

## **KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL**

### **February 3, 2011 - Meeting Minutes**

Submitted by: Cheryl Burrows

**MEMBERS PRESENT:** Craig McKee, Chair (KCFD#3), Mark Raaka (HD#2), Darlene Mainwaring (KITTCOM), Obie O'Brien (Gov.), Eric Davis (KVCH), Tom Watkins (CEFD), Jack Horsley, MD (MPD), Rich Elliott (KVFR), and Jim Eidemiller (Gov.)

**Guests:** Arica French, KITTCOM and Shannon Larson, Airlift Northwest

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

**Approve Minutes:** Mark Raaka motioned for approval of the December Council meeting minutes, seconded by Darlene Mainwaring. Motion approved. January Executive Committee report was accepted as presented by the Chairman.

**Council Membership/By-law Update:** No update.

#### **REGIONAL COUNCIL REPORT:** Coordinator

- 1/27 – SCR Regional Council meeting (Cheryl reported). Minutes available upon request.
  - The SCR Strategic Plan 2009-2012 goals for December thru February were reviewed (distributed to Council).
  - SCR Strategic Plan Update is in process. Review and feedback is encouraged. Available online at <http://www.kittitascountyems.org/traumacouncil.htm>
  - SCR Communication Report completed and available upon request.
- Upcoming SCR Meetings –
  - 2/1 – CQI Meeting, 1800 @ Kadlec Med. Center
  - 3/24 - EMS/TC Council, 1000 @ Prosser FD

#### **STATE (DOH) REPORT:** Coordinator

- WAC Update approval still pending (4-6 weeks).
- 1/24 MPD Workshop (reported by Dr. Horsley and Cheryl)
- 1/13 DOH Email - Emergency Cardiac & Stroke Implementation Update- There is no longer a “go live” rather the new system will be phased in based on community readiness. The following pieces have to be in place:
  - Participating hospitals identified
  - Cardiac and stroke Regional PCPs are developed and approved.
  - Cardiac and stroke county COP's are updated based on the PCPs and participating hospitals
  - MPD patient care protocols are in place
  - EMS providers are trained on the destination triage tools, PCP's, COP's and protocols
- Shared the County NREMT Test Performance records to date.

#### **TRAINING/EDUCATION REPORT:** Coordinator

- See January and February Monthly Training Announcements. Training activities are in compliance with FY11 Workplan.
- 2011 EMT Course - Started 1/25 in Cle Elum. Senior EMS Instructor was changed to Ray Risdon and approved by MPD and Chair. There are 18 students in the class.
- PHTLS (BLS) Course – Still pending available instructor materials.
- AHA Rollout/Renewal Makeup class – to be offered in March
- New EMS Evaluator Workshop to be offered in March
- January 2011 OTEP Instructor/Evaluator Workshops were attended by fourteen instructors/evaluators.

#### **ACTION ITEMS:**

- **Treasurer's Report / Vouchers:** Coordinator
  - **Account Balances & Program Financial Reports** - Reports were distributed for review.
- **Account Balances:**

- Savings = \$ 6,581.16
  - Checking 2010 = \$ 12,699.22
  - Checking 2011 = (\$ 11,178.27)
- Total Balance = \$ 8,102.11**

**Program Balances:**

- 2010 Office = \$ 11,300.98
  - 2011 Office = (\$7,774.73)
  - FY11 Training = \$ 4,575.86
- Total Balance = \$ 8,102.11**

**Invoices/Vouchers** - The Council reviewed January vouchers in the amount of \$ 13,423.99 (check #3912 - #3935). Rich Elliott motioned to approve vouchers as presented, Mark Raaka seconded, motion carried. All account activities were available for review.

US Bank raised the office credit card limit to \$3,000 because the Council is a valued customer.

- **2010 Office Budget Year-end Resolution (draft)** – Cheryl presented the 2010 Office Budget Year-end Resolution #2-3-2011. Total reserves for 2011 approved = \$11,300.98. Mark Raaka motioned for approval as presented, Darlene Mainwaring seconded the motion, motion carried.
- **Regional Trauma Plan Min/Max #'s/Needs (verified services/strategic plan)** – Cheryl sent out the current min/max status for verified agencies in Kittitas County and identified needs for review as part of the Regional Council Strategic Plan update. After further review and discussion, the Council agreed to recommend reducing the maximum number of verified BLS ambulances to 2 and eliminating the identified need in response area #2 in the area of Blewett Pass. The Council does not feel there is an identified need for another verified BLS ambulance service in Kittitas County. In addition, sections of the Blewett Pass area have been annexed by KCFD#7 and the area that hasn't is being serviced by FD#7 when requested. Mark Raaka motioned to approve the recommendations, Rich Elliott seconded, motion carried.
- **Cardiac Arrests (CA) Quality Improvement (QI) Plan (Update)** –
  - Policy #7–Continuous Quality Improvement – Cheryl presented the draft update of the CQI policy reflecting changes recommended by DOH. Mark Raaka motioned for approval, Jack Horsley seconded, motion carried.
  - QI Committee Invitation – Cheryl requested invitations be sent out to the agencies requesting participation. The Council agreed the invitations be sent from the Council and MPD. Goal is for the committee to meet in March.
- **Online SEI Training / Candidate** – Cheryl presented an opportunity to have an SEI candidate to participate in the pilot for an online course that meets one of the candidate instructor training prerequisites for SEIs. The pilot has to be approved by the Prehospital TAC. Mark Raaka is a willing and qualified candidate. Cheryl requested the Council pay for the \$250 online course fee for Mark. This is consistent with past support provided to SEI candidates. Rich Elliott motioned the Council pay the online course fee for Mark pending pilot approval, Darlene Mainwaring seconded, motion approved.
- **2011 Personal Services Agreement (Special Projects)** – Cheryl requested the Councils approval to establish another Personal Services Agreement with someone to assist with Special Projects. Wayne Tenney is not able to fulfill all of the funded time to support the office. Agreement will end no later than 12/31/2011. Council Chair has approval to sign agreement when needed. Rich Elliott motioned the Council permit Cheryl to select a person for a Personal Services Agreement to utilize remaining funded hours as described, Jack Horsley seconded, motion approved..

**NEW & OLD BUSINESS:**

- **COP #3-Triage & Transport (draft update to address ECS Triage & CDC Trauma Triage)** – An updated copy was provided with minor wording changes to reflect guidelines as they pertain to Kittitas County. The state announced the adoption of the CDC Trauma Triage Tool. A comparison of the old and new Trauma Triage tool was reviewed. Some discussion. Cheryl will continue to work on needed updates to include the new CDC Trauma Triage Guidelines. Updates are also pending hospital certification levels for cardiac & stroke.
- **Stroke Workgroup – NIH Prehospital /Hospital Stroke Scale** –The near final copy of the revised NIH Stroke Scale tool that KVCH and the ALS agencies are sharing was distributed. KVCH implemented the tool 2/1. Prehospital will implement pending some minor corrections. Paramedics are already trained on the tool. Dr. Horsley has approved ALS and BLS career providers to be trained in the use of this tool.
- **KC Multi-Jurisdictional Hazard Mitigation Stakeholders Group** – The group is holding an open house in Upper and Lower County on Thursday, February 17. One at Senior Center in Cle Elum from 1100-1330 and one at Ellensburg City Hall from 1800-2030. Flyers were made available for posting.
- **EM Council** – 1/19 Minutes available upon request. Next meeting 2/16, 1030 at KVCH + HCC meeting to follow.
- **Other:**
  - Cheryl requested to move the August Council meeting date to the second Thursday of the month instead of the first Thursday
  - Shared Newborn Safety Packet to be distributed to all EMS agencies per new policy. Information about the packet will be emailed to all agencies and providers w/policy and picture of the packet so providers know what to look for.
  - ALNW update (Shannon Larson) - There is a new turbo prop that can land at municipal air fields and weather isn't as much of an issue. Please bring any concerns, questions, information needs to Shannon.
  - KVCH update (Eric Davis) – The Emergency Department order sets for stroke patients are in line with Virginia Mason.
- **Next Council meeting is scheduled for April 7, 7 p.m. at KITTCOM**

**Approved by:**

**Prepared by:**

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

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Cheryl Burrows  
EMS Coordinator  
Secretary/Treasurer

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Date