

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

January 7, 2016 (KITTCOM) - Meeting Minutes

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chairman (SCFD), Josh DeHerrera, Vice Chair (ALS), Darlene Mainwaring and Arica French (KITTCOM), Rich Elliott (KVFR & KCHD#2), Richard Graham (CEFD), Dede Utley (KVH), and DJ Evans (KCFD#1).

Guest(s): Suzanne Beck and Linette Gahringer (MedStar Representatives)

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

Approve Minutes: Darlene Mainwaring motioned to approve the October meeting minutes w/ minor corrections noted prior to meeting, seconded by Josh DeHerrera, motion carried. Nov. & Dec. Executive Committee meeting minutes approved by Chair as presented.

Council Membership: No update

ACTION ITEMS:

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

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

Account Balances:

- Savings = \$ 3,088.93
 - 2015 Checking = \$ 17,805.60
 - 2016 Checking = (\$ 1,856.64) – Pending 2015 Year-end Budget Resolution
- Total Accounts Balance = \$ 19,037.89**

Program Balances:

- 2015 Office = \$ 26,009.10
 - 2016 Office = (\$ 1,656.64) – Pending 2015 Year-end Budget Resolution
 - FY16 Training = (\$ 4,814.57)
- Total Programs Balance = \$ 19,537.89**

NOT RECONCILED – BALANCE OFF BY \$500 (To be reconciled by 2/4/16)

- **Program Financial Reports/Vouchers** – The Council reviewed December invoices in the amount of \$ 8,479.56, checks #5050-5063. 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 w/noted reconciling error of \$500 to be corrected by next meeting, seconded by DJ Evans, motion carried.
- **Life Support Training Equip. Grant (\$3000)** – Cheryl is still looking into what advanced level equipment to recommend.
- **Vehicle & Funding Option** – Rick presented 3 different vehicle packages for a Truck (2016 Dodge, Ford, & Chevy) with preferred options under the MCUA contract pricing. Cheryl wanted the Council to have a good idea of the price range for the different truck brands with like models before moving forward. Bids were within \$1,500 and under \$33,000. Bids are from the website, before tax and not official yet. Loan and Lease options between Umpqua and U.S. Bank were the same as reported last year. Umpqua has the better rates for a loan and also has the lease option the Council favored last year. The Council expressed they hold the same position regarding funding and approve of vehicle options as presented. Cheryl has approval to move forward with securing the funding option and final bid with Executive Committee support and approval.
- **New Position Review/Update** – Cheryl informed the Council that all Participating Jurisdictions approved the budget increase for 2016. The Council has approval from County to move forward with hiring a full time office EMS Assistant. Due to some position description and wage scale changes at the County level, a new wage scale had to be identified for a like position within the County. Cheryl proposed the wage scale for Administrative Asst. II. This scale allows for the position to start at the rate budgeted and based on

qualifications, and allows for a little higher range. Job posting will include one weekend day in the Daily Record and one week on the County website. Cheryl asked if the Council wanted the position posted any other method or source. There were no requests. The interview board will include HR representative, EMS Coordinator, and proposed one Board member. Cheryl will touch base with those interested when dates are available. All updates met with Council approval.

- **2016 Training Fee Schedule** – Cheryl presented for review and discussion a 2016 Training Class Fees Schedule to include EMS ongoing training, initial, and refresher, Public Education courses to include AHA card fees. Rich Elliott motioned to approve as presented, Darlene seconded, motion carried.
- **2016 Officer Nominations Open/Election** – Current Officers were nominated and re-elected to include Executive Committee Member (ECM); Lee Hadden, Chair, Josh DeHerrera, Vice Chair, and Ray Risdon, ECM. Rich Elliott motioned to approve, Jack Horsley seconded, motion carried.
- **KCHD#2 EMS Levy Support Request** – Cheryl received a request to write a letter of support on behalf of the Council, for the KCHD#2 EMS Levy. As a county employee, there was concern it would not be appropriate. Dr. Horsley offered to write a letter of support to the papers. Cheryl will check the needed time line.
- **KVH Training Agreement Renewal (2016-2017)** – Cheryl submitted the KVH Training Agreement to Rhonda Holden for review with changes to include the Community Paramedic clinical options which are currently supported by KVH. Cheryl is requesting approval, pending no significant changes from KVH. Rich Elliott motioned to approve as presented, Jack Horsley seconded, motion carried.
- **MPD Service Agreement Renewal (2016)** – Cheryl presented the MPD's Service Agreement for annual renewal. No changes requested. Rich Elliott motioned to approved as presented, Darlene Mainwaring seconded, motion carried.
- **Asset Disposal Approval** – 6 Cloth Jump-Kit bags, padded splints kits, miscellaneous c-collars, BVMs were donated through Eric Davis for an outreach program in another country.

NEW & OLD BUSINESS:

- **Strategic Positioning Initiatives & Budget Impacts (2015/2016) update** –
 - Vehicle – MCUA & Loan Options – Three price quotes are needed in January.
 - Office Support – Pending final budget approval by all Participating Jurisdictions (KCCOG & BOCC).
 - Office Space – Moving expenses to date are about \$900. Additional expenses to improve office space will be covered by credit card reward dollars at EMS Coordinator discretion.
 - Community Paramedic/MIH Program - Limited by lack of dedicated staff time to program, but CPs still targeting high needs patients and working well with KVH and community organizations to meet their needs and reduce demand on system. CPs are working towards completing their Clinical portion of CP Training by end of the year. 9/23 – last Workgroup meeting
 - Recruiting Volunteers – Still seeking ways to support volunteer recruitment and retention. Cheryl will work on posting something on website.
- **2016 Training Fee Schedule Review (Training / Public Education)** – Cheryl requested a review of the fee schedule for instructors, evaluators, patients, and initial course training fees. Fee comparison for Yakima and Walla Wall were provided. They are not “like” comparisons as Yakima County EMS instructors are employed through the county and Walla Walla County EMS instructors are employed through the college NCR EMS Office coordinates for Wenatchee, Chelan, Okanogan, and Grant. Zita suggested Cowlitz County as a like comparison. Council agreed to keep the Training Fees as they are for 2016.
- **Training Report: Coordinator**
 - OTEP – See Sept. and Oct. monthly training announcements. Training activities are in compliance with 2015 Training Workplan. 10/3-Mental Health First Aid, 10/14-IV OTEP (St. #76), and 11/21-PHTLS Renewal (CWU)
 - 9/17 - Training Survey – Feedback was requested by 10/31. Responses to date: 8-EMT, 3-IV Monitor, 1-IV Tech, 3-AHA Instructor. Discussed EMT vs EMR. Smaller volunteer agencies have big challenges keeping enough providers. Burden falls on a few
 - 2016 OTEP Discussion (King CEMS vs. Yakima CEMS ongoing training programs/options) – Due to changes to King Cty. EMS Online program Cheryl is looking at the possibility of using the

YCEMS program. Several of the 2015 modules were only a pdf to read, no interactive parts, videos, or pretests. Several complaints received and justified. Cheryl has communicated concerns and providers should complete the module surveys at end of modules to give feedback as well. Yakima County use the Ninth Brain program and builds their own modules with videos lectures for consistency. Cheryl and Rick visited YCEMS and saw a demo. YCEMS is looking into offering their program for a fee too, but still have to get approval. No changes will be made without SEI review and recommendations to MPD for approval. MPD and SEIs agree that there is more value with lecture.

- **AHA Training Site/Public Education/Cardiac CQI Project –**
 - Public FA/CPR classes: 11/21 at CEFD and 1/23 at Adult Center, Eburg, See flyer, online newspaper calendars, email and posted on website.
 - 10/17 - BLAST (babysitter FA) program scheduled at CEFD. Funded through donation by Shoemakers. Instructors are experienced AHA instructors and good with kids. Charge for books only.
- **Regional/State Report – Coordinator**
 - 9/23 – Regional Council – Report provided. Minutes available upon request.
 - DOH Workgroup Reports provided. Minutes available upon request.
- **Other/Agency reports –**
 - Cheryl – Commissioner O’Brien asked the Council what the Commissioners can do to support EM planning. EMS Council agreed that increasing staffing for EMS Office supports this process best for Council to manage resources. Cheryl will communicate this for the Council.
 - Rich Elliott (KVFR/KCHD#2) –
 - Interagency Agreement to share Community Paramedics county-wide.
 - KCHD#2 is helping more with out of county transports.
 - Dede Utley (KVH) –
 - New Docs
 - New ICD10 codes
 - Increase on modified trauma (senior falls – serious)
 - Code “Sepsis” protocol (how effect pre-hospital)
 - More medical students
- **Motion to adjourn:** No motion noted, but meeting adjourned.
- **Next Council meeting:** December 3, 7 p.m. at KITTCOM

Approved by:

Prepared by:

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

Cheryl Burrows
EMS Coordinator
Secretary/Treasurer

Date: _____