

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

June 2, 2011 - Meeting Minutes (Short meeting due to Bus MCI After-Action Review)

Submitted by: Cheryl Burrows

MEMBERS PRESENT: Craig McKee, Chair (FD#3), Lee Hadden, Vice Chair (SCEFD), Darlene Mainwaring (KITTCOM), Mark Raaka (HD#2), Josh DeHerrera (ALS), Rick Graham (CEFD), Obie O'Brien (Gov.), Monty Moore (FD#8), and Ray Risdon (FD#7)

Guests: Arica French (KITTCOM), Shannon Larson (ALNW), and John Storch (FD#8)

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

Approve Minutes: Josh DeHerrera motioned for approval of the April Council meeting minutes, seconded by Mark Raaka. Motion approved. Executive Committee minutes for May were excepted as presented.

Council Membership/By-law Update: No update.

REGIONAL COUNCIL REPORT: Coordinator

- 5/26 – SCR Regional Council meeting (Cheryl reported). Minutes available upon request.
 - The SCR Strategic Plan 2009-2012 goals for May thru July 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>
- Upcoming SCR Meetings –
 - 6/16 – Planning & Standards / Strategic Plan Committees, Richland
 - 6/27 – Prevention ad hoc committee, Yakima Memorial
 - 7/28 - EMS/TC Council, 1000 @ Prosser FD
 - 8/9 – CQI Meeting, 1800 @ Kadlec Med. Center

STATE (DOH) REPORT: Coordinator

- WAC 246-976 Revisions approved and posted (links/docs emailed to all members & on EMS website)
 - DOH matrix of changes reviewed.
 - Review of updates to WACs, PCPs, and COPs will be made available to agencies as needed.
- 6/7 – WA State Emergency Cardiac & Stroke System Conference, Spokane (reps from EMS and KVCH attending)
- 5/13 - State Training & Education Workgroup (Cheryl reported) – Minutes available upon request

TRAINING/EDUCATION REPORT: Coordinator

- See May and June monthly training announcements. Training activities are in compliance with FY11 Workplan. Spring IV Tech OTEP classes have been postponed until Fall due to curriculum updates.
- 6/14 - ACLS Renewal Course, 0800-1400 at CWU-Michaelsen Hall.
- 10/22-23 - PHTLS (BLS) Course, location TBA
- IV OTEP due in Fall.
- 5/24 (Upper County) & 6/8 (Lower County) – ALS Assist Skills (Rescheduled from EMT class to reach broader audience).

ACTION ITEMS:

- **Treasurer's Report / Vouchers:** Coordinator
 - **Account Balances & Program Financial Reports** - Reports were distributed for review.
Account Balances:
 - Savings = \$ 6,582.24
 - Checking 2011 = \$ 11,907.32
 - Total Accounts Balance = \$ 18,489.56**

Program Balances:

- 2011 Office = \$ 16,133.62
 - FY11 Training = \$ 2,355.94
- Total Programs Balance = \$ 18,489.56**

Invoices/Vouchers - The Council reviewed May vouchers in the amount of \$ 12,540.56 (check #4012 - #4029). Lee Hadden motioned to approve vouchers as presented, Darlene Mainwaring seconded, motion carried. All account activities were available for review.

- Year-end Training Budget FY11 (7/1/10-6/30/11) – Projected year-end budget discussed.
 - Draft Training Budget FY12 (7/1/11-6/30/12) – Interim draft working budget for pending FY12 Contract/Workplan presented for review. Per SCR Council, no budget cut expected for FY12. Funds available to cover July OTEP expenses pending FY12 Contract. FY12 Training needs survey made available for review. Darlene Mainwaring motioned to approve the Interim FY12 Training Budget, Josh DeHerrera seconded, motion carried.
- **EMS Coordinator Performance Evaluation & PAF** – MPD provides annual performance evaluation. Evaluation distributed to Council members for input or comment prior to meeting. Lee Hadden motioned to approved EMS Coordinator performance evaluation and PAF at 2% COLA per county standard, Mark Raaka seconded, motion carried.

NEW & OLD BUSINESS:

- **WAC 2246-976** – DOH issued matrix of changes reviewed
- **Cardiac Arrest QI Project** (update) –
 - May – Resuscitation Academy attended by law, dispatch and ALS representatives. Receiving positive feedback.
 - Transition to WACARES completed. Data from January 2011 to present almost up to date.
 - CPR Saturdays - 5/21 in Upper County low attendance, 6/4 scheduled for Lower County.
 - Skillmeter used at event. Very effective in reinforcing skills.
 - 2nd Skillmeter funded by Life Support has been ordered. 2010 AHA software update for manikins is still pending. Update to be made by Laerdal rep once available.
- **EM Council** – 5/18 cancelled. Next meeting 6/15, 1030 at KVCH, HCC to follow.
- **Other:**
 - Cheryl has been asked to participate in the CWU Advisory Committee for the paramedic program. Dr. Horsley also sits on this committee.
 - Council discussed AHA monitoring fee for new instructors by AHA faculty members through the EMS office (for non-Healthcare/Emergency response instructors). Council’s consensus that AHA faculty members (other than EMS Coordinator) will be notified of any need and will establish their own fee if willing to monitor.
- **Motion to adjourn:** Mark Raaka, Darlene Mainwaring seconded, no objection
- **Next Council meeting is scheduled for August 11, 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