

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

April 4, 2019 (KVFR - #29) - Meeting Minutes (w/ 6/13/19 corrections)

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (SCFD), Stacey Engel (Ellensburg), Darlene Mainwaring (KITTCOM), Rich Elliott (KVFR), Dede Utley (KVH), Crystal Campbell (FD#7), Rachel Carlson (FD#3), Jack Horsley (MPD), and Ron Adams (Public)

Members reported unable to attend:

Guest(s): Suzy Beck (ALNW) and Chris Helgeson (FD#3)

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

Presentation: Chris Lawson, FF/PM-KVFR, presented information on a new field smart phone application for paramedics and other providers as needed. The app is called "Check the Dose" (CTD). The app currently used and funded by KVFR and KCHD#2 is not favored and will be cancelled at the end of May. CTD has more functionality, can be maintained by the users, automatically updates every 24 hrs, and does not require internet to utilize the features. Paramedics are able to pilot the app and give feedback. App developer will provide a presentation on the app on 4/16 at KVFR. Chris is working on getting a bid.

Introductions & Membership Update:

- No membership update

ACTION ITEMS:

- **Minutes:** Darlene Mainwaring motioned to approve the February Council meeting minutes, seconded by Rich Elliott, motion carried. The March Executive Committee meeting minutes were approved by Lee Hadden as presented.

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

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

Account Balances:

- 2019 Checking = \$ 83,543.80
- Total Accounts Balance = \$ 83,543.80**

Program Balances:

- 2019 Office = \$ 73,180.53
 - FY19 Training = \$ 10,363.27
- Total Programs Balance = \$ 83,543.80**

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

- 2019 = \$ 12,627.69, issued checks #5829-5845 (17)

- **Voided Checks: none**

Total Payment = \$ 12,627.69

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 Rich Elliott, motion carried.

- **By-law Amendment** – Minor clarification requested by Cheryl for the record on the wording for General Committees section to address expressed concerns. Wording proposed; "The members of such committee may not be members of the council but should contribute expertise needed to carry out the objective and purpose." Rich Elliott motioned for approval, Ron Adams seconded, motion carried.
- **EMS Assistant Position** – Thirty applications have been received. Applications have been scored and 5 applicants will be interviewed to start. Scoring system has been shared with HR, Exec. Committee and Interviewers. Interviews are scheduled for 4/10. Darlene Mainwaring, Dede Utley, Cheryl, and one HR Staff member will be on the review committee. There was extensive budget discussion related to salary range for

qualified candidate. A highly qualified candidate would require minimal training, possess skills to advance the position, and be a potential candidate for succession planning, meeting short and long-term goals. Due to transition time between EMS Assistants and part-time help, the 2019 Budget has funds available to bring a highly qualified candidate in at the top range. Cheryl provided a spreadsheet with five salary ranges to review the impact on budget for 2020. The top range would increase the budget for 2020 by approximately 8.5% with an anticipated credit to the funding jurisdictions from 2019 reducing the impact. The Council members agreed that for the right applicant, the top of salary range should be considered and that the budget can handle it. If the budget is impacted as discussed, the council members agreed that a letter should be sent to the largest funding jurisdictions explaining the anticipated impact on the budget. Cheryl also requested 4-10-hour days be an option. Jack Horsley motioned to approve the flexibility in salary range and 4-10 hr. days, and approve the Executive Committee to approve the Personal Action Form (PAF) and letters to the BOCC and City of Ellensburg as discussed, Rachel Carlson seconded, motion carried.

NEW & OLD BUSINESS –

- **Protocol Updates –**
 - **EMT Naloxone Administration for Suspected Opiate Overdosage** – Draft protocol shared for discussion. Cost comparisons for different methods of administration were considered. Initial training incorporated into OTEP M8-Respiratory Emergencies. ALS agencies may choose to have EMTs administer IM to avoid having to carry two different forms of Naloxone (separate training required). Most initial training will be completed by end of April but will require annual ongoing training as with “check & inject”. All agencies were informed in March of the optional protocol to carry Naloxone for EMTs. So far only FD#6 has expressed interest and ALS agency for their EMTs. Pending protocol will require final approval from DOH.
 - **Stroke Guidelines update / Recommendations from Stroke Care Conference** – Discussion covered new “BEFAST” acronym in new literature, but not in updated WA State-Prehospital Stroke Triage Destination Procedure. Per Dr. Horsley, no change to protocol at this time. LAMS score not being requested by KVH. New Software App is not considered beneficial at this time. 100% Blood Glucose testing – agencies believe they are close to reaching this goal. Being able to track in ERS would be good for CQI. Currently not entered consistently by EMS providers. 12 lead in the field for stroke patients – only if situation warrants it and time allows. Improve data collected for CQI. KVH Interfacility Transport Worksheet – Dr. Horsley supports the use of a transport worksheet, but would need to educate the EMS providers before implementation.
- **National EMS Week (5/19-5/25/19) – “Beyond the Call”** – Cheryl is planning the usual activities but is open to suggestions.
 - Recognize 2019 EMT Class in news papers for upper and lower county and tie to theme in article.
 - Free CPR/AED & Stop the Bleed Classes: 5/21-CEFD & 5/22-KVFR
 - Sponsor Blood Drives if scheduling allows
 - Promote on website
- **Data Collection Update – ERS/WEMISIS/KPI/WACARES (2018)**
 - Data-NEMISIS/WEMISIS update – Shared and reviewed 2018 Data Quality Report and Volume report. Four out of five transport agencies, and one aid service are submitting. The goal is 100%. SPFR is implementing ERS and in the process of training providers. Jan-June 2018 Data Quality report was reviewed by Cheryl and Tom Watkins for completeness against actual ERS fields. Key Performance Indicators (KPI) are not identified and there are too many inconsistencies and defaults that indicate 100% data entry which is not accurate. Tom and Cheryl made recommendations to Rich and Geoff for improving the collection of KPI data and the quality of data for extraction from WEMISIS. Both agencies approved the recommendations. Melissa Belgau, DOH WEMISIS Coordinator, would like to meet with us to review the recommendations and better understand the issues with consistent data entry in ERS. She has offered to be an advocate for change with other ERS users and ERS. Cheryl will work on setting up a meeting in Cle Elum.
 - 2018 WACARES data should be available soon.

- **Training Report/FY19 Workplan (7/1/18-6/30/19):**
 - OTEP – See March & April monthly training announcements. Training activities in compliance with 2019 OTEP Schedules and FY19 Training Workplan.
 - EMT Class update – 14 students still in class, 2 dropped due to work or school challenges. Six weeks remaining. Three students have received NREMT testing vouchers.
 - 5/22 – ACLS Renewal class scheduled for paramedics at CWU-Michaelson Hall.
 - 3/30 – First OTEP onsite training at FD#6. Class was well attended with 9 students.
- **AHA/ASHI Training Site/Public Education/Projects –**
 - Public FA/CPR classes: 4/13-CEFD, 6/22-KVFR, 9/14-CEFD - Current flyer distributed and available on the EMS Office website. Reduced rate for members of the emergency response system.
 - 2 Free Adult CPR/AED & Stop the Bleed classes as noted above (5/21 & 5/22) for EMS Week
 - 2 Babysitter Classes: 6/14-KVFR & 6/21-CEFD (Flyers distributed, posted website and Facebook, and newspaper calendars). Please help spread the word.
- **Regional/State/Meetings Report – Coordinator**
 - 3/28 Regional Council – Cheryl reported. Minutes available upon request. PCP Workgroup active.
 - 3/1/19-4/30/19 – WA DOH Report to Regional Councils distributed (emailed & highlights noted)
 - 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. 4/11, 0930-1130, meeting will include review of WAC -141, 142, 143 covering Initial EMS Certification, Reciprocal, and Challenging EMS Certification if possess other HCP Credential.
 - 6/3 – Annual State MPD Workshop
- **Other/Agency reports –**
 - Rachel (FD#3) – 4 members interested in 2020 EMT class. Using ERS for reporting.
 - Crystal (FD#7) – Chief Sinclair had his first week at FD#7.
 - Suzy (ALNW) – Provided CQI data report for Feb. and March for Kittitas County. Moving Yakima Helicopter to Wenatchee. Fixed wing will stay in Yakima. Flight vector app tracks where everyone is.
 - Dede (KVH) – Fully staffed with new people. Please be patient with them. Inhouse drills plans that will include EMS. CWU paramedics at hospital.
 - Rich (KVFR)-
 - 2 Paramedic & 1 EMT May 1
 - New medic unit
 - KVFR has been statistically flat for 5 years. Transfer #s are down
 - Cabulance approved for Non-emergent rides – City of Ellensburg transit funded
 - Darlene (KITTCOM) – 4/14-4/20 is National 911 Week, New people starting in June.
- **Motion to adjourn:**
- **Next Council meeting:** June 13, 7-9 p.m. at Cle Elum Fire Dept.

Approved by:

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

Prepared by:

 Cheryl Burrows
 EMS Coordinator
 Acting Secretary/Treasurer

Date: _____