

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL
April 5, 2018 (Kittitas Valley Fire & Rescue) - Meeting Minutes
Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (SCFD), Darlene Mainwaring (KITTCOM), Dede Utley (KVH), Rich Elliott (KVFR), Josh DeHerrera (ALS), Geoff Scherer (HD#2), Brandon Schmidt (FD#1), Obie O'Brien (BOCC), Ray Risdon (FD#7) and Mary Morgan (Eburg).

Guest(s): Jonas Landstrom (ALNW), Suzy Beck (ALNW), and Zita Wiltgen (SCR Administrator)

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

Introductions

Membership Update: Marlo Frownfelder (CEFD) working, Ron Adams (Pub) working, ALNW - calls.

ACTION ITEMS:

- **Minutes:** Darlene Mainwaring motioned to approve the February Council meeting minutes, seconded by Josh DeHerrera, motion carried. March Executive Committee meeting minutes approved by Lee Hadden and Ray Risdon as presented.

- **Treasurer's Report / Vouchers:** Coordinator
 - **Account Balances & Program Financial Reports** - Reports distributed for review.
Account Balances:
 - 2018 Checking = \$ 21,299.10
 - Savings = \$ 3,089.96
 - Total Accounts Balance = \$ 24,389.06****Program Balances:**
 - 2018 Office = \$ 25,873.32
 - FY17 Training = \$ (1,484.26)
 - Negative balance was explained. Pending Acct. Rec. FY17 Training Funds
 - Total Programs Balance = \$ 24,389.06**

 - **Program Financial Reports/Vouchers** – The Council reviewed March invoices in the amount of **\$19,993.53, issued checks #5586-#5611 (26)**. All account activities were available for review to include payroll and benefits. Darlene Mainwaring motioned to approve the Office and Training financial reports and payment of invoices as presented, seconded by Josh DeHerrera, motion carried.

 - **Budget Amendment** – Cheryl requested the Council approve \$1,500 from User Fees for Truck purchase and special projects to support the Personal Service Agreement for part time support. Discussion followed. Rich motioned for approval, seconded by Darlene Mainwaring, motion carried.

- **IV Course State Application** – Cheryl requested the IV Course that was postponed in the spring due to low applicants be attempted again before the end of the training fiscal year. The lead instructor is supportive. The class will be in May and June. A new state application is required. Mary Morgan motioned to recommend the IV Course application to DOH, seconded by Rich Elliott, motion carried.

- **SCR FY19 Training Survey / Grant Request** – Cheryl presented the FY19 proposed Grant Request based on the usual OTEP and initial training workplan related expenses for review and discussion. Additional suggestions or requests were encouraged. Manikin to simulate difficult airways was proposed. Draft balance = \$48,800. Estimated # of EMS providers will be adjusted before submitting. Geoff Scherer motioned to approve as presented with needed adjustments, seconded by Mary Morgan, motion carried.

NEW & OLD BUSINESS:

- **Staffing Update / Coordinator Wage Scale** –
 - Rick is still on medical leave. Return date not know at this time. Crystal has been a great help!
 - Cheryl is still trying to gather Wage Scale position comparable. Mason County has been eliminated as a comparable office/position. Gray's Harbor EMS Office functions very similar to Kittitas county

and they have agreed to provide Salary and job description information. Cheryl hopes to have a proposal for the upcoming budget cycle. More to come...

- **WAC Updates** – Links to the DOH webpage for all information related to the open WAC for 246-976 was shared to the EMS Council members via email. Review and proposed changes are being posted as they become available. Good idea to review these and provide feed back as soon as possible. Cheryl shared some of the proposed changes. If anything, unexpected comes up, information will be sent out or shared at future Council meetings. WAC meetings are available via webinar. WAC review process expected to be completed in early 2019.
- **EMS Stakeholder Update (EMS Council/Fire Chiefs Assoc. Partnership)** – MCI Map update completed for the MCI Plan. SPFR BLS Ambulance Verification application was recommended by SCR EMS & Trauma Care Council and submitted to WA DOH for processing. New agreement between KCHD#2 and SPFR regarding resource requests from HD#2-Medic One when SPFR is not available.
- **Data-NEMESIS/WEMESIS/ERS update** – Cheryl and Crystal had a webinar meeting with the state WEMESIS Coordinator to learn how to access and build reports, as well as, identify what information is not to be captured due to the lack of making data fields required. Samples of county wide stroke data was shared for the first quarter of 2018 to show the gaps in data collected. Dr. Horsley will be reviewing these incidents to see if the Key Performance indicators are being performed. Still working on identifying proposed fields to make required for better CQI and over all data collection. WEMESIS Reports on the state side of this process are still in the development stage. 2017 WACARES data should be sent out later this month.
- **Stakeholder Update (partnership w/ Chief’s Association as needed)** –
 - Standardizing Equipment – Cheryl would like to work towards this in certain areas to simplify training, tracking and also supports protocol updates. Specific items that have come up are head beds, narc lock boxes in ambulances, child BVM changes. Some are easier than others due to the price tag involved. This is an ongoing work in progress.
 - MPD Planning Workgroup – Josh DeHerrera proposed that the Council revisit planning for the MPDs retirement (approx. in 2-3 years). The council agreed. Josh will lead the workgroup and Dede and Cheryl will be involved. Josh will report progress at next meeting.
- **Training Report/FY18 Workplan (7/1/17-6/30/18):** Coordinator
 - OTEP – See March & April monthly training announcements. Training activities in compliance with FY18 Training Workplan. June OTEP makeup schedule will be available soon.
 - 1/23-5/15/18 – EMR/EMR Course (CEFD) – 2 Students (all EMT at this time). One student dropped. Class is off to a good start with lots of willing instructor and evaluator participation.
 - 3/9/18 - PALS Renewal Course at CWU – Full class & Great Instruction
 - CWU Paramedic Program Update – Keith Monosky resigned. Keith contacted Cheryl to make sure the EMS Office was in the loop. Cheryl contacted interim program Director, Steve Chrisman, to see if he needed any support from the EMS Office or EMS Council. Per Steve, new Program Director expected to be hired by September, lots of plans for enrollment improvement, satellite programs, etc. Things are going well. No help needed at this time. Advisor Board meeting planned for May/June.
- **AHA/ASHI Training Site/Public Education/Projects** –
 - National EMS Week (5/20-5/26)
 - Public FA/CPR classes: 2/24-KVFR (March & April TBA). Flyer available on website, email and posted in local newspaper calendars. No classes scheduled July-Aug. Half price for members of emergency response system.
- **Regional/State Report** – Coordinator
 - 1/27- Regional Council (Zita reported)- Minutes available upon request (next meeting 3/22/18)
 - EMS Rule Making Chapters 246-976 WAC review is officially open with monthly meetings/conference call available. Schedule available by request and interested parties can register for meeting notifications. Also posted on DOH website.
 - Legislative Update–1358, 5751, 1258 - Guidance document development continues.
- **Other/Agency reports** –
 - Darlene (KITTCOM) – Need dispatchers

- Geoff (KCHD#2) – New full-time EMT is Matt Schauer
- Marlo (CEFD) – Inquired about AFA Protocols/Guidelines. These are not provided like with EMS providers. AFA providers are expected to follow scope of instruction.
- Rich (KVFR) – KVFR will have an intern in mid-March for about 600-800 hours. Intern is a Public Health student. The project will include review of all calls to capture information related to overdoses, non-transport, and more. Requests/suggestions are welcome.
- Dede (KVH) – KVH-UC Clinic has moved to the old Swedish Clinic space on First St. Number of patients has increased. New software system being implemented 2/12 will come with challenges, please be patient. Discussed saline shortage issues.
- Jonas (ALNW) – Reported on training opportunities, working with dispatch agencies to streamline calls, EMS Week open house in Yakima, Landing Zone classes have been revised.
- AHA Guidelines for Stroke Patients discussed
- MPD approved Naloxone for EMTs on an optional basis per agency. Cheryl has announced at Fire Chiefs meeting. No requests to date. Cheryl will eventually send information out to all agencies via email.

- **Motion to adjourn:** No, only by consensus of everyone leaving.
- **Next Council meeting:** June 7, 7-9 p.m. at Cle Elum Fire Department

Approved by:

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

Prepared by:

 Cheryl Burrows
 EMS Coordinator
 Secretary/Treasurer

Date: _____