittitas County is centrally located. KCEMS has conducted one RN to EMT class simultaneously with EMT for one local nurse. Due to limited administrative time, and SEI availability, and meeting local training needs, two classes per year is not realistic at this time. After further discussion, the Council and three SEIs present agreed to support a class in September. A sample class provided by Yakima EMS in will be used as possible model. Cost, schedule and other details will still need to be worked out.

- **Regional/State/Meetings Report** – Coordinator
 - 12/5 Regional Council– Provided by Dede and Wendy. Minutes available by request. Next meeting 1/23/20.
 - Monthly WA DOH Report (12/1/19-1/1/20) – Distributed via email and available by request.
 - REDi HCC Update – Dede & Rich have been trying to participate with these meetings. It is clear that local plans need to be shared and local agencies need to stay involved to be a voice for what is realistic at the local level. KC MCI Plan has been shared with previous HCC coordinator but staffing has changed. Dede has invited the current coordinator to meet and tour KVH on 12/12. Cheryl & Rich will plan to attend as well.
 - Rule Development Workshops (WAC 246-976) – Monthly meetings continue. Next meeting 12/18. 2020 schedule to be posted. Call in available. See DOH website for updated information and meeting dates.
<https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/EmergencyMedicalServicesEMSSystems/RulesDevelopment>
 - 2019 WA State EMS & Trauma System Assessment Report is now available and was emailed to council. Last Public forum scheduled 12/12 in Wenatchee. Four discussion handouts distributed to Council member for review and comment as needed.
 - Access To Emergency Medical Services
 - Community & Patient Safety
 - Improving Patient Outcomes
 - Resource Investments<https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/EmergencyMedicalServicesEMSSystems/EMSandTraumaCareSystemAssessment>

- **Other/Agency reports** –
 - Suzy (ALNW) – Shared CQI report and follow-up on incident from last month. ALNW passed CAMES Inspection. Reevaluating vendors. Introduced Jenny Fry the new Outreach Coordinator.
 - Geoff – Ready for winter impacts on I90 Pass with SPFR crew and Medic One ambulance at Pass during busy times.
 - Dede – Two new hospital commissioners. Renew designated trauma level IV. Moving some clinics. Setting up education course in April on human trafficking. Dates will be sent out.
 - Rich – Masters level student available to crunch data. Please submit ideas/requests. Shared information on Behavioral/Mental Health Services tax. Lots of support from community groups. Council discussed sending a letter of support. Rich will send template. Geoff Scherer motioned for approval to send letter of support, Dede Utley seconded, motion carried
 - Stacy – A new City of Ellensburg Council member will likely be appointed to the Council for 2020.
 - Jack – Shared Taser information from jail incident.

- **Motion to adjourn:** Ray Risdon motioned, meeting adjourned
- **Next Council meeting:** February 6, 7-9 p.m. at FD#7 – Station #72 in Cle Elum

Approved by:

Prepared by:

Signed copy on file.
 Lee Hadden, Chairman
 Joshua DeHerrera, Vice Chair
 Kittitas County EMS & Trauma Care Council

Signed copy on file.
 Cheryl Burrows
 EMS Coordinator
 Acting Secretary/Treasurer

Date: ____ 2-6-2020 _____