

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

October 7, 2010 - Meeting Minutes

Submitted by: Cheryl Burrows

MEMBERS PRESENT: Craig McKee, Chair (KCFD#3), Lee Hadden, Vice Chair (SCEFD), Mark Raaka (HD#2), Josh DeHerrera (ALS), Darlene Mainwaring (KITTCOM), Fred Benjamin (CEFD), Ray Risdon (FD#7), and Jack Horsley (MPD)

Guests: Arica French (KITTCOM) and Tom Watkins (CEFD)

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

Approve Minutes: Lee Hadden motioned for approval of the August Council meeting minutes, seconded by Josh DeHerrera. Motion approved. September Executive Committee report was accepted as presented by the Chairman.

Council Membership/By-law Update: No update.

REGIONAL COUNCIL REPORT: Coordinator

- 9/23 – SCR Regional Council meeting (Cheryl and Eric). Meeting report provided. Minutes available upon request.
 - DOH service area online map corrections due by 10/15 (last chance).
 - The SCR Strategic Plan 2009-2012 goals for September, October, and November were reviewed (distributed to Council)
- Upcoming SCR Meetings –
 - 11/12 - CQI Meeting, 1800 @ Kadelac Medical Center
 - 12/2 - Training/Education Committee, 0900 @ Prosser FD
 - 12/2 - EMS/TC Council, 1000 @ Prosser FD

STATE (DOH) REPORT: Coordinator

- EMS Online has been having technical difficulty. Issues seem to be resolved. Online changes or applications processed in the last two weeks may not have gone through.
- 10/20 - State Training & Education Workgroup will meet prior to the Prehospital TAC
- WA Emergency Cardiac & Stroke System letters went out to prehospital agencies and hospitals. Applications were sent to hospitals in October and are due in December. A list of participating hospitals should be published in April. Prehospital protocols and procedures should be updated by April. Training for all EMS personnel should be completed by May. Full system in place by June.

TRAINING/EDUCATION REPORT: Coordinator

- See September and October Monthly Training Announcements. Training activities are in compliance with FY11 Workplan.
- IV OTEP scheduled for 10/28, location TBA – only one session needed for fall
- FD#4 last 2010 OTEP session scheduled for 10/21
- 2011 EMT Course is tentative scheduled to start mid January and be held in Cle Elum. Betty Butcher is the scheduled SEI. The state course application will be submitted at the December Council meeting
- PHTLS (BLS) Course – Still tentatively schedule for January 22-23.

ACTION ITEMS:

- **Treasurer's Report / Vouchers:** Coordinator
 - **Account Balances & Program Financial Reports** - Reports were distributed for review.
Account Balances:
 - Savings = \$ 6,580.33
 - Checking 2010 = \$ 15,510.02
 - Total Balance = \$ 22,090.35**

Program Balances:

- 2010 Office = \$ 10,743.17
- FY11 Training = \$ 11,347.18
- Total Balance = \$ 22,090.35**

Invoices/Vouchers - The Council reviewed payroll & benefits for September and vouchers in the amount of \$ 7,557.82 (check #3839 - #3853). Darlene Mainwaring motioned to approve vouchers as presented, Mark Raaka seconded, motion carried. All account activities were available for review.

- **Training Agreement Renewal (KVFR & KCHD#2)** – The bi-annual Training Agreements with KVFR & KCHD#2 are due to expire 12/31/2010. Cheryl emailed draft updates to both agencies for review and renewal for two more years. Cheryl requested the Council’s approval for Chair to sign agreements pending no changes from agencies. Lee Hadden motioned to approve the Training Agreements for renewal pending agency’s response, Josh DeHerrera seconded, motion carried.
- **Life Support Grant Funded** – Cheryl reported that the Life Support grant was funded for the full amount \$7,505.00. Cheryl presented a thank you letter to be sent from the Council Lee Hadden motioned to approve the FY10 Year-end Training Budget Resolution #8-5-2010 as presented, Rich Elliott seconded, motion carried.
- **Operational Policy #8 (draft)-Newborn Safety Act** – Cheryl presented a draft policy to establish a collaborative plan between Medical Control, the EMS Council, and the KC Fire Chief’s Association to ensure the safety of newborn children that may be left by a parent with a qualified person at a fire station, pursuant to the Newborn Safety Act, RCW 13.34.360. The Fire Chief’s were considering piggy backing on the KVCH policy and reviewed the attached “Parent Packet” at their last meeting. However, that plan didn’t work out. Cheryl proposed establishing the presented policy to Chief Sinclair, Chairman of the KC Fire Chief’s Association. Chief Sinclair supported the idea. With the Council’s approval, Cheryl will present the draft Policy at the next chief’s meeting. One correction, to remove “KITTCOM” from page 2, was made. Lee Hadden motioned to approve Operational Policy #8 with correction, Mark Raaka seconded, motion carried.

NEW & OLD BUSINESS:

- **KCCOG-EMS Budget Report** – Cheryl presented the 2011 Proposed Office Budget on 10/22 at the KCCOG meeting. Those members present approved the budget as presented for recommendation to their participating jurisdiction.
- **SEI Meeting** – As a result of the recent county SEI meeting, Cheryl addressed some questions regarding vaccination requirements and background check needs with KVCH. All future students will be required to have a background check and provide the following documentation to EMS program coordinator upon initial training application for the following:
 - 2 MMR shots or positive antibody titer for measles, mumps and rubella
 - Stated history of chicken pox, a positive antibody titer or 2 varicella shots
 - Start hepatitis B series (at least by start of class)
 - TB skin test
 - Influenza (hospital-mask or shot policy) – shot strongly recommended
 - Tdap – strongly recommendedStudents will also be provided in writing prior to class the recommended immunizations in accordance with the *WA State DOH - Infectious Disease Prevention for EMS Providers* manual (rev. 1/2009).
- **COP #3 (draft)-Cardiac & Stroke Triage Destination Tools** – The Council discussed the best way to update county operating procedures to reflect the new Cardiac & Stroke Triage Destination Tools. Cheryl presented two options; 1) update COP#3-Triage & Transport to reflect the changes, or 2) to create a new

COP as an addendum to the new SCR PCP #15-Cardiac & Stroke Triage & Transport Procedure. Cheryl recommended option #1 and presented a draft of this option. The council had a lengthy discussion. The Council agreed to go with option #1. Cheryl will have a more detailed draft procedure for review at the December meeting.

- **KC Multi-Jurisdictional Hazard Mitigation Plan (EMS representation)** – Cheryl attended the 8/25 and 9/22 meetings. Meeting structure, scope of work, and time-line were established. Hazards of concern were reviewed for Kittitas County. Critical facilities are being identified. An online survey is available and targeted at all county residents to identify the level of knowledge of and preparedness for natural disasters. Cheryl will email the survey to all EMS providers and make it available on the office website. It is also available on the county website. Meeting minutes will be made available to the Council.
- **Other:**
 - Cheryl and Mark Raaka are attending the King County Resuscitation Academy 10/12-10/15.
 - KVCH is enforcing a flu shot or mask policy for healthcare providers and staff within 6 ft. of a patient. This will also apply to EMS providers.
 - Region 8 HCC Committee has produced and is making available at no charge healthcare multi-language reference cards. Nice to have on ambulance and aid cars. Cheryl has a supply.
 - The KCHD#2 fall prevention program “The Broken Hip” will take place 12/9 at the Centennial Center in Cle Elum.
 - WACAD is switching to WACARES – the state cardiac arrest data collection system is switching to a nationally recognized cardiac arrest data collection system. The program is funded through a 5 year grant from the Medtronic Heart Rescue Foundation. The switch should take place around the first of the year. Kittitas County cardiac arrest data is entered by the EMS Office.
- **Next Council meeting is scheduled for December 2, 2010, 7 p.m. at KITTCOM**

Approved by:

Craig McKee, Chairman
Lee Hadden, Vice Chairman
Kittitas County EMS & Trauma Care Council

Prepared by:

Cheryl Burrows
EMS Coordinator
Secretary/Treasurer

Date