

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

February 15, 2024 (in person & virtual)

Submitted by: Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (RFD), Lauren Fritts (ALS), Lauren Rosenberry (SEI), Loren McFarland (FD#7), Cody Staub (KVH) and Danielle Bertschi (FD#6) **Virtual:** Jake Reidel (LFN), Jack Horsley (MPD), and Rich Elliott (KVFR)

Guest(s): April Bourbon (SCR) **Staff:** Cheryl Burrows, EMS Coordinator

Introductions & Membership Updates: Annual conflict of interest statement forms provided and emailed. Interim Chief McFarland stated Lanora will be primary represent for FD#7. Chief McFarland will be list 2nd.

ACTION ITEMS:

- **Minutes** – Rich Elliott motioned to approve the December Council meeting minutes, seconded by Danielle Bertschi, motion carried. Lee Hadden approved the Executive Committee minutes for January as presented.
- **2024 Training Services Fee Schedule** – Cheryl recommended a draft fee schedule to increase the state minimum wage for patients to \$16.24, and a 5% COLA for all other positions for hourly and module rates. The BOCC approved a 3% increase for county employees, which the Council discussed using for the annual increase. Cheryl said funds are available to cover this increase without increasing training fees for the remainder of the fiscal training year. Danielle motioned to approve the recommended fee schedule, Loren McFarland seconded, motion carried.
- **2023 Office Budget Year-end Resolution** – Cheryl presented the draft 2023 Office Budget Resolution #2-15-24-A to include the Resolutions Funds Description Cover Sheet. The accrual / carry over line items were reviewed. The public education programs are maintained through class fees and carried year-to-year to continue to support public education and outreach. The increased accrual funds include the Benefit Accrual Fund and the Professional Support fund. Benefit accrual fund was increased by \$7,000 due to increase in salaries and enhanced leave benefits. Professional support fund was increased by \$2,000 to allow for legal and accounting support as needed. The remaining balance of \$6,245.66 will be credited to the funding jurisdictions in 2024. Total 2024 Reserve Funds = \$77,826.54. Lanora Rosenberry motioned to approve the 2023 Office Budget Resolution as presented, Danielle Bertschi seconded, motion carried.

• **Program Financial / Treasurer Report / Vouchers:** Coordinator

- **Account Balances & Program Financial Reports (2-14-24)** – Reports distributed for review.

Account Balance:

• Umpqua Bank Checking =	<u>\$ 153,070.05</u>
Account Balance	\$ 153,070.05

Program Balances:

• 2023 Office =	\$ 77,826.54 – Pending Year-end Budget Resolution
• 2024 Office =	\$ 42,743.80 – Pending Year-end Budget Resolution
• FY24 Training (7/1/23-6/30/24) =	<u>\$ 32,499.71</u>
Total Balance =	\$153,070.05

- **Approved Payments/Vouchers** – The Council reviewed the Jan./Feb. vouchers/invoices provided in voucher packet. Council Chairman will review complete financial report with corresponding vouchers upon signature and mail payments.

• Total Vouchers/Payments (2024)	= \$ 14,026.93
• Electronic Fund Transfer: 1	= \$ 318.14
Total Payments:	= \$ 14,345.07

- Number of checks issued: #6801-6812 = 12
- Voided Checks: #6799 (credit card payment made via bank transfer)

Danielle Bertschi motioned to approve the vouchers/invoices for Office and Training programs as presented, seconded by Cody Staub, motion carried.

NEW & OLD BUSINESS:

- 2023 & 2024 Council Workplan / Projects –
 - 2023 – Training Workplan, 14 new EMTs trained, new ALS OTEP planned, Pulse Point, and Community AED Program, support local and regional planning, other business as usual.
 - 2024 – New staff, Training Workplan and OTEP revisions continues, training program renewal, EMT Course, Life Support training grant project (training videos), update operational procedures/policies based on WAC revisions (pending), continue community outreach with Pulse Point and Community AED program, support local and regional updates/planning, other business as usual.
- Staff Update – Debbie’s part-time employment (<19 hrs/week) will end 2/29/24. The new EMS Assistant will start 2/20/24.
- Pulse Point (PP) Update & Cost Sharing MOU – PP Community announcement/article was in both newspapers in late December. PP marketing materials have been purchased and we are in the process of getting them distributed. Banners have been purchased with agency logo’s and QR code, info/business cards to distributed at public classes and events, as well as postcards with app info and QR code. Let Cheryl know if you need any of these materials. AED Registry and additional outreach to promote the project will continue as time allows. Draft MOU was reviewed by City of Ellensburg attorney for KITTCOM, and modifications recommended. Cheryl will get it completed as time allows.
- Public Access Defibrillation Community Program – The finalized Agreement/Medical Authorization approved by MPD and EMS Council has been sent out to County and City of Ellensburg for planned expansion of AED availability as well as some schools. The outreach, which includes registration of AEDs in Pulse Point will continue as time allows.
- Kittitas Fire-Rescue-EMS Communications Procedure Handbook – Cheryl has not had time to complete her review to provide recommendations based on the CQI system review sessions. Trying to get to it and to send out for group input.
- Blood Access Update – KVH is working on an MOU to have with KVFR and UKCM1 to expand the options when requesting blood products (PRBC O+ only). Cody will check on the status.
- Training Report -
 - FY24 Training Workplan is on schedule. See monthly training announcements/emails for details.
 - ALS OTEP materials for first quarter have been received from Benton/Franklin MSO and Cheryl is in the process of adapting them for Kittitas County. First quarter materials will be assigned before end of February. BLS OTEP materials are a work in progress for 2024 modules.
 - 2024 Initial EMT/ Refresher Course – Class is underway and there are nine EMT students and two EMT Refresher Students. Class is being held at Cle Elum Fire Dept. SEI is Lanora Rosenberry.
 - Pediatric Advance Life Support Renewal Course scheduled for 4/18.
 - WA DOH Developing *First Responder Mental Fitness in Your Agency* virtual training 2/27, 3/20, 4/29 (email sent out)
 - Public Education - Flyers have been distributed, posted on website and in newspaper calendar.
 - Upcoming FA/CPR classes – 2/24, 4/20, 6/22-Medic One, 3/16, 5/18-KVFR
 - Upcoming TBA – May Free CPR/Stop the Bleed classes and June Child & Babysitter Safety.
- Regional/State/Meetings Report -
 - WAC 246-976 – Final public hearing is 3/7. Final draft available upon request.
 - Regional Council (Jan. Meeting & open positions) – April Bourbon provided a short report. Minutes available upon request. Next meeting 3/28.
 - DOH Report to Regional Council (Jan-Feb. ‘24) – Emailed and available upon request.
 - DOH Committee/Workgroup Reports (Cheryl) – Minutes available upon request.

Agency Reports / around the table

- **Motion to adjourn** - Consensus.

- **Next Council meeting:** Thursday, April 11, 1700, at KVFR-#21 (virtual available)

Approved by:

Prepared by:

Lee Hadden, Chairman
Danielle Bertschi, Vice Chairman
Kittitas County EMS & Trauma Care Council

Cheryl Burrows
EMS Coordinator / Administrator
Date: _____