

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

October 6, 2022 (in person & virtual)

Submitted by Cheryl Burrows

MEMBERS PRESENT (voting): Lee Hadden, Chair (RFD), Geoff Scherer (HD#2-M1), (Beth Williams (CE Gov.), Virtual- Dede Utley (KVH), Sec./Treasurer, Cody Staub (KVH), Jack Horsley (MPD), Rich Elliott (KVFR), Cole Gravel (ALS), Danielle Bertschi (FD#6), Suzy Beck (ALNW), and Doug Presta (CWU)

Guest(s): Zita Wiltgen (SCREMS/TCC) and Andrew (Life Flight)

Staff: Cheryl Burrows, EMS Coordinator

Introductions & Membership Updates:

- Dede Utley formally submitted her resignation to the local and regional EMS Council as the hospital representative. Cody Staub will take her position and Dede will serve as alternate as needed. Dede will serve as Treasurer/Secretary until her last official meeting December 2022.

ACTION ITEMS:

- **Minutes:** Rich Elliott motioned to approve the August Council meeting minutes, seconded by Beth Williams, motion carried. Executive Committee minutes approved as presented by Lee and Dede to include ratification of the acceptance of the \$7,500 Life Support Training Fund.
- **2023 Officer Nominations/Election** – Nomination and election of the following individuals: Lee Hadden, Chair, George Long, Vice Chair, Geoff Scherer, Secretary/Treasurer.
- **Non-Profit Corporation Renewal (11/30/22)** – The 2022 application must be submitted by hard copy due to some pending online changes. New officers will be reflected in the annual report. There is a new non-profit category called “Public Benefit Designation”. It is not clear as to what benefit there is to change, but Cheryl has inquired with the Plymale & Associates. Jack Horsley motioned to approve the renewal of the Non-Profit Corporation status for the Council, Daniel seconded, motion carried.
- **Treasurer’s Report / Vouchers:** Coordinator

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

Account Balance:

• 2022 Checking (Quick Books) =	\$ 86,540.58
Total Balance =	\$ 86,540.58

Program Balances:

• 2022 Office =	\$ 66,294.30
• FY23 Training =	\$ 20,246.28
Total Balance =	\$ 86,540.58

- **Treasurer / Program Financial Reports/Vouchers** – The Council reviewed the September vouchers/invoices provided in voucher packet. Council Chairman will review complete financial report with corresponding vouchers upon signature.
 - **Total Vouchers/Payments (2022)** = \$ 34,323.38
 - **Number of checks issued (6556-6571)** = 16
 - **Voided Checks:** none

Rich Elliott motioned to approve the vouchers/invoices for Office and Training programs as presented, seconded by Jack Horsley, motion carried.

- **MPD Personal Services Agreement 2023** – Cheryl checked with the insurance company to be sure the MPD extra services are still covered under the Council’s plan. They are covered under the policy VGL101 (01-20), page 7, Coverage C. Professional Health Care Liability. The current MPD personal service agreement was reviewed to include services that do not fall under WA DOH MPD contract and have not been utilized in a long time (1.a.vi., vii., viii., ix.); specifically providing healthcare provider respirator recommendations for

SCBA medical evaluations when requested by agency and clinical review of annual TB symptom assessment when there is a “yes” answer. Dr. Horsley does not mind maintaining these services in case they are needed so they will remain in the agreement. Geoff Scherer motioned to renew the 2023 MPD Personal Services Agreement, seconded by Beth Williams, Jack Horsley abstained, motion carried.

- **WA DOH Course Application ESE Workshop Applications** – Cheryl requested approval to submit state course applications for one initial and two renewal EMS Evaluator Workshops in December, January and February 2023, dates to be announced. Geoff Scherer motioned to approve, seconded by Jack Horsley, motion carried.
- **KCEM ESF8 Plan / Kittitas County EMS MCI Plan/Cards, & Landing Zone list** – Cheryl sent out the final recommended draft of the MCI plan/MCI cards and Landing Zone list for review and comment. Changes/additions were tracked and reviewed. The Agency Contact Special Resources Phone list on page 11 is a work in progress. Cheryl will check with Life Flight to see if they want to add response times to the LZ list. No additional modifications were requested. Plan updates are about every five years or as needed. Rich Elliott motioned to approve the documents as presented, Jack Horsley seconded, motion carried.
- County Operating Procedures Review Continued (#1 & #3 DOH comments discussed). Minor corrections were made in advance, additional feedback on comments will be provided back to DOH.
 - #1 – Level of Medical Care Personnel to Be Dispatched to An Emergency Scene**
 - #3 – Air Medical Services**

NEW & OLD BUSINESS:

- **Insurance Update / Audit** – As part of the annual insurance policy renewal process, VFIS requested an audit of the office and portable equipment inventory be provided to include replacement value. Changes to the policy to increase coverage included:
 - Blanket personal property coverage (office equipment) has been changed to a blanket limit of \$19,550.
 - Blanket portable equipment coverage has been added on a guaranteed replacement cost basis with a \$250 deductible (value estimate of \$69,800)
 - Scheduled potable equipment coverage has been deleted.
 - All other terms and conditions remain the same
 - Additional premium = \$59
- **SCR Plan Min/Max # discussion (SCR Guidelines sent out for review)** – As part of the SCR biannual plan review and update, the local councils are asked to review the minimum/maximum verification numbers to assure planning needs are reflected. Current min/max numbers were provided and discussed. There are currently the maximum number of BLS (3) and ALS (2) verified ambulance services, the BLS verified aid services is currently at 5 verified services, but allows for 8. The council members agreed no additional changes are needed at this time. However, there was some discussion about back-up ambulance service in Hospital District #2. Since all agencies were not represented at this meeting, it was recommended that a separate meeting be held to discuss further. Cheryl will coordinate a meeting and invite all EMS agencies in HD#2.
- **Training (EMS & Public)**
 - FY23 Training Workplan is on schedule. See monthly training announcements/emails for details.
 - 2022 EMT Refresher Course – Class just concluded 10/1. Eight students completed the course with a few retests pending. The Class was well received and very well! We appreciate the commitment of the students to regain their EMT certification. Next step is NREMT exam.
 - KVH Training Agreement requirements are changing for certified providers doing skill maintenance in the Operating Room or the Outpatient Surgery Department. All providers with this need will be required to complete a KVH Volunteer/Student application (one time for career) to be submitted and kept on file. In addition, background checks, drug screening, TB testing and vaccination verification will also have to be verified on a checklist and supporting documentation made available upon request. Previously, per agreement addendum, this was made the responsibility of the agency. Cheryl is still working out the details with KVH and will update agencies as soon as possible.

- Life Support Training Funds (\$7,500) – Please let Cheryl know if you have any ideas for enhancing the training experience with these funds.
- Upcoming classes
 - OTEP makeup opportunities are scheduled for 10/8, 11/5, and 12/3.
 - 10/4, 6, 8 - AFA Renewal in process
 - 11/8-12/10 - AFA Initial Course – Training Announcement/Schedule/Application post/email
 - 12/14 - ALS Difficult Airway Class at KVFR #29
 - 2023 Initial EMT Course - Training Announcement/Schedule/Application post/email
 - 2023 CWU EMS Conference (ALS) -#/24 – Pre-conf Workshops, 3/25-3/26 – Conf.
- Public Education – Flyers, emailed, posted on website, and events on newspaper calendars
 - FA/CPR classes – 10/15 (Cle Elum), no classes will be held in Nov./Dec.
- **EMS Office Misc. Updates** – Debbie broke her wrist in early September and is not able to return to work yet. We are working with HR and waiting for medical clearance to possibly start back part time from home.
- **Regional/State/Meetings Report**
 - Regional Council (9/22) – Cheryl reported WEMESIS change is scoring coming soon to make data more meaningful, Mid-Columbia (tri-cities) working on increasing trauma center designation level, FY23-25 SCR EMS/TC System Plan input requested. (Minutes available upon request)
 - DOH Report to Regional Council – emailed and available upon request
 - DOH Committee Reports (Cheryl) – Minutes available upon request

Agency Reports / around the table

- KVH – Busy with a lot of behavioral emergency patients, new per diem staff
- ALNW has a third fixed wing available on the east side of mountains.
- KVFR – One new medic, de-escalation and self-defense training to be available next year. Pricing and availability will be shared.
- Medic One – Two new medics and a new rig.
- FD#7 – Interviewing seven new hires.
- **Motion to adjourn** - Consensus.
- **Next Council meeting:** Thursday, December 8, 1700, in Ellensburg (KVFR-St. #21) & virtual available.

Approved by:

Lee Hadden, Chairman
 George Long, Vice Chairman
 Kittitas County EMS & Trauma Care Council

Prepared by:

Cheryl Burrows
 EMS Coordinator / Administrator
 Date: _____