

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

February 4, 2010 - Meeting Minutes

Submitted by: Cheryl Burrows

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

Guests: Arica French (KITTCOM)

Staff Present: Cheryl Burrows, EMS Coordinator

Wayne Tenney – The Council met Wayne Tenney the new Office Assistant. Cheryl reported that the Personal Services Agreement with Wayne is working out great.

Approve Minutes: Lee Hadden 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 Executive Committee members.

Council Membership/By-law Update: Josh DeHerrera was recommended at the January paramedic meeting to serve as the ALS representative. Lee Hadden motioned to appoint Josh DeHerrera as the ALS representative on the Council, seconded by Mark Raaka, motion approved. The Council received written notice from the City of Ellensburg that Councilmember O'Brien will continue to serve as the City's representative on the EMS Council and that Rich Elliott was appointed as the City's alternate.

REGIONAL COUNCIL REPORT: Coordinator

- 1/28 – SCR Regional Council meeting (Cheryl and Mark). Minutes available upon request.
 - Training Committee – Formula used to disperse regional training dollars was evaluated against other options. Committee recommended keeping same formula. Region will sponsor an SEI Workshop with the state on 3/11, 1000-1500 at Prosser Fire Department. Agenda will address the many aspects of the proposed WAC changes, the switch to National Registry testing, and new adopted National Standards for all certification levels.
 - SCR Council – Minutes available upon request
 - The SCR Strategic Plan 2009-2012 goals for March-June were reviewed (distributed to Council)
- Upcoming SCR Meetings –
 - EMS/TC Council – March 25, 1000 @ Prosser Fire Dept.
 - SEI State Workshop – March 11, 1000 @ Prosser Fire Department

STATE (DOH) REPORT: Coordinator

- Epi-pens – State is piloting a BLS training program for administration of Epi via syringe. This change is cost driven. There is no restriction under WAC.
- Legislative update provided
- Licensing & Certification Fact Sheet distributed
- MPD Update per DOH

TRAINING/EDUCATION REPORT: Coordinator

- See January and February Monthly Training Announcements. Training activities are in compliance with FY10 Workplan.
- 2010 EMT-B Course – Class is underway with 15 Students in class. Originally there were 19 applications accepted. Class is being held in Ellensburg at CWU. Rich Elliott is the Senior EMS Instructor. Students will be taking the National Registry exam for the Washington State Certification exam.
- 1/8 PALS Renewal Course – 17 attended
- 1/6 AHA BLS Instructor Class – 14 attended (instructor monitoring still has to be completed)
- 1/11 & 1/20 - 2010 OTEP Workshops for Instructor & BLS Evaluators (required at BLS level) – 10 attended

- One more workshop will be conducted to catch those who couldn't attend
- 1/12 & 1/14 - HCP Prerequisite Course for EMT Course applicants – 17 attended
 - 3 new AHA BLS Instructors monitored
- 1/26 – 2010 EMT Course started – 15 students will be participating

ACTION ITEMS:

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

Account Balances:

 - Savings = \$ 6,577.87
 - Checking 2009 = \$ 8,475.48
 - Checking 2010 = \$ 8,735.60
 - Total Balance = \$ 23,788.95**

Program Balances:

 - 2009 Office = \$ 9,811.72
 - 2010 Office = \$ 12,669.56
 - FY10 Training = \$ 1,307.67
 - Total Balance = \$ 23,788.95**

Invoices/Vouchers - The Council reviewed vouchers in the amount of \$ 16,976.85 (check #3664 - #3687). Lee Hadden motioned to approve vouchers as presented, Darlene Mainwaring seconded, motion carried. All account activities were available for review.
- **2009 Year-end Office Budget Resolution** – Cheryl presented the 2009 Year-end Office Budget Resolution #2-4-2010 with the Reserve Funds Explanation Cover Sheet. Lee motioned for approval of resolution #2-4-2010 as presented, Darlene Mainwaring seconded, motion carried.
 - **Total 2010 Reserve Funds = \$9,811.72**
 - Capital Equipment Accrual Fund = \$2,122.18
 - Benefit Accrual Fund = \$6,000.00
 - Balance Reserve Fund = \$ 500.00
 - AHA Training Site Balance = (\$588.10)
 - Credit to Participating Jurisdictions = \$1,777.64
- **Appoint Executive Committee Member** – Mark Raaka motioned to reappoint Ray Risdon as the Executive Committee Member for 2010, Darlene Mainwaring seconded, motion carried.
- **SCR EMS/TC Council Member Application** – Council received two SCR EMS/TC Council membership applications. Lee Hadden motioned to recommend Eric Davis as the Hospital representative, Darlene Mainwaring seconded, motion carried.

The Council received application from Josh DeHerrera to fill the regional Prehospital position on the understanding that Ron Adams was interested in stepping down if there was a replacement that could attend more often. Ron was informed of Josh DeHerrera's willingness to fill the position. Now that Josh is an official member of the local Council, the council agreed to go ahead with the recommendation for appointment to the SCR Council. Cheryl will notify Ron and request resignation be sent to the Regional Council. The Council is very appreciative of Ron's many years of representation and involvement at the regional level. The Council revisited Jon Sinclair's position as Local Government Agency Representative. Cheryl informed the Council of an interested ex-Regional Council member from the Tri-cities that is now a full time paramedic with KCHD#2. Discussion followed regarding switching Mark Raaka to Local Government which would make Bill Weber a fit for the Paramedic representative. Cheryl verified that Regional members do not have to be Local Council members. The Council agreed that they don't know Bill Weber and do not know if he would be a good representative. Council recommended Bill come to local meetings if he is interested in serving as representative.
- **Budget Follow-up w/Participating Jurisdictions** – Cheryl shared some concerns expressed by the County Commissioners at a meeting regarding the Council's Proposed 2010 Office Budget Plan. Due to budget shortfalls the County Commissioners have restricted training and unnecessary travel for county employees. The Commissioners concerns pertained to the travel and training line items of the Council's proposed budget.

Discussion followed. The Council agreed that Cheryl should draft a letter on behalf of the Council to update the Participating Jurisdictions on the history of the offices frugal operations and consideration given to the economic situation (with the 2011 proposed budget).

NEW & OLD BUSINESS:

- **Flu Update** – Declaration of Emergency ended 12/31/2009. Which means EMS providers can no longer administer the flu vaccine under the Health Department. All public clinics and 2nd rounds of school clinics are done. A lot of students did not get their second dose. Public Health is encouraging parents to have children get 2nd dose. Third wave is still expected. Health care providers and public should not get complacent. Plenty of vaccine available. Public Health is holding weekly clinics.
- **Dispatch Update** – Darlene Mainwaring and Arica French reported on the pilot being conducted to correct some problems identified with the pre-alert dispatch method. Instead of a pre-alert the tones are being set off again with some other changes. It will be a four month pilot with an evaluation in March. The pilot study started 2/1/2010 following direction given at the January Fire Chief’s meeting. Page is being made within 90 seconds of call. Dispatcher feedback is that it is faster and better customer service. Determinants A-E are not be used to classify call except for internal QA. Report will be provided at end of pilot.
- **Region 7 Functional Exercise (April 15)** – Rich Elliott has been asked to coordinate Kittitas County’s participation in the Region & HCC April 15th hospital Functional Exercise (2 hour). It will be a medically oriented exercise facilitated by a Simulation Cell out of Wenatchee. It is intended to encompass all hospitals, clinics and fire/EMS transporting agencies in the regions five counties. A major target of the FX will be EMS transfer agreements between non traditional entities and how to manage re-supply for ambulance units and crews when used during a regional incident. Rich Elliott was not present to report. Cheryl had no new information.
- **Emergency Management Council/HCC Report (March meeting)** – Next meeting 2/17, 1030 at KVCH (upstairs), followed by the Healthcare Coalition (HCC) meeting. Region 7 HCC 2/81
- **Other:**
 - KCFD#6 received their verified BLS Aid license. Dispatch protocols have been modified per KITTCOM.
 - Due to a recent inquiry regarding when is it appropriate for BLS Aid to rendezvous, Cheryl provided the following information;
RCW.18.73.170 - Aid vehicles--Personnel—Use
“The aid vehicle may be used for transportation of patients only when it is impossible or impractical to obtain an ambulance or when a wait for arrival of an ambulance would place the life of the patient in jeopardy. If so used, the vehicle shall be under the command of a person holding a certificate recognized pursuant to RCW 18.73.081 other than the driver.”
RCW.18.73.081 - Duties of secretary--Minimum requirements to be prescribed
As interpreted by Cheryl, if the aid vehicle transports there has to be at least a First Responder or EMT in command of the vehicle other than the driver, since RCW 18.73.081 makes no reference to Advanced First Aid (hence, the reference in COP #3). In addition, there would be no point in noting it if the standard did not exceed the minimum for Aid.
Kittitas County Operating Procedure (COP) #3 – Triage and Transport:
Section 3.B.6.f.:
Aid level services should meet the following criteria before transporting in an emergent situation (see RCW):
 - Appropriate transport capability for patient’s condition
 - Appropriate EMS personnel in accordance with WAC 246-976-390
 - Logistically appropriate
 - Darlene reported that KITTCOM will be using the Criteria Based Dispatch training resources from King County’s “EMS Online” (fee waved). Fourteen staff members will utilize this training resource. Good program.

- **Next Council meeting is scheduled for April 1, 2010, 7 p.m. at KITTCOM.**