

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

December 7, 2017 (KVFR-St. #29) - Meeting Minutes

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (SCFD), Marlo Frownfelder (CEFD), Darlene Mainwaring (KITTCOM), Ray Risdon (FD#7), Jay Wiseman (SPFR), Dede Utley (KVH), Rich Elliott (KVFR), and Jim Schoeggl (FD#8)

Guest(s): Cody Staub (KVH), Eve Ciccarelli (FD#7 resident), Suzy Beck (ALNW), Kyle Danielson (ALNW), and Zita Wiltgen (SCR Administrator)-call in

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

Council Membership: Membership list was circulated for verification and updates.

ACTION ITEMS:

- **Minutes:** Darlene Mainwaring motioned to approve the October Council meeting minutes, seconded by Ray Risdon, motion carried. November Executive Committee meeting minutes approved to include ratification of the action items as noted in the minutes.
- **Treasurer's Report / Vouchers:** Coordinator
 - **Account Balances & Program Financial Reports** - Reports distributed for review.
Account Balances:
 - 2017 Checking = \$ 39,658.83
 - 2018 Checking = (\$ 845.00)
 - Savings = \$ 3,089.98
 - Total Accounts Balance = \$ 41,903.71****Program Balances:**
 - 2017 Office = \$ 44,636.05
 - 2018 Office = (\$ 845.00)
 - FY17 Training = (\$ 1,887.34)
 - Total Programs Balance = \$ 41,903.71**
 - **Program Financial Reports/Vouchers** – The Council reviewed November invoices in the amount of **\$22,300.40, issued checks #5514-#5534 (21)**. 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.
 - **2018 Office Budget Amendment** - The Council reviewed the proposed 2018 Office Budget Amendment resolution #11-7-17. The amendment reflected line item adjustments for EMS Assistant, Rent/Utilities, and Insurance. There was no change to the overall budgeted amount or distribution to Participating Jurisdictions. Rich Elliott motioned to approve resolution #11-7-17 2018 Office Budget Amendment, seconded by Josh DeHerrera, motion carried.
 - **KCCOG / 2018 Payment Agreement** – Cheryl presented the 2018 Proposed Office Budget Plan to KCCOG at the November meeting. Budget was recommended for approval to Participating Jurisdictions by those members present. 2018 Payment Agreements will be issued and signed by Chair.
- **By-Laws Update** – Draft by-laws from October meeting were reviewed by the Regional EMS Director and minor adjustments were made and discussed with Council. The Secretary/Treasurer position will now be an elected council member position and will also fill the Executive Committee member position (previously an appointed member). The EMS Coordinator will still perform the duties of the Secretary/Treasurer as directed by the elected Secretary/Treasurer. Effective 1/1/2018, available council positions will reflect changes to licensed EMS agencies. The recommended By-Laws updates were sent out for final review two weeks prior

to Council meeting. No further changes were recommended. Jim Schoeggl motioned the Council approve the Council By-Laws update as presented, seconded by Darlene Mainwaring, motion carried.

- **2018 State Training Course Applications** – Cheryl requested the Council’s recommendation on the following state course applications for the 2018; 2-3 Instructor/Evaluator Workshops scheduled for 1/20-Cle Elum, 2/10-Ellensburg, and a tentative makeup Workshop to be announced, and an EMT Refresher Course and RN to EMT Bridge Course as part of the already approved 2018 EMT Course (separate applications are required). Rich Elliott motioned the Council recommend the course applications to DOH for approval, seconded by Darlene Mainwaring, motion carried.
- **2018 Council Meeting Schedule** – Darlene Mainwaring motioned to approve the 2018 Council meeting schedule as follows; 2/8, 4/5, 6/7, 8/2, 10/4, 12/6, seconded by Josh DeHerrera, motion carried.
- **2018 Training Fee & Course Fee Schedule (EMS & Public Education)** – Cheryl presented two separate fee schedules for review, discussion, and approval. The Training Fee schedule to pay Senior EMS Instructors, instructors, evaluators, and simulated patients for EMS and Public Education classes reflects changes to minimum wage scale and the addition of the Advanced First Aid course. Training Class Fees Schedule (EMT & Public) includes updates to cost of initial training courses, increases to AHA cards, and the addition of ASHI cards. Josh DeHerrera motioned to approve both 2018 Fee Schedules as presented, seconded by Jim Schoeggl, motion carried.
- **Coordinator Performance Evaluation** – Coordinator’s annual performance evaluation is done by the Medical Program Director and sent out to the EMS Council for review and comment. Coordinator is also requesting Council approval of a COLA/Merit increase for both staff positions for 2018. The increase (1-3%) will be whatever the County Commissioners approve for positions within the County. Darlene Mainwaring motioned to approve the Coordinator’s Performance Evaluation as per MPD recommendation and the COLA/Merit increase for both staff positions, seconded by Rich Elliott, motion carried.
- **SPFR BLS Ambulance Verification Application Update** – As discussed at previous meetings and with the recent successful election to merge KCFD#8 into KCFD#51, SPFR will be submitting a state application for verified BLS ambulance service in Kittitas County. The SCR EMS & Trauma Systems Plan (2017-2019) min/max verified service numbers allows for this expansion in verified services. The application process does not require the local EMS Council’s recommendation. However, Cheryl recommends the Council include a letter of support with the application so the Regional Council and the DOH know the local Council is aware of the application and the SPFR has been in communication with the local stakeholders. Rich Elliott motioned to approve the Council send a letter of support, seconded by Marlo Frownfelder, motion carried.
- **SCR EMS & Trauma System Plan Response Area Descriptions / Map update (Appendix 1 & 2)** – Cheryl sent out and reviewed in detail at the meeting proposed updates to the SCR EMS & Trauma System Plan (Appendix 1 & 2). The updates reflected all EMS agency changes effective 1/1/2018 as result of the November elections, Pending SPFR Verified BLS Ambulance application, min/max/actual numbers, and Trauma Response area updates to reflect new format requested by Regional Administrator to update state Trauma Map. Rich Elliott motioned to approve recommended updates as presented and pending any further approval by SCR and DOH, seconded by Marlo Frownfelder, motion carried.
- **MCI Plan / MCI Cards draft update for KCCEMP** – MCI Plan/MCI Card last draft update dated 11-21-17 was sent out for review and comment to all EMS agencies and Council members and discussed at the last two meetings. MCI Card updates reflect changes to EMS agencies as result of the November election. The KCSO EM Coordinator is requesting all updates for the KCCEMP – ESF8 by end of December. The MCI Plan/MCI Cards make up the majority of ESF8. MCI Updates still needed are to the MCI Card Map and a couple of new forms. All proposed changes were discussed, and minor corrections made. There was a recommendation to have fixed wing aircraft requested by the hospital if needed for patients out of hospital. Rich Elliott motioned to approve as presented and pending updated map and forms, seconded by Josh DeHerrera, motion carried.

- **Naloxone for BLS Providers** – There has been an ongoing discussion about the Naloxone for BLS providers and whether there is a need for MPD protocols for EMT/Law Enforcement Officers. Dr. Horsley, CEPD Officer, and Cheryl had a conference call with Catie Holstein, DOH-EMS Program Manager, to discuss the situation. Catie provided follow-up recommendations in writing including the regulatory framework. This communication was also sent out to all Kittitas County Law Enforcement agencies. Catie’s email was provided to EMS Council members in advance of meeting for review and comment. As part of the Council’s review, KVFR overdose stats for 2015-2016 were provided, the report for *WA DOH Opioid-related Deaths in WA State, 2006-2016* (broken down by county 2012-2016), and results of a MPD requested survey to the County paramedics. Public Representative Ron Adams submitted his comments in writing and were read to council. In summary, Catie’s recommendation for EMS is “The MPD and local EMS Council strongly consider the development of a protocol for administration of Naloxone and add Naloxone to the formulary as an optional medication.” Rich Elliott motioned the Council recommend to the MPD to follow Catie Holstein’s recommendation for an optional protocol, seconded by Marlo Frownfelder, motion carried. If even one local EMS agency chooses to carry Naloxone, a training plan will be implemented

NEW & OLD BUSINESS:

- **SCR PCP & County Operating Procedure Updates (drafts 11-29-17)** – As part of the trauma response area updates, licensed/verified agency changes, and Regional Council scheduled review of patient care procedures (PCPs) the county operating procedures (COPS-addendums to PCPs) are being updated. The following COP updates were sent out for review and comment. No action requested at this time. Work in progress.
 - COP #1 – Dispatch (Response Areas) – Response area updates and agency updates.
 - COP #2 – Response Times – Cheryl recommended eliminating this COP. Exceeds state minimum standard which is reflected in the SCR PCP. Not monitored or enforceable. Council agreed. No official action.
 - COP #4 – Interfacility Transfer – Section D.1. terminology changes (Dede will send transfer info.) and Section D.2 -remove wording for 3-person level staffing.
 - COP #7 – Air Ambulance Transport – Discussion on wording in some areas and section D.3. – looking at identifying types/subsets of patients to help providers identify when to consider time to blood products vs. transport time to facility for critical trauma.
 - COP #10 – EMS & Health Care Services Data Collection (Documentation) – Language proposed to require Data Collection meet certain criteria including using data fields when available to improve quality of data and use of Key Performance Indicators for quality improvement. This also helps KVH.
- **EMS Stakeholder Update (EMS Council/Fire Chiefs Assoc. Partnership)** – November ballot results – Kittitas Valley Fire & Rescue (FD#2) annexed City of Kittitas into fire district. KCFD#8 merged with Snoqualmie Pass Fire & Rescue (KCFD#51). As noted above, SPFR will be submitting application for verified BLS Ambulance license in Kittitas County. Chief Wiseman, SPFR, is still working on an agreement between the EMS agencies from Kittitas and King County that services the Snoqualmie Pass Area to address response needs and other issues.
- **Data-NEMESIS/WEMESIS/ERS update** – Cle Elum Fire Department continues to work with Emergency Reporting to transition to ERS 3/NEMESIS 3. The goal is still to have all ALS and BLS ambulances services submitting data into NEMESIS 3 by 1/1/18. If not, we will be close and that is good. Cheryl is still concerned about consistent data entry between agencies and providers so that there is meaningful county-wide data and to be able to evaluate Key Performance Indicators for quality improvement. The state Data Collection person has inquired when the aid services that use ERS will be transitioning to ERS3. Cheryl will reach out to the aid services, once all ambulance services have transitioned and time allows.
- **Training Report/FY18 Workplan (7/1/17-6/30/18):** Coordinator
 - OTEP – See November & December monthly training announcements. Training activities in compliance with FY18 Training Workplan.
 - 11/17/17 – ECG Interpretation Class, Instr. Bob Carlson at KVFR #29 – 50+ attended
 - 1/26/18 – EMS Updates (HP Airway Mgmt. +), Instr. Dr. Latimer, 0900-1200 at KVFR #29

- 11/2-12-2 – Advanced First Aid Course – 17 out of 18 students completed the course. Good feedback from instructors and students. The plan is to offer a class in lower county in the Spring if there is enough interest.
- 1/23-5/15/18 – EMR/EMR Course – Training Announcement/Application/Schedule posted and emailed. Only 9 applicants so far. Encourage volunteers to submit applications by priority deadline.
- March '18 - PALS Renewal Course (tentatively 3/9 or 3/23 at CWU)
- West Region EMS Conference 3/23-25, Ocean Shores
- **AHA Training Site/Public Education/Projects –**
 - EMS Office is now a Training Site for American Safety & Health Institute. AHA Instructors have the option of obtaining reciprocity. ASHI lay rescuer program keeps cost of public trainings down. Cheryl will look at other programs that might be beneficial as time allows.
 - Public FA/CPR classes: ASHI-1/24-CEFD & 2/24-KVFR. Flyer available on website, email and posted in local newspaper calendars. No class scheduled in December. Half price for emergency responders.
- **Regional/State Report – Coordinator**
 - WAC 246-976 will be officially opened for review this month. 12/20 – First WAC review meeting.
 - Legislative Update–1358, 5751, 1258 - DOH is working on guidance documents.
 - 11/28-Training Workgroup (reported) – Minutes available upon request (next meeting 12/19/17)
 - 11/30- Regional Council (reported)- Minutes available upon request (next meeting 1/25/18)
 - Prehospital TAC – next meeting TBA
- **Other/Agency reports –**
 - Darlene (KITTCOM) – Need dispatchers
 - Dede (KVH) –Working on transfer language. Introduced Cody and his new role. Working on partnering with EMS on Stop the Bleed program in community and schools. KVH-UC Clinic is moving to the old Swedish Clinic space on First St.
 - Suzy (ALNW) – Hired Regional Manager for Yakima and Data Analyst. Two crews 24/7 in Yakima. Remodel is complete. Trainings are held onsite. Blood products on both aircraft all of the time.
 - Rich (KVFR) – Rich shared information on the Community Mental Health Forum. KVH is helping to resolve provider gaps. There is a new facility in the Ellensburg area.
 - Landing Zone spreadsheet-More information has been received from ALNW and John Storch/Jim Schoegl. Cheryl is working on getting an updated draft for review.
- **Motion to adjourn:** Meeting adjourned.
- **Next Council meeting:** February 8, 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: _____