

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

June 3, 2010 - Meeting Minutes

Submitted by: Cheryl Burrows

MEMBERS PRESENT: Craig McKee, Chair (KCFD#3), Lee Hadden, Vice Chair (SCEFD), Rich Elliott (KVFR), Josh DeHerrera (ALS), Mark Raaka (HD#2), Tim Milbert (KCFD#6), Darlene Mainwaring (KITTCOM), Ray Risdon (KCFD#7), DJ Evans (KCFD#1), Eric Davis (KVCH), Jack Horsley, MD (MPD) and Skye Osiadacz

Guests: Kay Evans (KCFD#1)

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

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

Council Membership/By-law Update: No update.

REGIONAL COUNCIL REPORT: Coordinator

- Ron Adams submitted his letter of resignation to the SCR EMS & Trauma Care Council. Ron served for eight years on the regional council. His service has been greatly appreciated.
- 5/25 – SCR Regional Council meeting (Cheryl, Mark, and Eric attended). Meeting report provided. Minutes available upon request.
 - The SCR Strategic Plan 2009-2012 goals for June-August were reviewed (distributed to Council)
 - Communication Committee conducted a Public Safety Answering Point (PSAP) study to identify commonalities within the various PSAPs within the South Central Region. Some resistance was met. The Committee will continue to collect information. Report available upon request.
- Upcoming SCR Meetings –
 - EMS/TC Council – July 22, 1000 @ Prosser Fire Dept.
 - CQI Meeting – August 3, 1800 @ Kadelac Medical Center

STATE (DOH) REPORT: Coordinator

- State Education & Training Meeting Report (5/21) – Cheryl reported continued discussion and planning pertaining to NREMT testing, Prehospital Rules, Committee dissolution, Epi pilot, ESC Triage Tool, WA TTT, changes to EMS education standards, and skill sheet revisions.
- Proposed WAC 246-976 Update – Cheryl attended the final WAC public hearing on the proposed WAC changes in Tumwater. No new changes reported. Cheryl submitted final public comment for the Council regarding the initial training age limit changing from 18 to 17 and administrative comments of her own.

TRAINING/EDUCATION REPORT: Coordinator

- See May and June Monthly Training Announcements. Training activities are in compliance with FY10 Workplan. FY10 Training Workplan ends June 30th.
- OTEP Makeup Guidelines (May 22) - Cheryl reported that the new guidelines for participating in OTEP makeup sessions were utilized for the 5/22 OTEP. The process is more labor intensive but the class size was effectively regulated and resources were more easily managed. All students in attendance had pre-registered and only two students qualified to pay the makeup course fee.
- 2010 EMT-B Course – 9 EMT students successfully completed the EMT Course. One student is pending retest. To date, five students have taken and passed the National Registry exam. The turn-around time for applying, registering, and testing has been very quick. Test dates have been within a week of request. Scores are received within 24-48 hours.
- IV OTEP scheduled as follows: 6/16 in Cle Elum and 6/24 in Ellensburg (1830-2130)

- Online IV OTEP: Cheryl continues to look into the possibility of having the didactic portion of the IV OTEP online. The Advanced EMT curriculum materials from three different publishers under consideration aren't due to come out until 12/2010 to 9/2011. There is no point investing in materials under the old standards.
- IV Monitor Course scheduled for 6/29, 1830-2200 at Cle Elum Fire Department – pending course approval
- PHTLS Course – Council approved the coordination of a fee funded BLS PHTLS Course due to agency request. Based on survey, 20-25 BLS providers are interested in participating. Due to the publication of a revised PHTLS text edition by the end of 2010, the course date will be in January 2011. Potential dates will be coordinated with the instructors and agencies will be surveyed to select the best dates.

ACTION ITEMS:

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

Account Balances:

- Savings = \$ 6,578.68
 - Checking 2010 = \$ 10,648.88
- Total Balance = \$ 17,227.56**

Program Balances:

- 2010 Office = \$ 15,093.00
 - FY10 Training = \$ 2,134.56
- Total Balance = \$ 17,227.56**

Invoices/Vouchers - The Council reviewed vouchers in the amount of \$ 9,952.71 (check #3772 - #3788). Rich Elliott motioned to approve vouchers as presented, Darlene Mainwaring seconded, motion carried. All account activities were available for review.

Cheryl reviewed FY10 Year-end Training Budget status. It looks good.

- **FY2011 Draft Training Budget / Workplan (pending contract) / Emergency Responder** –
 - A draft FY11 Training Working Budget was presented for review for the period 7/1/10-6/30/11. The Council's FY11 Training Contract has not been received. The training budget outlines the training needs for FY11 based on the annual agency training needs survey conducted in March and reported at the April 1 Council meeting. The FY11 Workplan is due in September. The Council approved the draft FY11 working budget as presented.
 - Chief Skye Osiadacz requested the Council discuss the possibility of having an Emergency Medical Responder (aka FR) Course the coming training year. The training survey in March did not indicate any interest in EMR (FR). Cheryl attended a RFD training meeting to answer questions regarding the WAC change, and EMR training vs. EMT training. Roslyn Fire Department's licensed aid unit is primarily staffed with AFA personnel. RFD's EMS responder numbers will be reduced due to a WAC revision that changes the definition of Advanced First Aid (AFA) as being a department certified EMR. This change eliminates the option for Licensed BLS Aid services to utilize AFA trained personnel to meet the EMS personnel requirements for responding. This change is effective January 1, 2012. Cheryl provided a historical perspective on the longevity of First Responders. The stats show that 63% of First Responders did not recertify after first cycle or upgrade to EMT, 18% advanced to EMT, 19% recertified at least once. There are currently 9 certified First Responders in the county out of 200 EMS providers. The same stats were not provided for EMT. Initial training hours for EMT are ~130 and EMR (FR) is ~70. Currently, the ongoing training requirements (# of modules per year/recertification) are the same. EMT certification has a much larger scope of practice. A skills comparison was provided for reference. There was a lengthy discussion regarding the benefit and need of an EMR course. Cheryl expressed concern about having two initial training courses the coming year when there would be a lot of changes to be made to existing training programs, protocols, and procedures as a result of WAC changes, the new Training Standard, and Cardiac and Stroke Guidelines. A second

initial training course would have to be fee funded. The Council directed Cheryl to survey the SEIs for interest in being the lead instructor and agencies for provider interest. Cheryl is to consider the impact on the office. No action at this time.

- **Life Support Funding Request (due 6/21)** – The Council received an application to apply for a training grant from Life Support to fund training equipment and/or training material needs. Cheryl surveyed EMS agencies, instructors, and paramedics to help determine needs. Cheryl verified that training courses/fees did not qualify for funding. Cheryl presented a proposed list of training equipment items and costs for the Council to consider. The Council discussed submitting the entire list of training equipment needs for the grant. The approximate total was \$7,500. Mark Raaka motioned to submit the entire list of training equipment needs as presented for the Life Support grant, Lee seconded, motion carried.
- **COP#1 – Dispatch (Response Areas) final draft** – Cheryl presented the proposed final draft of COP#1. Agencies have been provided multiple opportunities to review the document and make corrections and suggestions. Changes since the last meeting were reviewed. Rich Elliott motioned for approval of COP#1 as presented, Mark Raaka seconded, motion carried. Cheryl will submit approved draft to the state for approval.
- **SCR EMS Council Membership Renewal** – Cheryl presented her membership renewal application as EMS Coordinator representative on the SCR EMS & Trauma Care Council. Membership renewal is every three years. Lee Hadden motioned to approve Cheryl’s renewal application, Rich Elliott seconded, motion carried. Chief John Sinclair’s membership is also up for renewal as Government Representative. Chief Sinclair’s renewal application has not yet been submitted.
- **IV Maintenance Course Application (6/29)** – Cheryl requested the Council recommend to approve the IV Monitor Course for June 29th, 1830-2200 at Cle Elum Fire Department, 10-20 students, Mark Raaka as lead instructor. Lee Hadden motioned to recommend approval for the IV Maintenance Course to DOH, Darlene Mainwaring seconded, motion carried.
- **Coordinator Annual Performance Evaluation / PAF** – Dr. Horsley presented the EMS Coordinator’s annual performance evaluation. Corrections made to *Interpersonal Relationships* and *Overall Rating to Above Average* only. Two rankings were selected by mistake for these categories. Darlene Mainwaring motioned to approve the evaluation with the corrections noted, Lee Hadden seconded, motion carried. Cheryl qualified for a 4.8% merit increase. However, the EMS Coordinator wage scale will reach the current maximum at a 1.5% increase. Cheryl requested the Council recommend a 1.5% merit increase. Rich Elliott motioned to recommend a 1.5% merit increase for Cheryl, Darlene seconded, motion carried.
- **KC Coroner Investigation Networking Agreement (95/96 version)** -- The Prosecutor’s office was not able to identify a more current version of the KCCINA and does not consider this an active agreement. The Prosecutor’s Office is willing to pursue updates to this document if needed. Currently the document makes no reference to EMS’s role with a DNR or DOA patient. Dr. Horsley recommends that the recently updated *POLST-DNR protocol* (DOH addendum) and *Operational Policy #3-Ambulance and Aid Service Cancellation Criteria* meet the current needs for direction with regards to DNR/DOA patients. Dr. Horsley does not wish to pursue revising the KCCINA at this time but is willing to participate if the Prosecutor’s Office decides to update this document. Lee Hadden motioned to support Dr. Horsley’s recommendation, Josh DeHerrera seconded, motion carried.

NEW & OLD BUSINESS:

- **Dispatch Pilot Outcome (Darlene)** – Darlene Mainwaring reported the outcome of the dispatch pilot. A written report was made available on the pilot showing the outcome comparison with positives and negatives provided for the three categories. It was determined that the paging without preannouncement worked best overall. Agencies and individual providers were surveyed and encouraged to provide input.

- **2011 National EMS Week / CPR/AED Week** – Cheryl reported on the efforts made to get something in the Daily Record and the Tribune to recognize National EMS Week. The last several years it has been very difficult to get space in the paper without paying for it. The Council agreed at the last meeting that purchasing space in the newspaper was not appropriate under current budget hardships. Cheryl requested the Council’s support to pursue a partnership with American Red Cross to co-sponsor a public CPR Saturday training in Upper and Lower County for the 2011 National EMS Week and National CPR/AED Week. Cheryl thinks a lot of AHA instructors and EMS providers would be willing to donate their time. This training would also go towards the instructors meeting their instruction quota for renewal. These two events are both in May and only one week apart. The Council directed Cheryl to pursue this idea.
- **Emergency Management Council/HCC Report** – Cheryl reported on the May 19th meeting. Minutes available upon request. Next meeting 6/16, 1030 at KVCH (upstairs). Healthcare Coalition (HCC) is meeting quarterly (June).
 - Bonnie Corns is coordinating the Emergency Support Function #10 - Hazardous Materials Group
 - Need for county wide decontamination team(s) discussed (upper, mid, and lower). The EMS Council and Fire Chiefs discussed this issue and agreed that a decontamination team should be made up of agency members throughout the county and that it is not realistic to have a separate team for upper, lower, and mid county.
 - There will be a kick off meeting for the County Emergency Plan Development project and all jurisdictions will be invited.
 - KVCH is contingency planning for upcoming large events (back up staff).
 - KVCH is planning on having ICS classes 2x per year and promoting ICS training for clinics.
- **Other:**
 - For the record, Cheryl requested the following be noted; at this time HD#2 and KVFR agreed not to maintain their EMS providers as volunteers with the county in order to get ID badges for each person that would identify them as registered emergency worker under EM if there was an event. In order to be and maintain volunteer status (get a badge), the individual has to volunteer with the HD at least every 6 months and attend a 30 minute orientation. Now that we are familiar with the process, it was agreed that it would be easier to re-register them as EM emergency workers at each event.
 - Bureau of Reclamation scheduled meeting to plan for Dam Drill.
 - Motioned to adjourn. No one opposed.
- **Next Council meeting is scheduled for August 5, 2010, 7 p.m. at KITTCOM**

Approved by:

Prepared by:

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

Cheryl Burrows
 EMS Coordinator
 Secretary/Treasurer

Date