

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

### **August 11, 2011 - Meeting Minutes**

Submitted by: Cheryl Burrows

**MEMBERS PRESENT:** Craig McKee, Chair (FD#3), Jack Horsley, MD (MPD), Arica French (KITTCOM), Josh DeHerrera (ALS), and Obie O'Brien

**Guests:**

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

**Approve Minutes:** Obie O'Brien motioned for approval of the June Council meeting minutes, seconded by Josh DeHerrera, motion approved. Executive Committee minutes for July were accepted by Chair as presented.

**Council Membership/By-law Update:** Commissioner Ellis resigned from Snoqualmie Pass Fire & Rescue so his alternate Commissioner Caviezel will take his spot on the Council.

**REGIONAL COUNCIL REPORT:** Coordinator

- 7/28 – SCR Regional Council meeting (Mark Raaka attended not present to report). Minutes available upon request.
  - Committee recommendations for Strategic Plan & PCP Updates were approved. Pending DOH approval.
  - County Operating Procedure updates are due 9/9.
- Upcoming SCR Meetings –
  - 9/22 - EMS/TC Council, 1000 @ Prosser FD

**STATE (DOH) REPORT:** Coordinator

- Finalizing Cardiac & Stroke hospital categorization list.
- Due to changes at credentialing office, provider applications are taking > 45 working days to process.
- 7/8 State Training & Education Workgroup (Cheryl reported) – Minutes available upon request

**TRAINING/EDUCATION REPORT:** Coordinator

- See July and August monthly training announcements. Training activities are in compliance with FY11 Workplan.
- IV Tech OTEP classes pending publication of new Brady text for developing new materials.
- 10/22-23 – Initial PHTLS Course, participation must be confirmed by 9/22
- A PALS renewal course is being schedule for January.

**ACTION ITEMS:**

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

**Account Balances:**

- Savings = \$ 5,582.78
- Checking 2011 = \$ 10,051.09
- Total Accounts Balance = \$ 15,633.87**

**Program Balances:**

- 2011 Office = \$ 14,281.39
- FY11 Training (pending year-end resolution) = \$ 1,969.36
- FY12 Training (draft) = (\$616.88)
- Total Programs Balance = \$ 15,633.87**

**Invoices/Vouchers** - The Council reviewed July vouchers in the amount of \$ 8,558.92 (check #4051 - #4066). Obie O'Brien motioned to approve vouchers as presented, Jack Horsley seconded, motion carried. All account activities were available for review.

- **FY11 Year-end Training Budget Resolution (7/1/10-6/30/11)** – Draft year-end budget resolution was presented for review and discussion. Obie O’Brien motioned to approve FY11 Year-end Training Budget Resolution as presented, Jack Horsley seconded, motion approved.
- **FY12 Training/Education Workplan/Budget (7/1/11-6/30/12)** – Draft FY12 Workplan & Budget was presented for review and discussion. Quarterly onsite training schedule adjustments were explained. Josh DeHerrera motioned to approve the FY12 Training Workplan & Budget as presented, Obie O’Brien seconded, motion approved.
- **SCR Personal Services Agreement (EMS Training Contract)** – FY12 (7/1/11-6/30/12) SCR Personal Services Agreement was sent out with Council packet for review. Funding through agreement is based on meeting the deliverables of approved Training Workplan and, reporting requirements and submission of Council meeting minutes. Agreement includes \$12,517.89 for training and \$500 for Council support. Jack Horsley motioned to approve Chair to sign agreement on behalf of Council, Obie O’Brien seconded, motion approved.
- **CWU Fall Initial Training Course Applications (EMT & Paramedic)** – CWU Fall initial training courses were submitted for recommendation by Council. Initial training courses are identified in FY11 Training Workplan, applications are in order, and recommended by MPD. Josh DeHerrera motioned to approve to recommend the EMT & Paramedic initial training as presented for DOH approval, Jack Horsley seconded, motion approved.
- **EMS Council Attestation of Ability to Implement the WA state Cardiac & Stroke System** – The DOH is requiring the EMS Councils attest to the ability of our EMS providers and hospitals to implement the Emergency Cardiac and Stroke System. The components attested to were reviewed. KVCH was approved as a Critical Access Hospital, level II for Cardiac and Stroke. Jack Horsley motioned to approve to attest as described, Obie O’Brien seconded, motion approved.
- **New AHA Training Center Agreement** - NCR AHA Training Center (TC) is dropping TC status by end of August. NCR TC looked into transferring the entire TC to another TC and has decided on Cascade Healthcare in Seattle. AHA Training Sites/Instructors must be affiliated with an AHA Training Center to function. Training sites and instructors have the option of affiliating with a different TC. Another option is to apply to become our own TC which can take up to two years if even allowed. Cheryl was directed to continue to look into this option. Yakima County Dept. of EMS may look into becoming a TC in the future which is closer and more familiar. Cheryl recommends the Council enter into the new AHA Training Site Agreement with Cascade Healthcare. They are highly recommended by the NCR TC Coordinator who has researched other TCs in the state. Obie O’Brien motioned the Council approve the Chair to sign the AHA Training Site Agreement with Cascade Healthcare, Josh DeHerrera seconded, motion approved.
- **County Operating Procedure (COP) Updates for Review** – The listed COPs were updated to correspond with revised SCR PCPS, WACs and local needs. #1-Dispatch (Response Areas), #2-Response Times, #4-Interfacility Transfer, #7-Helicopter Alert & Response, and #10-EMS & Healthcare services Data Collection & Documentation. Draft copies were distributed for review. A few minor corrections were per discussion. Jack Horsley motioned to approve with corrections, Obie O’Brien seconded, motion approved.

#### **NEW & OLD BUSINESS:**

- **Cardiac Arrest QI Project** (update) –
  - 6/29 – CAQI Meeting, next meeting is 9/21
  - WACARES data is being entered for 2011. Hospitals will be entering their own data.
  - Life Support Golf Tournament (contact 50+) - Skillmeter used at event & wallet cards
  - 2<sup>nd</sup> Skillmeter received. 2010 AHA software update for manikins is still pending.
  - Summer - Outreach to schools for CPR training & Mock CA during school events
- **EM Council (7/20)** – Fred Slyfield is updating the Kittitas County Comprehensive Emergency Management Plan. Emergency response agencies are encouraged to review applicable sections and give feedback. Minutes are available upon request. Next meeting is 8/15, 1030 at KVCH, HCC to follow.
- **Other:**
  - Jay Wiseman is the interim Fire Chief for Snoqualmie Pass Fire & Rescue
  - Induced Hypothermia protocols are ready to go for ALS.

- A Kittitas County Resource (help) card was developed through the HCC committee. Upper county resources are listed on one side and Lower county resources on other side. EMS office sent out supply of cards to all EMS agencies to distribute to patients as needed. Cards should be reproduced on yellow card stock. Let Cheryl know if you need more.
  - Due to increased cases of measles, PH is encouraging healthcare providers to make sure they have had their booster or are positive for antibodies. PH is willing to have MMR vaccination available at flu clinics. Agencies must send letter to PHD in advance of flu clinics to authorize billing of MMR and/or flu vaccination for personal. Information was emailed to agencies, \$30-flu and \$65-MMR.
  - EMD Protocols are expected to be updated in the fall.
  - ALNW will have a helicopter at KVCH over Labor Day weekend.
  - MedStar is supposed to have a helicopter in Moses Lake 24/7.
  - KVFR will meet with Justin Boot-Sports Medicine to discuss past issues at the Rodeo.
  - LC Life Support group funded new extrication equipment at Station #21.
  - KVFR new station at Tjossem and Clemens Rd.
  - PH Board encouraging recommended vaccinations for children and adults.
  - Discussion on people growing medical marijuana.
- **Motion to adjourn:** Obie O'Brien, Josh DeHerrera seconded, no objection
  - **Next Council meeting is scheduled for October 6, 7 p.m. at Cle Elum Fire Department**

**Approved by:**

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

**Prepared by:**

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Cheryl Burrows  
 EMS Coordinator  
 Secretary/Treasurer

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Date