

## KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

### October 6, 2016 (KITTCOM) - Meeting Minutes

Submitted by: Cheryl Burrows

**MEMBERS PRESENT (voting):** Lee Hadden (SCEFD), Chair, Josh DeHerrera (ALS), Vice Chair, Dede Utley (KVH), Richard Graham (CEFD), Darlene Mainwaring (KITTCOM), Rich Elliott (KVFR), Jim Schoegg (FD#8), Geoff Scherer (KCHD#2), DJ Evans (FD#1), Ray Risdon (FD#7), and Jack Horsley, MPD

**Guest(s):** Suzy Beck (Life Flight), Clare Richert (ALNW), and Kyle Danielson (ALNW)

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

**Approve Minutes:** Rick Graham motioned to approve the August meeting minutes, seconded by Jack Horsley, motion carried. September Executive Committee meeting minutes were approved by Lee and Ray as presented.

**Council Membership:** Cheryl asked the Council to review, as a point of order, Rick Grahams position on the Council as a voting representative of CEFD and any potential conflict of interest as full-time staff of the EMS Office. The Council members present had no concerns, but advise Rick abstain from voting on matters with potential conflict of interest.

### ACTION ITEMS:

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

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

**Account Balances:**

- Savings = \$ 3,089.50
- 2016 Checking = \$ 38,357.53

**Total Accounts Balance = \$ 41,447.03**

**Program Balances:**

- 2016 Office = \$ 29,487.62
- FY17 Training = \$ 11,959.41

**Total Programs Balance = \$ 41,447.03**

- **Program Financial Reports/Vouchers** – The Council reviewed September invoices in the amount of \$13,240.08 (checks #5250-5264). Voided checks #5247-5249 due to printing error. Verified by Chairman. 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 Jack Horsley, motion carried.
- **Life Support Grants (ALS Manikin)** – Per KCEMS & TC Council Operations Policies, the EMS Coordinator must obtain three quotes on items over \$5,000. The *Life Form Adult Crisis Deluxe PLUS Manikin* was selected for the BLS/ILS/ALS co-training manikin to purchase with the 2015/2016 Training Grant. Life-Assist will be the company of choice. The quotes were as follows: Life Assist = \$5,613.84 (includes tax/no ship), AED Superstore = \$6,102 (includes tax/no ship), Nasco = \$6,102 (includes tax + ship).

- **Winter EMT Course Application (Pilot Proposal)** – Copies of the EMT/EMR Pilot Proposal were distributed and briefly reviewed. Cheryl requested approval of the EMT Course application as presented and a simultaneous EMR Course as described if approved by DOH. Course details:
  - Senior EMS Instructor: Rich Elliott and SEI Candidate: Josh DeHerrera
  - Tentative Dates: 1/24-5/16/16, with HCP prerequisite 1/10 & 1/12/16 (Tuesdays, Thursdays, and Saturdays. Location: KVFR #29, Ellensburg

Dr. Horsley motioned to approve to recommend Winter EMT & EMR course applications as presented and based on the EMT/EMR Pilot Project if approved by DOH, Rich Elliott seconded, motion carried.

- **EMS Evaluator (ESE) Workshop** – New (draft) Washington State DOH Guidelines for EMS Evaluator (ESE) Workshops require a course application recommended by the MPD and EMS/TC Council for initial and renewal courses. All current evaluators will now have an expiration date for their EMS evaluator certification tied to their EMS Certification. Cheryl is requesting recommendation for four possible courses (2 initial and 2 renewal). Dates are to be announced. Annual Instructor/Evaluator Workshops already instructed will serve as the renewal workshops. Initial Workshops will be instructed separately. Both will be offered in upper and lower county depending on demand. Rich Elliott motioned to recommend 4 EMS Evaluator Workshops, dates to be announced, Darlene Mainwaring seconded, motion carried.
- **Training Agreement Renewal (KVFR, KCHD#2, & KVH)** – All Training Agreements are up for renewal. They were emailed with Council packet for review. KVFR & KCHD#2 are two year agreements and have received agency approval. KVH is renewed annually and has not been approved yet. No significant changes were proposed. Updates included dates and links to reference documents. Darlene Mainwaring motioned to approved agreements as presented, Jack Horsley seconded. Cheryl noted that if there are any significant changes recommended by KVH, it will be brought back for Council review. Motion carried.
- **EMT Assistant Performance Evaluation (6 mo.)** – Cheryl read her six-month performance evaluation for Rick. Overall, Rick is meeting expectations. Cheryl's current goal for Rick is to attend training in Microsoft Excel the end of the year. Cheryl requested the Council's recommendation of the evaluation. Darlene Mainwaring motioned to recommend Rick's six-month performance evaluation, Jack Horsley seconded, motion carried. Dr. Horsley thanked Rick for his hard work.
- **2017 Officer Nominations** – Cheryl requested nominations for Officers to be voted on in December. Dr. Horsley motioned to renew the same slate of Officers, Rich seconded, no objections by current Officers, motion carried.
- **2017 MPD Personal Services Agreement Review/Renew** – Cheryl emailed the MPD Agreement for review in the Council packet. There are no changes being proposed. The agreement is renewed annually and does not include compensation through the Council. Rich Elliott motioned to approve to renew the MPD Personal Services Agreement, Darlene Mainwaring seconded, Dr. Horsley abstained, motion carried. There was a follow-up discussion regarding MPD compensation. The State DOH pays a flat monthly stipend to all MPDs of \$450. It is common for larger and some like size counties to Kittitas to compensate their MPD in addition to the State stipend. Walla Wall County is a like size county. Cheryl will check with them for comparison. Rich Elliott informed the Council that KVFR will be increasing compensation, per their MPD agreement, from \$400 to \$600 in 2017. It was agreed that when Dr. Horsley retires (approx. 4-5 years), it will likely cost more to acquire a new MPD and the agencies should be preparing for this increased cost. Geoff Scherer will consider an MPD Agreement for KCHD#2 and appropriate compensation.
- **CQI Topic-MPD Seeking Recommendation** – Cheryl requested the Council Members sign a *Quality Review Committee Members & Guests Pledge of Confidentiality* roster before discussing a CQI matter related to Incident #2016-0874. All fifteen members, guests, and staff signed the Pledge of Confidentiality. Motion was made and seconded to support Dr. Horsley's recommendation, Rick Graham abstained, motion carried.

## **NEW & OLD BUSINESS:**

- **Strategic Positioning Initiatives (2015/2016) update** –
  - Office Space: Cheryl reported that there have been air quality issues since early summer. Cheryl and Rick are feeling sick when they are in the office (headaches, tingling/burning of skin, eyes, nose, lips and tongue). Cheryl described it as feeling like being poisoned. It got progressively worse through Sept. Cheryl informed the landlord that they would not work in the space until proven safe. The septic system was suspected and the owner has done a lot of troubles shooting. It has not solved the problem. Cheryl contacted the County Environmental Health. The owner has agreed to have the air tested. This has been in the works for almost a month. It is supposed to happen soon with a 6-10-day turnaround for test results. Cheryl requested the Council approve the Executive Committee to act on any lease issues or needs to move the office. Josh DeHerrera made motion to approve, Darlene seconded, motion carried.

- Community Paramedic/MIH Program – Rich reported still evaluating data going into 2017. Looking at grant opportunities for possible funding. Increasing capacity to serve patients, but not changing how service is currently provided. KCHD#2 has one medic going through the CP training. State CP/MIH Workgroup is starting up again and is surveying group for future meeting dates. Dr. Horsley supports future training locally with existing trained Community Paramedics (like an apprenticeship) until DOH provides guidance for training requirements. Rich advised that CWU Public Health Interns are good at data mining. May have to pay interns.
- MPD Status – Cheryl is taking this item off the agenda for now. Dr. Horsley is still planning to be around for about 5 years if the Council/Agencies are happy with his service. Future cost to replace MPD was discussed and possible candidates. Dr. Lindsey, the new KVH-ED Director was suggested. Suggestion was made to invite Dr. Lindsey to a paramedic meeting once he gets settled.
- Recruiting Volunteers – As noted above, EMR Pilot and AFA training options are targeted at increasing volunteer options.
- Data Collection / System Review – EMS Office is now set up to access WEMSIS data for County agencies. Recent state report did not show any Kittitas County agencies participating. Rich and Geoff both stated they have recently uploaded their ERS data into WEMSIS. Cheryl will look in to.
- **Training Report: Coordinator**
  - OTEP – See Sept. & Oct. monthly training announcements. Training activities are following FY17 Training Workplan.
  - OTEP Make-ups Scheduled: 11/5-M10-M12 and 12/3-M7-M9
  - 10/29 – Upper County IV OTEP, KVFR in-house
  - 10/31 – KVH-Poison Control presentation
  - 2/25 – West Region EMS Conference <http://www.wrems.com/conf.html>
  - MCI Drill Tabletop Exercise (open to all) – KVFR 10/14 & 10/27 (details emailed to agencies)
  - WA DOH Guidance for Advanced First Aid (AFA) Equivalency (draft) – The Council discussed the role of AFA in EMS. Per RCW18.73, The driver of an ambulance shall have at least a certification of AFA when other EMS personnel requirements are met. For non-trauma, Aid vehicles can respond with the minimum of an AFA provider. In the interest of encouraging volunteers in EMS and to fill a need for manpower, the Council agreed to support an AFA level training through the EMS Office if the agencies have an interest. Cheryl will inquire with the EMS agencies and proceed as appropriate once the guidance document is approved. Cheryl explained that AFA providers will not fall under the MPDs authority for protocols, training or QI. The EMS agencies need to assure this resource is used appropriately.
- **AHA Training Site/Public Education/Cardiac/CQI Projects –**
  - Public FA/CPR classes: No classes offered in Nov. & Dec.
  - EMD Protocol Updates coming for dispatcher assisted CPR
  - Cheryl distributed a report on WA State Stroke Data published by the AHA and the draft WA Prehospital Stroke Triage Destination Procedure. The AHA report showed that SCR had the highest prenotification of 98% and good door to CT times. COP#3- Triage and Transport and BLS & ALS stroke training will likely see some updates once stroke procedure is finalized.
- **Regional/State Report – Coordinator**
  - Sept Regional Council–Cheryl reported – Minutes available upon request.
  - WA State EMS Training Program Directors – Update provided on EMS Education applications and process changes. Minutes available upon request.
  - Training Workgroup & Prehospital TAC – Minutes available upon request.
  - 10/19 – WEMSIS Workgroup/Training Workgroup/Prehospital TAC – Spokane (Rick will attend for EMS Office.).
- **Other/Agency reports –**
  - ALNW-Clare Richert - Kyle Danielson is the new base manager for Yakima. Helicopter now has crew 24/7 and a crew for each aircraft. Recent call demonstrated that from Yakima fixed wing can be faster to Seattle including the ground transport time from airfield to receiving facility. Dr.

Horsley reviews air transports monthly as part of CQI review. He reported the medics are going a good job making air transport decisions.

- Rick-CEFD -
  - Mayor is supportive of bringing CEFD up to speed. Looking for funding to put in sprinkler system so station can house overnight crew.
  - Support EMR and AFA training for volunteers
- Suzy-Life Flight (MedStar)
  - They have transitioned to one main communication center and pilots are being transitioned.
  - Goal to practice hot loading patients with EMS Crews
- Josh-ALS – Josh is attending an NAEMSE Instructor Course to meet the prerequisites for State SEI Candidate. He thanked the council for supporting this. The SCR EMS Council approved to fund one sport for each county.
- Darlene-KITTCOM –
  - Three new hires.
  - Staffing is reduced to 3 persons (Fri-Sun, 2 pm to 10 pm)
  - Thank you for your patience.
- Rich-KVFR -
  - Rich is now the Regional State-Mobilization Coordinator. He will be enforcing the rules.
  - KVFR is evaluating new chassis
  - 16 paramedics by the first of the year (5 per shift). Recovering from retirements
  - ICS 300 & 400 will be offer end of Feb/March.
- Dede-KVH –
  - KVH is still going through transition
  - New Interim CEO Julie Peterson is doing a good job.
  - National search for new CEO will be conducted.
  - All hospital commissioner spots have been filled.
  - Dr. Lindsey is the new ED Director. Has about 25 shifts in.
  - New ED doctor will be starting soon.
  - Urgent care may be changing hours.
  - May hire full time PA (12 hr. model)

- **Motion to adjourn:** No motion made, but meeting adjourned.
- **Next Council meeting:** December 8, 7-9 p.m. at KITTCOM (consensus to move from 1<sup>st</sup> to 8<sup>th</sup>)

**Approved by:**

**Prepared by:**

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

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Cheryl Burrows  
EMS Coordinator  
Secretary/Treasurer

Date: \_\_\_\_\_