

**THURSTON COUNTY MEDIC ONE
OPERATIONS COMMITTEE ~ REGULAR MEETING
EMERGENCY SERVICES CENTER/EOC**

December 1, 2016

2:00 PM

AGENDA

- I. CALL TO ORDER/ROLL CALL
- II. APPROVAL OF AGENDA
- III. PUBLIC PARTICIPATION
- IV. REVIEW AND APPROVAL OF MINUTES
 - A. Operations Committee - November 3, 2016
 - B. EMS Council - November 16, 2016 (Informational Only)
- V. COMMITTEE REPORTS
 - A. West Region EMS Council
 - B. Subcommittees
 - 1. Equipment Committee (EqC) – Chair or Representative
 - 2. Mass Casualty Incident (MCI) Committee – Chair or Representative
 - 3. Training Advisory Committee (TAC) – Chair or Representative
 - 4. Transportation Resource Utilization Committee (TRU) – Chair or Representative
 - C. Staff Report

VI. OLD BUSINESS

	ITEM	PRESENTER	EXPECTED OUTCOME
A.	EMS Council Action Report	Wright	Information
B.	Surplus Vehicles – Tiebreaker Policy & Procedure	Hardin	Approve/Disapprove
C.	MCI Committee	Hambly	Discussion
D.	Clinical Agreement/EMT Clinical Rotation	Hambly/Drewry	Discussion

VII. NEW BUSINESS

	ITEM	PRESENTER	EXPECTED OUTCOME
A.	Levy Restoration Presentation	Hardin	Information
B.			
C.			
D.			
E.			

VIII. GOOD OF THE ORDER -

IX. ADJOURNMENT

**THURSTON COUNTY MEDIC ONE
OPERATIONS COMMITTEE ~ MEETING MINUTES
EMERGENCY SERVICES CENTER
November 3, 2016**

PRESENT: Steve Brooks, Tony Kuzma, Keith Flewelling, Brian VanCamp, Kathy Pace, Larry Fontanilla, Greg Wright, Alex Christiansen, Russ Kaleiwahea, Jim McGarva, John Wood

ABSENT: Wendy Rife,

EXCUSED: Dave Pearsall, Stewart Mason,

GUESTS: Terry Ware, Byron Hamilton

STAFF: Cindy Hambly, Sandra Bush

- I. **CALL TO ORDER/ROLL CALL** – Chair Wright called the regular meeting of the Operations Committee to order at 2:04 PM. Staff recorded roll.
- II. **APPROVAL OF AGENDA –MSC** Cindy Hambly asked to move Staff Report Revision from New Business to Committee Reports. (Flewelling/Pace) move to approve as amended. The October 6, 2016 agenda was not approved at the October 6th meeting. (Brooks/Kuzma) move to approve.
- III. **PUBLIC PARTICIPATION** – None
- IV. **REVIEW AND APPROVAL OF MINUTES**
 1. Operations Committee – October 6, 2016 – **MSC** (Brooks/Pace) moved to approve as submitted. August 4, 2016 minutes need to be “re-approved” since the agenda was not approved at the October 6th meeting. (Flewelling/Brooks) move to approve.
 2. EMS Council – October 19, 2016 Mtg. (Informational Only)
- V. **COMMITTEE REPORTS**
 - A. WEST REGION – Anne Benoise reported: 1) West Region is updating their bi-annual strategic plan which includes min/max numbers of verified agencies. The strategic plan is due to the state by March 2017 and from there it goes to the EMS & Trauma Steering Committee, and once they approve it, it gets published. Following the EMS & Trauma Steering Committee meeting there will be a select workgroup appointed for licensing and verification. 2) The WREMS conference will be held February 24 – 25 in Ocean Shores. Registration should be open by Veterans Day. 3) West Region is considering using the WATrac system to get alerts and receive information from all hospitals. The State has asked West Region to appeal to EMS to see if they would use it, or if dispatch would use it. 4) Willapa Harbor will be the fiscal agent for WHEERS.
 - B. SUBCOMMITTEES
 1. Equipment Committee (EqC) – No report.
 2. Mass Casualty Incident (MCI) Committee – No report. The two main people on this committee have retired (Bob Petersen & Pete Suver), therefore this committee will be considered inactive until further notice. This item will be placed on an upcoming OPS agenda
 3. Training Advisory Committee (TAC) – Hambly reported minutes from the October 17, 2016 meeting: 1) Expired Medications: The MPD put together a list of what to look for, i.e. if it’s a medication for internal use and it says it’s expired, consider it expired and replace it. If its bandages and supplies, use common sense to determine if the product can still be used. 2) Cindy provided the group with the OTEP 2017 subjects. Also working on provider safety. 3) West Thurston suggested a certificate of completion for practical skills evaluations so providers can use it when they recertify their National Registry. 3) Medic One is hoping to save about \$90,000 next year by training EMT’s to administer epinephrine themselves, rather than use the epi-pen. 4) POLST form will be reviewed next year. 5) There was discussion about Hypothermic Arrest and when it’s appropriate to provide CPR on a drowning victim. Dr. Fontanilla said medics need to be trained further on obvious signs of death. This will be a continuation for TAC.

4. Transportation Resource Utilization Committee (TRU) – Chief Brooks reported: TRU committee met just prior to the Operations Committee, and they will continue to meet just prior to the Operations Committee for the near future. TRU will continue working with TAC on alternative transportation. There have been inquiries about what has been perceived to be a crisis proportion of a lack of available BLS transport resources. This concern has been narrowed down to 3 areas of potential impact, both short and long term. TCOMM will take forward an attempt to automate the current system, which is when the primary dispatched BLS transport is unavailable, dispatchers reach out to the unit on the scene and ask if they want them to move down the list for an available resource. Flewelling has offered to work with TCOMM staff and trainers on this. Operations Committee has no opposition. TRU will continue to meet regarding alternative means of transportation and how it can be determined in real time when resources are unavailable.
5. STAFF REPORT –
 - A staff report was not provided in the Operations Committee packet because Medic One would like a discussion on what the committee would like to see in the staff report, to avoid redundant information. The general consensus was that staff would include their report with the packet and if there are questions or items that need discussion, then there will be discussion. The Committee will provide feedback at the next meeting.
 - Hospital Clinical Agreements: Hambly has a final draft and this has been handed out to the agencies for their review.

VI. OLD BUSINESS

- A. Housekeeping Issues from October – Wright said if you look at the minutes from the October meeting, there were changes made to the Surplus Vehicles Matrix and he would like to vote on this again, to make sure this was an appropriate decision because the agenda was not approved before the discussion. (Kuzma/Kaleiwahea) move to confirm the voting for the surplus matrix (remove the column for “years on list”, change the “BLS Agency” column to read “agency type”, remove the column for “prev received unit”, remove the “current # of B/U”, and change the “add or replace” to include maintain service, new service, or place in reserve).
- B. EMS Council Action Report – Wright reported: A levy restoration was the primary agenda item at the last meeting. There was a non-unanimous decision to move forward to the BOCC with a restoration recommendation of August 2017. The Operations Committee discussed how they would like to be involved in discussions about a levy restoration, at least going forward, and stated they would like to see the presentation that was provided to the EMSC. Wright was directed to report this at the next EMSC meeting and ask for the presentation to be on the December Ops agenda. Also, the committee wanted to be informed when the levy restoration will be on the docket.
- C. Surplus Vehicles Tiebreaker Policy – Staff developed a tiebreaker policy, based on input from the Operations Committee at the October meeting. The policy says “the tiebreaker will be determined first by which department has never received a surplus vehicle, and second by the date the application was received by Medic One”. There is concern about the date Medic One received the application because several applications could come in on the same date. The policy will change to say “the tiebreaker will be determined first by which department has never received a surplus vehicle, and second by which agency has had a surplus vehicle for the longest period of time”. Staff will look for approval at the next committee meeting.

VII. NEW BUSINESS

- A. AMR Rate Increase – Tony Kuzma asked what the process is for requesting a rate increase. The committee does not believe the County has anything to say about their rates, but the rates should be included on their license renewal form. Tony will bring the license renewal form to the next committee meeting for review.
- B. WREMS Min/Max – A WREMS document was shared with the committee showing the 2015 state approved min/max numbers, and the current status. The committee discussed, whether this document should move forward as written, or are there adjustments to be made? The committee determined that

the minimum number for Aid-BLS should be changed from 5 to 3, the maximum number should remain at 6, and the current status numbers will not be filled in. (Brooks/McGarva) move to approve, and the motion carried with two members abstaining (Kaleiwahea/VanCamp).

- C. Continue/Discontinue use of Tablets – The general consensus is to eliminate using the tablets, but make sure electronic copies of the packet are still sent out at least one week in advance of the meeting.

VIII. GOOD OF THE ORDER –

- A. MCI Committee: The need for an MCI Committee needs to be added to the December Ops meeting agenda.
- B. Add the Clinical Agreement to the December Ops meeting agenda.
- C. Add the Levy Restoration presentation to the December Ops meeting agenda.

IX. ADJOURNMENT - 3:54 PM

**Thurston County Medic One
Emergency Medical Services Council – Regular Meeting
Emergency Operations Center/ECC
November 16, 2016**

PRESENT: Frank Kirkbride, Paul Perz, Margaret McPhee, Eileen Swarthout, John Ricks, Greg Wright, Rena Merithew, Stan Moon

ABSENT: Bud Blake, Jeannine Roe, Larry Fontanilla

EXCUSED: Tom Fell, Russ Hendrickson, Michael Steadman, Roger McMaster

GUESTS: Terry Ware, Tony Kuzma, Alex Christiansen, John Wood, Steve Brooks, Scott LaVielte, Pete Suver

STAFF: Kurt Hardin, Sandra Bush

- I. **CALL TO ORDER/ROLL CALL** – Chair McPhee called the regular meeting of the Emergency Medical Services Council (EMSC) to order at 3:32 PM. Roll was recorded by staff.
- II. **APPROVAL OF AGENDA – MSC** – (Moon/Ricks) move to approve
- III. **PUBLIC PARTICIPATION** – None
- IV. **REVIEW AND APPROVAL OF MINUTES**
 - A. EMS COUNCIL – September 21, 2016, October 3, 2016 & October 19, 2016 – **MSC** (Kirkbride/Merithew) move to approve minutes from the past three meetings, the motion carried unanimously. Stan Moon asked about the September 21st minutes, under ‘Old Business’, page 2. There is the following statement: “The council asked if we could combine the reports that were presented so there would be one report showing expense, revenue, beginning/ending fund balances, and the reserve account”, and the council was never presented with this. Sandra Bush stated that Kurt Hardin made a decision at the budget committee meeting held prior to the October meeting that this report would not be provided, however this is not in the minutes.
 - B. OPERATIONS COMMITTEE – October 6, 2016 (Information Only), November 3, 2016 minutes were not available.
- V. **COMMITTEE REPORTS**
 - A. **OPERATIONS COMMITTEE:** Greg Wright reported: Operations Committee would like to be a part of the discussion for Levy Restoration. McPhee explained the rush involved with the Levy Restoration discussions and apologized to the Operations Committee for not including them, and she hopes they will be involved with future discussions.
 - B. **WEST REGION:** Hardin reported: WREMS is moving forward with their strategic plan. Greg Wright will present MIN/MAX under New Business.
 - C. **STAFF REPORT:** Hardin asked the council what they would like to see in the staff report (suggestions can be emailed to Sandra). The general consensus is that people find the old information left in the report to be cumbersome. The suggestion is to bullet items on the report and highlight items needing action. When the staff report is sent out with the packet, members can review it at that time, and if there are questions they can be asked at the council meeting.
- VI. **OLD BUSINESS**
 - A. Levy Restoration: Hardin has a working session with the current County Commissioners on December 14th (not a public session for approval). This session is informational only, providing the commissioners with an update on the levy restoration. If there is a levy restoration in 2017, it would be acted on by the new commissioners.

Hardin emailed the EMSC last week asking for questions and/or the need for additional information from the council members regarding the restoration. Hardin received responses from two individuals (this was handed out), and it was noted that the responses mostly evolve around policy. The objective at today’s meeting is to have discussion and any voting would take place at the December meeting.

Pete Suver presented data based on the responses received. The first slide illustrated the cash flow, month to month. This represents cash on hand less outstanding liabilities and shows the \$2.4 mil margin that Medic One must maintain to cover two months operating expenses. Expenses will be cut before Medic One will tap into the \$2.4 mil. The second slide was a graph showing how the expenditures over the past years, and over the

next several years far exceed revenue. This slide only includes new construction prior to 2016. Kirkbride^{4B} calculated an estimate over the past 10 years and as a result he believes we can use a conservative estimate of \$350 mil for 2017.

Hardin stated in order to have a valid vote for the Medic One levy, we need a 40% turn-out of the previous general election and a 60% yes vote of the previous general 40%. Hardin went back to 2004 and found that the year following a presidential election year, it was difficult to meet the criteria of 40%. Hardin asked the Council to consider the following; do we want to run a levy in the 2017 general election and run the risk of the August primary not getting the 40% turn-out, or extend the levy out to February of 2018? If we run the levy in February of 2018 we will not begin to collect monies until April/May of 2019. This would put the ending fund balance down to approx., 1.5 months of operating expenses. Kirkbride said to check with the school districts to see if they are going out for a levy in February of 2018 because if they are, it would help. Hardin received an email later in the meeting from a County prosecuting attorney and was told if the turn-out is 40% then there must be a 60% "yes" vote, if the turn-out is less than 40% then the "yes" vote could be a different percentage.

Hardin asked the Council members to go back to their constituents and ask which fire districts are going to have ballot measures in 2017 or 2018, which cities are going to have ballot measures in 2017 or 2018, and Medic One staff will go to the County and ask them which ballot measures they will have in 2017 & 2018. Please email this information to Sandra by December 12th and a chart will be presented at the next Council meeting.

Moon expressed concern about actual spending vs. budget. Are the numbers in the levy restoration presentation realistic revenue and expenditure numbers (1280 & 1290)? The graph Hardin presents at the December meeting will have assumptions of 1% increase per RCW and \$350 mil/year of new construction. Kirkbride asked Hardin to include 1280 & 1290.

Following the initial discussion, Hardin wanted to address the responses that came in. The first response addressed was from Kirkbride, asking what measures can be taken to operate Medic One without a levy restoration, which could include 1) Reduction of response time (fewer medic units); 2) Eliminating payments for BLS responses; 3) Lowering the contractor's reimbursement percentage for paramedic pay; 4) Change how the system is managed. Hardin recommended establishing a task force to prioritize these options. Staff will recommend actionable items for the December agenda (i.e. one of them would be to "establish a task force to prioritize Medic One resources"), and a vote would take place at the December meeting.

The second response from Kirkbride was "What non-tax revenue opportunities are available to Medic One and/or the contractors?" which could include 1) Fee for agency medical service; 2) Fee for transporting patients; 3) Adding additional services such as community medicine responses paid by the hospitals or others under the ACA. Hardin has concern about putting anything on the Affordable Care Act that would generate revenue. Hardin asked if this would be another discussion for a prioritization task force and Kirkbride agrees. McPhee would like to see these options discussed at the Operations Committee.

Hardin asked if it would be prudent to discuss the levy restoration rate, i.e. we need \$.46 to maintain current operations at Medic One and this would leave \$.04 the fire districts could ask for individually, and pull that money in on a levy, or, does it make sense to go for the full \$.50 and push the \$.04 out to the fire districts to increase BLS support. This would avoid the fire districts of needing to run separate ballot initiatives. This needs to be voted on at the December EMSC meeting. Also, at what point do you go to the voters? When the reserve fund has an ending fund balance of 6 months operating expenses?

VII. NEW BUSINESS

- A. WREMS MIN/MAX: Wright presented the MIN/MAX numbers to the Council for approval. Operations Committee discussed the numbers and are asking for approval to change the State Approved Minimum Number from 5 to 3, and leave the State Approved Maximum Number at 6. (Moon/Swarthout) move to approve the numbers as presented and the motion carried unanimously. EMSC will need to send a letter to WREMS signifying this approval.
- B. Brown/Fell Scholarship: Monti Sorem has applied for the Brown/Fell Scholarship. (Kirkbride/Merithew) move to approve the \$1,000 scholarship and this carried unanimously.
- C. Medic One Fund Balance: This was covered in Old Business, in Levy Restoration discussion.
- D. MPD Contractual Review: Dr. Larry Fontanilla is employed with a group of Physicians at Providence St. Peter Hospital. Medic One is proposing that Dr. Fontanilla pull some of his shifts here at Medic One, rather than have his duties as MPD be an additional job. Dr. Fontanilla is agreeable to this and is taking it to his employer. The additional cost would be what Dr. Fontanilla is being paid per shift at Providence. Staff will verify the cost.

- E. Discontinue use of Tablets: The expected outcome on this item should be discussion, not approve/reject.^{4B} The general consensus is to discontinue using the tablets.

VIII. PUBLIC PARTICIPATION – Chief LaVielle thanked the committee for approving Monti Sorem’s Brown/Fell Scholarship.

IX. GOOD OF THE ORDER – 1) Paul Perz met with Liberty Ryder on how to set up a campaign, setting up ground work for the Campaign Committee, and he has asked Liberty if she could be an advisor to the committee. Kirkbride has concern about seeking advice from Liberty because her experience is part of a citizen’s group, promoting a yes vote, and the Medic One Campaign Committee is about being able to put out factual information. Hardin said the committee will consult with the prosecutor’s office before the levy goes out. 2) Hardin will present the Levy Restoration to the Tumwater Council next Tuesday, November 22nd. 3) Hardin reported there will be a virtual CPR demonstration at Lacey Fire, on December 3rd, from 11:00am – 3:00pm, on every hour. 4) Wright reported there continues to be concern about BLS transport availability. This has been moved to a standing committee within the operations committee.

X. ADJOURNMENT – Meeting adjourned at 5:37 PM.

DRAFT

Thurston County EMS Operations Committee
Medic One/EMS Staff Report
November 2016

Administration:

ALS Program Manager Position: Currently Medic One staff are reviewing applications for this position. Applications for initial screening were due by November 22.

BLS Program Manager Position: announcement for this position will close on November 22nd.

Medical Program Director: Director is working with OES (physicians group at SPH) to establish a new contracting process for MPD services.

Budget Approval: BOCC will make final decision on budget the middle of December.

St Peter Hospital Clinical agreements are currently in the process of review at the FD level.

Paramedic Testing:

Applications will close December 2nd. Paramedic protocol exam is scheduled December 5th. Oral board for top 12 candidates is scheduled for December 12th and 13th.

WREMS:

EMS Council recommended min/max to WREMS. Aid BLS: min 3, max 6, BLS Ambulance: min 7, max 9 and ALS Ambulance min 1, max 3.

BLS Training:

Initial EMT Course began with 24 students. Currently 20 students remain (2 fails, 2 self-dropped). Course ends on December 17th.

OPEP requested dates sent to the fire departments, due back December 12th. Training Calendar will be completed by beginning of January.

EMS Inst/Eval workshop scheduled Jan 28th and 29th 2017.



Medic One POLICY

I. POLICY NUMBER:	
II. POLICY TITLE:	Surplus Vehicle Matrix Tiebreaker
III. EFFECTIVE DATE:	November 1, 2016
IV. RELATED POLICIES:	
V. AUTHORIZATION REFERENCES: RCW: WAC:	
VI. SCOPE:	
VII. DEFINITIONS:	
VIII. POLICY PURPOSE:	Establish a fair method of deciding which agency will be first to receive a surplus vehicle when two or more agencies tie on the matrix system.
IX. POLICY STATEMENT:	The Surplus Vehicle Matrix consists of a scoring mechanism based on the following: When the last surplus vehicle was received, the agency type, the call volume, and if the surplus vehicle request is for an additional vehicle, a replacement vehicle, or a backup vehicle. The matrix also includes a column for the date the request was received by Medic One. The tiebreaker will be determined first by which department has never received a surplus vehicle, and second by which agency has had a surplus vehicle for the longest period of time.
X. ATTACHMENTS:	
RECORD OF ACTION:	
Adopted Date: _____	
Signature: _____ Chairperson, Emergency Medical Services Council	
RECORD OF ACTION:	
Amended Date: _____	
Signature: _____ Chairperson, Emergency Medical Services Council	
RECORD OF ACTION:	
Rescinded Date: _____	
Signature: _____ Chairperson, Emergency Medical Services Council	



Medic One POLICY PROCEDURE

I. POLICY NUMBER:	
II. POLICY TITLE:	
III. EFFECTIVE DATE:	
IV. RELATED PROCEDURES:	
V. PROCEDURE:	
VI. ATTACHMENTS:	
RECORD OF ACTION:	
Adopted Date: _____ Signature: _____ <div style="text-align: center; margin-left: 150px;">Director, Emergency Services</div>	
RECORD OF ACTION:	
Adopted Date: _____ Signature: _____ <div style="text-align: center; margin-left: 150px;">Director, Emergency Services</div>	
RECORD OF ACTION:	
Adopted Date: _____ Signature: _____ <div style="text-align: center; margin-left: 150px;">Director, Emergency Services</div>	