

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

December 2, 2010 - Meeting Minutes

Submitted by: Cheryl Burrows

MEMBERS PRESENT: Craig McKee, Chair (KCFD#3), Lee Hadden, Vice Chair (SCEFD), Mark Raaka (HD#2), Rich Elliott (KVFR), DJ Evans (FD#1), Josh DeHerrera (ALS), Darlene Mainwaring (KITTCOM), Ray Risdon (FD#7), and Jack Horsley (MPD)

Guests: none

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

Approve Minutes: Mark Raaka motioned for approval of the October Council meeting minutes, seconded by Lee Hadden. Motion approved. November Executive Committee report was accepted as presented by the attending members.

Council Membership/By-law Update: No update.

REGIONAL COUNCIL REPORT: Coordinator

- 12/2 – SCR Regional Council meeting (Cheryl). Meeting cancelled due to weather.
 - The SCR Strategic Plan 2009-2012 goals for December and January were reviewed (distributed to Council). December – Local Council has met the deliverables for Training Workplan and PCP review. January - Planning & Standards Committee will start reviewing the Trauma Plan for needed changes. No deliverables due in February. There is a link to the Trauma Plan for review on the EMS Office website Council page. Min/Max numbers for verified services per county is also being reviewed. Please send comments to Cheryl.
- Upcoming SCR Meetings –
 - 12/15 - SCR Planning & Standards Committee, 0900, Richland
 - 1/27 - Training/Education Committee, 0900 @ Prosser FD
 - 1/27 - EMS/TC Council, 1000 @ Prosser FD

STATE (DOH) REPORT: Coordinator

- WAC Update approval still pending. Final public hearing was 11/23.
- DOH published the updated list of WA State Trauma Services effective 1/1/2011. Available upon request or online.
- 11/8 - State Training & Education Workgroup met to establish chair, vice chair and workgroup goals to recommend to the Prehospital TAC.
- Reviewed Cardiac & Stroke System Guidelines and deadlines for implementation.

TRAINING/EDUCATION REPORT: Coordinator

- See November and December Monthly Training Announcements. Training activities are in compliance with FY11 Workplan.
- Last OTEP Makeup – 12/11 @ CEFD, M7-M9
- 2011 EMT Course - Starts 1/25 in Cle Elum. Betty Butcher is the Senior EMS Instructor. Prerequisite HCP course 1/11 & 1/13. New clinical requirements are WSP background check, 2 MMR, Tb test, chicken pox or vaccination, influenza and Tdap strongly recommended. State course application pending Council recommendation and state approval. Student application deadline will be January 3rd.
- PHTLS (BLS) Course – Scheduled for 1/22-23, location TBA. Cheryl presented a budget scale depending on number of participants and books per agency. Council approved budget and fee scale. Minimum of 12 participants required.
- AHA Rollout Renewal – 12/13 at CEFD and 12/16 at CWU (1830-1000)
- 2011 OTEP Schedule and modules will be posted on the Office website around the end of the year. Email notices will be sent out to providers as materials become available.
- 2011 OTEP Instructor/Evaluator Workshops will be scheduled in January.

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 = \$ 30,066.41
- Total Balance = \$ 36,646.74**

Program Balances:

- 2010 Office = \$ 25,069.75
- FY11 Training = \$ 11,576.99
- Total Balance = \$ 36,646.74**

Invoices/Vouchers - The Council reviewed November vouchers in the amount of \$ 3,171.69 (check #3877 - #3891). Lee Hadden motioned to approve vouchers as presented, Darlene Mainwaring seconded, motion carried. All account activities were available for review.

Life Support Grant (adjustment) – Cheryl requested the Council’s approval to request Life Support allow a modification to the grant funds for training equipment to reallocate the \$624 for a scoop stretcher to upgrade the type of airway manikin also funded under the grant. HD#2 is willing to make available a spare scoop stretcher as need for training. The upgraded airway manikin would also have the capability to perform, measure and record/print CPR skills. The reallocation would support manikin needs identified in the Cardiac Arrest improvement plan. Dr. Horsley expressed that he favors this type of manikin that provides a written report of a student’s performance because it makes it more tangible for them. The Council approved Cheryl to make the request to Life Support.

2010 Office Budget Adjustment – Cheryl requested the following 2010 Office budget line item amendments. Lee Hadden motioned the Council approve the amendments to include the purchase of a sturdy shredder at EMS Coordinator’s discretion, Darlene Mainwaring seconded, motion approved.

Benefits/Taxes = (\$ 2,000)	Phone/fax/internet = +\$300.00
Accounting Support = (\$500.00)	Office supplies = +\$1,500.00
	Computer Service/Software/Web = +\$600.00
	<u>Miscellaneous = +\$100.00</u>
- \$ 2,500.00	+ \$ 2,500.00

- **2011 Proposed Budget amendment** – Due to 2011 County budget decisions related to wages and benefits, Cheryl suggested the Council consider an amendment to the 2011 Proposed Office Budget which would reduce the proposed budget by 3%. The Council discussed the proposed budget amendment to reflect a \$3,001.00 decrease in salary and benefits and a \$400.00 increase for phone line and expanded service. Since the amendment reflects a decrease, the Council agreed there is no reason to go back to KCCOG for approval. Darlene Mainwaring motioned to approve the 2011 Proposed Office Budget amendment, Lee Hadden seconded the motion, motion carried. Cheryl will send out the 2011 Payment Agreements to the participating jurisdictions. The amended budget will be reflected with an explanation.
- **2011 EMT Course Application** – Lee Hadden motion to approve the 2011 EMT course application as presented, Mark Raaka seconded, motion carried.
- **COP #3-Triage & Transport (draft update to address ECS Triage)** – Cheryl presented a draft update of County Operating Procedure (COP)#3-Triage and Transport to address the implementation of the new state Cardiac & Stroke Guidelines. There was a lengthy discussion on how best to address the guidelines either in COP#3 or create a separate COP. The COP#3 currently addresses both trauma and medical, critical, emergent, and non-emergent patients. The Council agreed that the Cardiac & Stroke guidelines would be

best managed as part of COP#3. The Trauma Triage Destination procedure is also expected to be updated soon and will be addressed in COP#3. There are a lot of details to work out yet with regards to implementation of the new CAS patient destination guidelines. Cheryl will keep the Council posted with draft updates to the procedure as they become available.

- **2011 Personal Services Agreement (Wayne Tenney)** – Cheryl presented the renewal of the Personal Services Agreement with Wayne Tenney for 2011 pending receipt of Participating Jurisdictions 2011 Payments Agreement. Jack Horsley motioned the Council approve the Chair to sign the agreement when 2011 payment agreements are approved, Lee Hadden seconded, motion carried.
- **Cardiac Arrests (CA) Quality Improvement (QI) Plan (Resuscitation Academy & CQI Policy)** – Cheryl and Mark reported on the Resuscitation Academy. As part of the academy, a cardiac quality improvement plan was drafted. Mark and Cheryl discussed the proposed plan with Dr. Horsley. The proposed plan would include public education, protocol & procedure review (updates), training, CA surveillance through a Quality Improvement Committee, data collection, partners, equipment, and funding sources. The council approved office staff time to proceed with CA QI Plan. Some of the plan elements are already underway with regards to the 2010 AHA Guidelines updates, protocol updates and instructor and EMS personnel training.

Cheryl presented a draft update to Operational Policy #7 – Quality Improvement Program that falls under the MPDs authority. Currently, the QI program strictly addresses the involvement of prehospital agencies and personnel. The CA QI Committee would be established as collaboration between agencies (not all prehospital) to review the patient care process from call taking to receiving facility. The agency appointed members may be invited from dispatch, law enforcement, fire, EMS, hospital, rehabilitation, higher education and prevention. There are some issues to work out regarding who is protected under membership. Cheryl will submit the draft update to DOH for input and eventually approval.

Dr. Horsley shared an idea he discussed with CWU to use the halftime at sporting events to increase public education/awareness about how to quickly identify someone who needs CPR and how to perform effective CPR. This would be a great partnership to establish. The intent is that the whole demo would take about 5 minutes. This will have to be looked into.

- **Nominations & Election for 2011 Officers (take position 1st meeting 2011)** – Nominations were opened for 2011 Council officers. The current officers were nominated for reelection; Craig McKee for Chair and Lee Hadden for Vice Chair. Nominations were closed. Rich Elliott motioned the Council approve the reelection of the current officers for 2011, Ray Risdon seconded, motion carried. The Chair reappointed Ray Risdon as the Executive Committee member.

NEW & OLD BUSINESS:

- **Operational Policy #8 –Newborn Safety Act (Chiefs approved)** – The draft OP#8 was sent out to all Fire Chief's for review and input and was discussed at the November meeting. The Chief's approved the partnership and implementation of the policy to address the requirements of the Newborn Safety Act. Cheryl has submitted the Policy for state review. If there are no issues, the packets will be put together by the EMS Office and distributed.
- **Stroke Workgroup – NIH Prehospital /Hospital Stroke Scale** – Cheryl reported the progress being made at the Hospital/Prehospital Stroke Work (minutes were sent out with Council packet). The group is developing a Stroke Assessment Tool base on the NIH Stroke Scale. Prehospital providers will use the tool to start the assessment and then pass it off to the hospital. Dr. Horsley has been sharing the tool at the paramedic meetings for prehospital input. KVCH is considering implementing the tool by the 1st of the year. Prehospital implementation date to be determined.
- **MCI Cards – Roslyn Fire Department** – Agenda item requested by RFD. No RFD member present at meeting to discuss.

- **KC Multi-Jurisdictional Hazard Mitigation Stakeholders Group** – The group is working on identifying the critical facilities in the county. Cheryl submitted a list to include EMS agencies per licensure (stations with licensed vehicles) and KITTCOM.
- **EM Council** – Meeting is cancelled for December. Next meeting is scheduled for 1/19.
- **Other:**
 - Notice to cease blood draws for Law Enforcement at stations - Per Dr. Horsley, under direction of DOH, EMS providers are no longer allowed to perform blood draws unless it is at an EMS incident. EMS agencies were notified via email this week. Law Enforcement will be notified next week. Please let Cheryl know if any issues arise. Darlene requested KITTCOM also receive the notice.
 - Shared successful STEMI call report per Eric Davis, KVCH ED Director’s request.
 - Public Health – Pertussis case confirmed in Kittitas County. Grant County has 25 cases. As of 11/13/10, Influenza activity in WA state is low.
 - Josh DeHerrera and Rich Smith (KVFR) will not be coordinating the annual mock crash at Ellensburg High School this year. They will try to coordinate one for Kittitas High School.
 - Rich Elliott (KVFR) – They are back to 5 medic units. They will be conducting in-house OTEP makeups this month. Those in need can contact Rich. KVFR is planning to implement a day car in July to help manage the impact of Interfacility transfers.
 - KITTCOM is hiring.
 - Lee Hadden motioned to adjourn, Darlene Mainwaring seconded, no one opposed.
- **Next Council meeting is scheduled for February 3, 2010, 7 p.m. at Cle Elum Fire Department**

Approved by:

Prepared by:

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

 Cheryl Burrows
 EMS Coordinator
 Secretary/Treasurer

 Date