

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

**April 1, 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), Josh DeHerrera (ALS), Chris Caviezel (SPFD), DJ Evans (KCFD#1), Obie O'Brien

**Guests:** Barbara Clark (Administrator SCR EMS Council), Terry Thrall (Chairman SCR EMS Council, Arica French (KITTCOM), and Kay Evans (KCFD#1)

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

**South Central Region EMS & Trauma Care Council Presentation** – Terry Thrall, Chairman, and Barbara Clark, Administrator, of the SCR EMS & Trauma Care Council were in attendance and presented on the structure and purpose of the regional council and the 2009-2012 Strategic Plan.

**DOH Response Area Maps (online)** – Since the projector was powered up, Cheryl demonstrated the Department of Health's new online maps for EMS response areas state wide. The maps can be viewed at a state, regional, and county level. There is also a spreadsheet for each county listing the agencies, physical address, number and type of units and their locations. Some of the data is not current. Information should be reviewed by each agency for accuracy. Please let Cheryl know if any corrections need to be made. Mark Raaka has already notified Barbara Clark of some corrections for Upper County. There is a link on the Kittitas County EMS Division website homepage for the DOH response area maps.

**Approve Minutes:** Darlene Mainwaring motioned for approval of the February Council meeting minutes, seconded by Mark Raaka. Discussion: Two corrections requested on page 3. Under Dispatch Update, the word "categories" should be changed to "determinants", and on the first line of the page change "the Commissioners" to "all Participating Jurisdictions". Motion approved. March Executive Committee report was accepted as presented by the Chairman.

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

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

- 3/25 – SCR Regional Council meeting (Cheryl, Mark, Eric and Josh attended). Meeting report provided. Minutes available upon request.
  - Josh DeHerrera's regional membership application was received by DOH, but Ron Adams resignation letter has not been received yet. Cheryl will follow-up.
  - The SCR Strategic Plan 2009-2012 goals for March-June were reviewed (distributed to Council)
- 3/11—SCR SEI Workshop (Cheryl, Rich Elliott, Jim Pierce, and Keith Monosky attended). Mike Lopez, Manger, DOH EMS Section was present. State updates were reviewed related to curriculum changes, proposed WAC changes, and the new testing process. Issues around lack of testing sites were discussed extensively. Keith Monosky and Jim Pierce looked into CWU serving as a test site for the National Registry through Pearson Vue. Pearson Vue determined that CWU is too close to the Yakima testing site to warrant serving as a testing location.
- Upcoming SCR Meetings –
  - EMS/TC Council – May 27, 1000 @ Prosser Fire Dept.
  - CQI Meeting – May 4, 1800 @ Kadelac Medical Center

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

- State Education & Training Meeting Report (next meeting 5/21) – Cheryl reported
- 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.

- Proposed WAC 246-976 Update – Cheryl emailed the final WAC draft out for review. The last state public hearing on the proposed WAC changes will be May 11 in Tumwater. Cheryl reviewed the state summary of changes that will have the most impact. Cheryl plans on attending.
- Cardiac & Stroke Guidelines Update – The Governor signed a bill supporting an Emergency Cardiac & Stroke (ECS) System. The EMS & Trauma Steering Committee adopted the prehospital protocol guidelines, triage tools, and destination hospital criteria the ECS TAC has been working on. The bill is effective 6/10/10. Work is supposed to be completed and implemented by 1/1/2011

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

- See March and April Monthly Training Announcements. Training activities are in compliance with FY10 Workplan.
- First OTEP Makeup session of 2010 will be on May 22. The new guidelines will be utilized for class management. Cheryl will report on how the new guidelines work.
- FD#4 will have an onsite OTEP for M9 & M10 in April or May. Date TBA.
- 2010 EMT-B Course – Class size has shrunk to 13 students due to student’s personal issues. The National Registry testing site in Yakima only has 8 seats for testing at one time. The testing site tests for a variety of professions other than EMS. There is no set schedule for times or days of week. Students must apply and register online for test. Once students successfully complete the EMT course, Cheryl will approve them for testing. Students will be given a step by step instruction sheet. Each student is on their own for making testing arrangements.
- IV OTEP is due to be scheduled in April. Cheryl is reviewing an online option for the instructional portion of the training and knowledge assessment. Yakima County Department of EMS is currently using the method and is giving Cheryl access after April 1 to review the program. If implemented, the IV Technicians would still complete the practical portion in class and Cheryl recommends a protocol test per session. The cost is comparable. Change will require Dr. Horsley’s approval. He is not opposed to the change pending review. Cheryl may postpone April IV OTEP if it doesn’t affect any recertification’s to implement the new program. The current OTEP materials are in need of an update and even more so once the new National Standard is effective. The online program will offer more variety and interactive training options. SEI input will be sought. There was no objection from the Council members to transition to an online IV OTEP pending review and MPD approval.
- Epi Training Program – The DOH has distributed an approved training program to transition to a syringe drawn epinephrine administration method. The program includes PowerPoint presentation, skill sheet and test. The training program is expected to be about 2 hours long. There are still a lot of details to work out. Per Cheryl, Dr. Horsley is not opposed to the transition for those agencies who want it (Dr. Horsley not present). Cheryl will be surveying agencies for information related to this issue. Cheryl feels there will be enough BLS OTEP funding to support gradually providing onsite training as needed to the agencies that make the transition. Council agreed to cover the cost of onsite epi training as needed under BLS OTEP.
- Cheryl sent out the FY11 training needs survey by email on 2/28. Response was requested by 3/29. State requires a trackable process for projecting needs. Eight out of twelve agencies responded. Results were as follows:
  - FR = 0
  - EMT = 25
  - IV Tech = 4 (consensus from most agencies that system is too saturated with new IV Techs currently)
  - IV Monitor = 15
  - Special Needs = None noted
  - OTEP needs are based on number of certified primary providers per agency.
  - Instructor Training Needs determined by Coordinator

#### **ACTION ITEMS:**

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

- Savings = \$ 6,577.87
- Checking 2010 = \$ 6,189.89
- Total Balance = \$ 12,767.76**

**Program Balances:**

- 2010 Office = \$ 9,238.95
- FY10 Training = \$ 3,528.81
- Total Balance = \$ 12,767.76**

**Invoices/Vouchers** - The Council reviewed vouchers in the amount of \$ 8,624.28 (check #3718 - #3735). Cheryl informed the Council of a late fee of \$22 for in invoice that was put in the wrong file and overlooked last month. Cheryl notified company but fee was still applied. Cheryl offered to pay fee. Council agreed to pay late fee. Lee Hadden motioned to approve vouchers as presented, Darlene Mainwaring seconded, motion carried. All account activities were available for review.

- **SEI Affiliation with Office** – Cheryl requested approval to affiliate Betty Butcher with EMS Office to maintain certification for SEI status. Cheryl informed Council that under the new proposed WAC language affiliated agency level status will be changed to a variance to licensure. Office may lose affiliated status by end of 2010. Unknown if variance to licensure will be granted. SEI’s without affiliation may be granted certification through annual variance. Mark Raaka motioned to approve Betty Butcher’s application to affiliate with the EMS Office, Josh DeHerrera seconded, motion approved.
- **EMS Week** – Cheryl proposed some ideas for EMS week (CPR competition, pictures and highlights in the newspaper). Due to the economy, the Daily Record is only willing to sponsor half the cost of a guaranteed spot in the newspaper for EMS Week. The last two years Cheryl worked with the newspaper on a free spotlight for EMS Week, but they never actually made it into the paper. Cheryl presented the cost to purchase a spot for EMS Week this year and how it could be paid for through existing budget. The Council decided it should not have to pay for a spot in the paper to get the EMS Community recognized during EMS Week. No action was taken. Cheryl will continue to work with the newspapers to try to get some kind of recognition for EMS week.

**NEW & OLD BUSINESS:**

- **PJ Budget letter w/ 2011 proposed budget** – Cheryl informed the Council that she postponed sending a letter of appreciation and understanding of the EMS Division to the participating jurisdictions as she requested at the last meeting. It would make more sense to send it with the proposed budget for the 2011.
- **Patient Care Procedures/Policies/Protocols (draft)** – Cheryl presented the following for review and discussion:
  - **County Operational Procedure #1** – Dispatch (Response Areas) – Cheryl drafted changes based on service area and/or licensure status changes documented since the last procedural update, and inclusion of the MCI Response Area cards. A draft was sent out for agency review and update. Draft 3-24-10 reflects any feedback from agencies to date. No action requested at this time. Procedure will be sent out one more time for input before the next council meeting.
  - **POLST – Do Not Resuscitate (DOH-Addendum) Protocol (draft #1)** – Per Dr. Horsley’s approval and per discussion at the last Council meeting, a county specific POLST – Do Not Resuscitate (DOH addendum) protocol was drafted. The draft is based off the state’s current POLST/DNR Protocol, the current version of the WSMA & DOH POLST form (rev. 12/08), and “Compelling Reasons” as defined in the King County CBT module for “Death & Dying”. No significant changes were recommended by the Council. Cheryl will send the draft to DOH for input and approval with Dr. Horsley’s final approval (Dr. Horsley not present). The *Kittitas County Coroner Investigation Networking Agreement* received from the Prosecutor’s office about 5 years when the Council was reviewing cancellation policy was briefly discussed. Cheryl has inquired if there is a more current version to be sure the updates being made are in compliance with local system practice.

- **Operational Policy #3** – Ambulance and Aid Service Cancellation Criteria – Changes to Operation Policy #3 were recommended based on the draft POLST / DNR Protocol. No additional changes were recommended by the Council. No action requested at this time, pending DOH approval of POLST/DNR protocol. The goal is to have the update completed before the final OTEP module of the year “Death & Dying”.
- **Dispatch Pilot Update (Darlene & Arica)** – Darlene Mainwaring reported she sent out an email requesting feedback from agencies and providers regarding the preannouncement vs. paging pilot. She asks everyone to look at the big picture and not let personal issues effect their feedback. Arica French reported on some stats collected so far during the pilot. Dispatch time is down for call to page. Time is up for page to time en route. An internal study will include time of arrival.
- **Region 7 Functional Exercise (April 15)** – Rich Elliott has been asked to coordinate Kittitas County’s participation in the Region & HCC April 15<sup>th</sup> 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.
- **Emergency Management Council/HCC Report** – Cheryl reported. Minutes available upon request. Next meeting 4/21, 1030 at KVCH (upstairs). Healthcare Coalition (HCC) is meeting quarterly (June).
- **Other:**
  - Lee Hadden motioned to adjourn, Mark Raaka seconded. No one opposed.
  - Thank you guests!
- **Next Council meeting is scheduled for June 3, 2010, 7 p.m. at Cle Elum Fire Department**