

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

February 2, 2017 (KITTCOM) - Meeting Minutes

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Chair-Lee Hadden (SCEFD), Vice Chair-Josh DeHerrera (ALS), Darlene Mainwaring (KITTCOM), Rich Elliott (KVFR), Jim Schoeggl (FD#8), Geoff Scherer (KCHD#2), Ray Risdon (FD#7), Dave Houseberg (FD#8), Jay Wiseman (FD#7), Ron Adams (Public Rep.), DJ Evans (FD#1), and Jack Horsley (MPD)

Guest(s): Claire Richert (ALNW)

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

Introductions

Presentation (1/2 hr.): Julia Karnes, Kittitas County Public Health Dept – Update on overdose and opioid use in Kittitas County, distribution & use of Narcan, and syringe exchange.

CQI Discussion / Follow-up (Dec. '16 meeting) – Cheryl requested the Council Members sign a *Quality Review Committee Members & Guests Pledge of Confidentiality* roster before continuing the discussion related to Incident #2016-0874. Recap and minimal update was provided. There has been no notice from the City Mayor that issues have been addressed. Dr. Horsley motioned the Council send a follow-up letter to the City of Cle Elum emphasizing concerns and requesting closure on the incident, Geoff Scherer seconded, Ron Adams abstained, motion carried.

Council Membership: Obie O'Brien, County Commissioner, has replaced Laura Osiadacz as government representative for the county. CEFD Chief position not official yet. CE City Mayor is receiving Council notices.

Minutes: Josh DeHerrera motioned to approve the December meeting minutes, seconded by Darlene Mainwaring, motion carried. January Executive Committee meeting minutes were approved by Lee and Ray as presented.

ACTION ITEMS:

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

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

Account Balances:

- Savings = \$ 3,089.65
 - 2016 Checking = \$ 20,347.69 (pending year-end resolution in April)
 - 2017 Checking = \$ 24,150.44
- Total Accounts Balance = \$ 47,587.78**

Program Balances:

- 2016 Office = \$ 32,773.54 (pending year-end resolution April)
 - 2017 Office = \$ 12,227.38
 - FY17 Training = \$ 2,586.86
- Total Programs Balance = \$ 47,587.78**

- **Program Financial Reports/Vouchers** – The Council reviewed January invoices in the amount of **\$20,360.20. 2016: checks #5310-#5311 = \$ 7,275.65 2017: #5312-#5324 = \$ 13,084.55**
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 Jim Schoeggl, motion carried.
- **2016 Year-end Office Budget Resolution** – Postponed until the April council meeting. 2017 Office Budget will be impacted by unexpected moving costs for the EMS Office.
- **2017 Training Fee Schedule Update (draft)** – Due to the increase in the minimum wage effective 1/1/17, Cheryl is proposing an updated Training Fee Schedule. The changes include the following increases: EMS Evaluators = \$12/hr. and Simulated Patients = \$11/hr. The estimated increase to the

overall training budget for the remainder of the FY17 training period (7/16-6/17) is between \$500-\$600. Cheryl confirmed there are training funds available to cover this increase. Ron Adams motioned to approve the 2017 Training Fee Schedule as presented and to be effective as of 1/1/2017, Josh DeHerrera seconded, motion carried.

- **EMS Stakeholder Group (EMS Council/Fire Chiefs Assoc. Partnership)** – Recently, Julie Peterson, KVH Interim CEO, approached both Jay and Cheryl about getting the Stakeholder Group going again, but the KCHD#2 Commissioners don't want to take the lead. Jay Wiseman, Fire Chief KCFD#7 and Fire Chief's Association Chairman proposed the Fire Chiefs and EMS Council partner to get the Upper County EMS Stakeholder Group active again. Rich Elliott was appointed by the Fire Chief's Association as their representative. Dr. Horsley motioned the Council partner with the Fire Chief's Assoc. to restart the UC Stakeholder Group, Rich Elliot seconded, motion carried. There will be a small work group to identify goals and issues as part of a plan to present back the Fire Chief's and EMS Council. Cheryl will represent the EMS Council in the workgroup. It will take a few months before the first Stakeholder meeting is held.
- **SCR 2017-2019 EMS & Trauma Plan (feedback by 2/15)** – Cheryl sent out the draft SCR 2017-2019 EMS & Trauma Plan for council review and feedback. Cheryl didn't identify any significant suggestions for recommendation. Cheryl feels the SCR Plan fits very well with the local Council 2013 Strategic Positioning Initiatives and would like to adapt it to piggy-back the local Council planning needs and correspond with regional goal timelines as appropriate. Council supports this concept. Cheryl will work on a draft for review.

NEW & OLD BUSINESS:

- **Office Space Update:** Cheryl reported the landlord has agreed to a terminate the lease agreement without penalty effective end of February. The Termination Agreement was sent out for review. Legal review will also be obtained. A new location has not been found. The EMS Office will incur unexpected moving costs.
- **Training Report:** Coordinator
 - OTEP – See January & February monthly training announcements. Training activities are following FY17 Training Workplan.
 - EMT/EMR Pilot Update – Pilot was approved at the Dec. PHTAC Committee. Course started 1/24. There are 15 EMT students and 2 EMR Students. Rich Elliott is the Senior EMS Instructor (SEI) and Josh DeHerrera is an SEI Candidate.
 - 2017 OTEP Schedule & OTEP materials have been distributed and posted on website along with the annual OTEP update.
 - 2017 IV Tech Class under consideration for Spring or Fall. Survey will be sent out.
 - 2/25 – West Region EMS Conference <http://www.wrems.com/conf.html>
 - 2/27-3/1 Northwest Rural Health Conference
 - 2017 Instr./Eval. Workshops – to include AHA Instructor renewal requirements
 - 2 Initial ESE Workshops (Part I): 12/29-LC & 1/19-UC) – 6 new ESE Evaluators
 - 2 Annual Instr./Eval. ESE Workshops/Renewal (Initial - Part II): 1/28-UC & 2/11-LC
- **AHA Training Site/Public Education/Cardiac/CQI Projects** –
 - Public FA/CPR classes: 2/25 – Ellensburg (1/2 price approved for FF/SAR/Emerg. Resp.) Flyer distributed, on website and local newspaper calendars.
- **Regional/State Report** – Coordinator
 - 1/26 - Regional Council (Conf. Call) - minutes available upon request (next meeting 3/23)
 - 1/24 – Training Workgroup (Conf. Call) – minutes available upon request (next meeting 2/28)
 - 2/15 – PHTAC Meeting (Conf. Call) – minutes available upon request (next meeting 4/19)
- **Other/Agency reports** –
 - Darlene-KITTCOM – Still need more dispatchers.
 - Dr. Horsley – Thanked all the people who attended the Council meeting.
 - Josh DeHerrera – Would like to see Ellensburg Council meetings moved to the new KVFR #29 station.
 - Dave Houseberg (FD#8/KCSO) – KCSO is not planning to carry Narcan.

- **Motion to adjourn:** No motion made, but meeting adjourned.
- **Next Council meeting:** April 6, 7-9 p.m. in Ellensburg (to be scheduled at KVFR #29 if available)

Approved by:

Prepared by:

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

Cheryl Burrows
EMS Coordinator
Secretary/Treasurer

Date: _____