

THURSTON COUNTY MEDIC ONE
OPERATIONS COMMITTEE ~ REGULAR MEETING

VIRTUAL – “GO TO MEETING”

June 4, 2020

2:00 PM

AGENDA

- I. CALL TO ORDER/ROLL CALL
- II. APPROVAL OF AGENDA
- III. PUBLIC PARTICIPATION - Recognition of LFD3 Jessica Johnson and OFD Julian Dizon
- IV. REVIEW AND APPROVAL OF MINUTES
 - A. Operations Committee - May 7, 2020
 - B. EMS Council - May 20, 2020 (Informational Only)

- V. COMMITTEE REPORTS
 - A. COVID-19 Update
 - 1. ESF4 Report – Brooks
 - 2. HPU Update – Miller-Todd
 - B. West Region EMS Council
 - C. 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
 - 5. ePCR Committee – Chair or Representative
 - D. Staff Report

VI. OLD BUSINESS

	ITEM	PRESENTER	EXPECTED OUTCOME
A.	EMS Council Action Report	VanCamp	Information
B.			
C.			

VII. NEW BUSINESS

	ITEM	PRESENTER	EXPECTED OUTCOME
A.	Special Projects Committee Appointment	VanCamp	Appointment
B.	EMT Class Planning	Hardin/Drewry	Discussion
C.			

VIII. GOOD OF THE ORDER -

IX. ADJOURNMENT

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**THURSTON COUNTY MEDIC ONE
OPERATIONS COMMITTEE ~ MEETING MINUTES
VIRTUAL
May 7, 2020**

PRESENT: Larry Fontanilla, Tony Kuzma, Scott LaVielle, Mark Gregory, Mark John, Dave Johnson, Keith Flewelling, Steve Brooks, Brian VanCamp,

ABSENT: Stewart Mason, Russ Kaleiwahea, Wendy Rife

EXCUSED: Kathy Pace, Alex Christiansen

GUESTS: Jennifer Schmidt, Chris Clem, Mike Buchanan, Brian Hurley, Anne Benoist

STAFF: Kurt Hardin, Sandra Bush, Ben Miller-Todd, Anna Lee Drewry

- I. **CALL TO ORDER/ROLL CALL** – Chair VanCamp called the meeting to order at 2:00. Staff recorded roll.
- II. **VIRTUAL MEETING PROCESS** – there was discussion on voting during a virtual meeting and reminding people to keep their microphones on mute unless speaking.
- III. **APPROVAL OF AGENDA –MSC** – (LaVielle/Brooks) move to approve and this carried.
- IV. **PUBLIC PARTICIPATION** – None
- V. **REVIEW AND APPROVAL OF MINUTES**
 1. Operations Committee – March 5, 2020 – **MSC** (Flewelling/LaVielle) move to approve and this carried.
 2. EMS Council – January 15, 2020 & February 19, 2020 (informational only)

VI. COMMITTEE REPORTS

A. WEST REGION - Anne Benoist said the 2020 conference was cancelled and they are taking care of the financial details (i.e. refunds), and they have asked for donations from vendors.

B. SUBCOMMITTEES

I. COVID-19 Update:

- ESF4 Report: Brooks reported – ESF4 functions have been initially focused on equipping providers and getting standard protocols and cooperation from Medic One. The meetings were weekly but have gone to bi-weekly, and this will probably be extended out. One of the biggest accomplishments has been the High Probability Unit (HPU), which is on the agenda as a report from Ben Miller-Todd. ESF4 is also working with Medic One on the process of PPE evaluation of re-use and decontamination. ESF4 continues to monitor and support the Thurston County Emergency Management piece. Pete Suver is serving as the Operations Section Chief at Emergency Management and he has done a great job. ESF4 is also working along with ESF8 (Public Health) and ESF13 (Law Enforcement). Keith Flewelling said he was on a conference call with other 911 centers across the state and there was mention of an uptick on high acuity patients because they are either not calling 911 for fear of overloading the system or they don't want to go to the hospital. Keith asked if we have experienced anything like that in Thurston County. Brooks said it is probably true that in the lower volume of patients, maybe the percentage of higher acuity has been greater, particularly in the past week or so. Thurston County is starting to see some of the things that were anticipated, i.e. significant domestic violence and suicidal attempts.

Ben noted that the ALS call volume has stayed relatively even compared to BLS volume. This, by default, has increased the overall percentage of ALS calls within the system. After working with Scott Brownell to run numbers on the primary impressions of stroke, cardiac arrests, cardiac-related calls, and overdoses via comparison of volumes over multiple time frames (2019 to 2020, 2020 pre-covid to intra-covid, 2020 pre-stay-at-home vs stay-at-home, etc.), it was found that there was no significant change to the total volumes of these primary impressions as seen throughout the SARS-CoV2 pandemic to date.

Keith said something that came out of his conference call with the 911 centers, is the need for public education (i.e. don't wait to call 911 if you are experiencing symptoms, don't worry about overloading hospitals) and he has asked for research and follow-up on this. Kurt asked if this (public education) would be in addition to or complimenting what Thurston County Public Health is currently doing. Keith said he will look at this.

- HPU Update: Miller-Todd reported – The live exercise in mid-April went smoothly. Units have not been necessary yet but there is a great platform for expansion in the event that the pandemic creates a surge in call volume later this summer and fall. It was powerful seeing the county departments come together for a common goal.
- 2. Equipment Committee (EqC) – No report
- 3. Mass Casualty Incident (MCI) Committee – No report
- 4. Training Advisory Committee (TAC) – No report
- 5. Transportation Resource Utilization Committee (TRU) – No report
- 6. ePCR Committee – No report. Next meeting is in June.
- 7. Staff Report – Included in packet. Hardin added; PPE has been disseminated. When this pandemic exercise started, Medic One was at a 90-day stockpile of PPE usage, however it evaporated very quickly. Trying to find additional PPE has been challenging. The state is considering charging for PPE that the State has procured, not PPE that is donated to the State.

VII. OLD BUSINESS

- A. EMS Council Action Report – None
- B. Nominations Committee – LaVielle reported for the committee: Two positions are open, Chair and Vice-Chair. The committee sent notifications to the Ops Committee on March 24th and April 30th. The current Chair, Brian VanCamp is interested in remaining as Chair, and no other candidates. There was no interest in Vice-Chair. The current Vice-Chair, John Wood, is retiring in November of this year, so LaVielle would like to move forward with Mark Gregory as Vice-Chair. Brooks reached out to John Wood, and Wood is fine with stepping into an alternate position so Gregory can be the primary representative for BLS agencies and serve as Vice-Chair.
- C. Operations Committee Officer Elections – (Brooks/John) move to approve Brian VanCamp as the Operations Committee Chair, and Mark Gregory as the Vice-Chair, and this carried.

VIII. NEW BUSINESS

- A. Budget Impact – Earlier this week Kurt met with the EMSC Budget Committee to discuss the 2021/2022 budget process, as well as the current 2020 budget. Due to the current COVID-19 pandemic, adjustments will need to be made to the 2020 budget due to anticipated lower revenue into the Medic One fund. Due to timing, a recommendation on a proposed budget recommendation was made on Tuesday (May 5) to the County Manager. At the May 4 budget committee meeting, Kurt provided the Medic One Ending Fund Balance report as of January 1, 2020 which showed the beginning fund balance, revenue, expenses, and ending fund balance for 2017 – 2023 while informing the budget committee that a recommendation needed to go forward. The Medic One fund balance report at the beginning of the year showed the projected ending fund balance on December 31, 2021 as \$2.5 million. Kurt presented a revised report as of May 4, 2020 showing the effects of the COVID19 “Stay Home Stay Healthy” order. There is an anticipated drop of 5% in property tax revenue for 2020 and an anticipated drop of 2.5% in property tax revenue in 2021. This reduction modeling is based on the great recession in 2008 – 2009. There are two things to look at, either a ballot measure in 2020 for a levy restoration or reducing the budget. There was not enough time to ask the EMSC to meet for a recommendation to the BoCC for a ballot measure so a budget reduction was needed. There will be a budget reduction in 2020 of \$300,000 and a budget reduction in 2021 of \$430,000. In 2020 Medic One will not fill two positions that were in the budget; Business Applications Technician II, and Information Quality Coordinator, and replacement of the Office Assistant position will not be made until after June. Medic One will also defer the replacement of a vehicle. The 2021 reduction of \$430,000 will be made during the 2021/2022 budget process.
- B. EMS Week – On Tuesday the BoCC issued a proclamation making EMS week May 17 – 23, 2020. Typically, the BLS financial support checks are hand delivered during EMS week, however this year they will be mailed.
- C. Special Projects – Applications were sent out to agencies, with the scoring criteria. The scoring was updated this past year and will be used this year. A Special Projects committee will be developed once the applications have been received. Applications are due by May 31st. Because the applications were sent out later than normal, Medic One will extend the deadline for procuring and invoicing to October 31st.

- IX. **GOOD OF THE ORDER** – 1) Kurt said Joy Miller, Emergency Services Fiscal Manager, is out until potentially June 16th so fiscal questions should be sent to Kurt or Sandra. 2) Questions, comments or feedback on this Go To Meeting should be sent to Sandra.

- X. **ADJOURNMENT** – (LaVielle/Brooks) move to adjourn at 2:40, and this carried.

**Thurston County Medic One
Emergency Medical Services Council – Regular Meeting
Virtual – Go to Meeting
May 20, 2020**

PRESENT: Cindy Hambly, Frank Kirkbride, John Ricks, Tom Oliva, Stan Moon, Harry Miller, Renata Rollins, Sheila Fay, Paul Perz, Gary Edwards, JW Foster, Brian VanCamp, Lenny Greenstein, Margaret McPhee

ABSENT: Larry Fontanilla

EXCUSED:

GUESTS: Chris Clem, Steve Brooks

STAFF: Kurt Hardin, Sandra Bush, Ben Miller-Todd, Anna Lee Drewry

CALL TO ORDER/ROLL CALL – Chair McPhee called the regular meeting of the Emergency Medical Services Council (EMSC) to order at 3:30 PM.

APPROVAL OF AGENDA – MSC – (Greenstein/Kirkbride) move to approve and this carried.

I. PUBLIC PARTICIPATION – None

III. REVIEW AND APPROVAL OF MINUTES

- A. EMS COUNCIL – February 19, 2020 (Kirkbride/Ricks) move to approve, and this carried.
- B. OPERATIONS COMMITTEE – March 5, 2020 & May 7, 2020 (informational only)

IV. COMMITTEE REPORTS

- A. **OPERATIONS COMMITTEE:** VanCamp reported: 1) There was discussion about Fire Chief staffing at the Emergency Coordination Center as a result of the COVID-19 pandemic response. There is an emergency support function, consisting of EMS and Fire. Three Fire Chiefs staffed this function for approx., one and a half months to the operations section, and has recently been terminated. An HPU (High Probability Unit) plan was developed as a result of this function. An HPU is a creation of a unit consisting of 2 EMTs which would supplement an EMS response primarily for a COVID related call. The HPU has not been exercised, however this could be used if there is a second wave of the pandemic. 2) Officer elections took place, and Chief VanCamp will remain as Ops Chair, and Chief Gregory will fill the seat of Vice-Chair. 3) Kurt Hardin provided a presentation on the budget impact of the COVID-19 pandemic. 4) There was recognition of EMS week.
- B. **WEST REGION:** Paul Perz reported: There have been virtual meetings with discussions on PPE, and agreements with different hospitals.
- C. **STAFF REPORT:** Staff report is included in the packet. Kurt highlighted on the following: 1) The spring EMT course was suspended and ultimately cancelled due to the requirements of stay home, stay healthy. A fall EMT course is being planned. 2) OTEP training was suspended and staff is working on resuming this. A presentation will be made at the next Ops meeting regarding on-line training. 3) CPR classes have been cancelled thru June 15th.
- D. **COMPREHENSIVE PLAN:** Frank Kirkbride reported: Presentations to the stake holders have been postponed until they can be done in person.

V. OLD BUSINESS

- A. COVID-19 – In early March and April there was overarching training to providers, as well as PPE training that came out in April. Screening by TCOMM evolved very rapidly from the middle of March thru the middle of April, however what was decided on April 14th is still in effect and it has worked very well; everyone is being screened up front. There has been a wide range of call volume drops in the BLS units, anywhere from 25 – 40%. The lowest point for most agencies was late March, early April. ALS fell off it's normal average of about 15%, but ALS has remained much more stable than BLS, and has slowly been creeping back up.
- B. Nominations Committee Report – Hambly reported: Nominations were received for Chair and Vice-Chair. Margaret McPhee was nominated for Chair and Stan Moon was nominated for Vice-Chair, and they are both willing to serve in these positions. No other nominations were received.
- C. EMSC Officer Election – (Hambly/Fay) move to approve Margaret McPhee as Chair and Stan Moon as Vice-Chair,

VI. NEW BUSINESS

- A. Medic One Fund Balance – Kurt presented a Medic One Fund Balance report as of January 1, 2020 and a report as of May 4, 2020, showing the COVID-19 impacts. As a result of COVID-19, a 5% property tax reduction is expected in 2020 = \$600,000. A 2.5% property tax reduction is expected in 2021 = \$310,000. Further discussion on this is included in Budget Reduction and Levy Ballot Process agenda items.
- B. Budget Reduction – County departments received a directive from the Board of County Commissioners to propose options for a 15% budget reduction for the period of July 1 – December 31, 2020. Kurt is proposing two different phases, which was submitted to the County on May 19th. The BoCC will meet on Friday, May 21st to review department proposals.

Phase I: Administrative Program cut of \$46,635. This includes leaving the Office Assistant position vacant thru June which will save Medic One \$35,135. The remaining \$11,500 cut will come from office supplies, minor equipment, professional services, and travel. **BLS Program** cut of \$50,600. This includes not filling the Business Application Technician II (BAT II) position, which was approved by the BoCC in the current 2019/2020 budget. **ALS Program** cut of \$132,600. This includes not filling the BAT II position and extra help (for a total of \$65,600). This also includes a reduction in travel for staff (\$5,000), supplies, uniforms, fuel and minor equipment (\$62,000). ER&R Program cut of \$70,000, which is an administrative replacement vehicle.

Phase II: Administrative Program cut of \$51,000. Professional services designed to assist with the expansion of EMT initial training for the 12 fire agencies in Thurston County. **ALS Program** cut of \$308,500. Paramedic CME, supplies, uniform replacement, pharmaceuticals, repair of medical equipment, maintenance of medical equipment, and training (\$233,500). Extra Help (\$15,000), ALS contracted services provided in the ALS Fund Policy (\$60,000). **BLS Program** cut of \$615,579. Extra Help (\$25,000); CPR Program (\$100,000); equipment replacement/maintenance for fire agencies, patient charting software support, and limit the MPD oversight for the EMS personnel (\$90,500); reduce BLS funding support to fire agencies (\$400,000).

- C. Levy Ballot Process – Kurt provided information on levy ballot options. November 2020 ballot would cost Medic One approx., \$65,000, and a November 2021 ballot would cost approx., \$87,800. Kurt asked the council to consider these options; renew permanent levy 50% plus 1, or have a 6-year levy, 60% plus 1. Millage would be 50 cents per thousand for 6 years, with another levy vote in 6 years. This discussion will be added to the June EMSC meeting agenda with a decision needed at the July EMSC meeting.
- D. Special Projects – Special Project applications were emailed to all 12 fire agencies with an expected return date of May 31st. Because of the delay in getting the applications out, Medic One postponed the procurement and invoice submission deadline to October 31st.

VII. PUBLIC PARTICIPATION – None

VIII. GOOD OF THE ORDER – None

IX. ADJOURNMENT – JW Foster moved to approve at 4:29, and this carried.

OPS COMMITTEE STAFF REPORT FOR 6/04/2020

ALS Update:

- A QI process is being discussed with PSPH and the ALS MSOs on June 11th, 2020. This is an initial meeting and pilot process to design a workflow that we can apply to the entire system. We will initiate this process with the ALS providers and perfect the system for rollout to the BLS departments in early 2021.
- We need to remind our crews to continue their PPE vigilance as the pandemic wears on. We have had some close calls in recent weeks with PPE “fatigue.”
- Battelle has been able to sterilize up to 67% of the masks that we have been sending to their facility. The process is working smoothly, and Medic One encourages agencies to drop off any N95s that need to be sterilized.
- Draeger has agreed to honor our ALS ventilator professional maintenance agreement through January 2022. This means that the current ventilators are covered for their maintenance and warranty up until that date.
- The LP15s and CR2s have been functioning as designed, and Medic One has had minor maintenance fixes that were to be expected on implementation. All devices are covered under warranty until 11/2020, at which time our comprehensive professional maintenance agreement takes effect.

BLS Update:

- The Spring EMT Course was suspended and ultimately canceled due to COVID-19 and social distancing restrictions. A Fall EMT Course is in planning stages with contingency plans in place if social distancing becomes an issue. The course will start with the remaining students from the spring course. Other applicants will be accepted as space allows.
- OTEP Training was suspended due to COVID-19. Training staff is preparing a plan to resume training as soon as it is deemed safe to do so. Training staff is also working on alternatives for distance training where possible.

CPR Update:

- All Citizen CPR Classes were cancelled through June 15th. We will resume these classes when it is deemed safe for the public. 1137 citizens have been trained as of March 11th, 2020.