



EMS Administrative Board

August 14, 2019

1. Open the meeting

2. Approval of agenda

3. Introduction of attendees:

Board Members in Attendance:

Norm Childress, County Commissioners	Les Riel, Fire Commissioners
Gary Hanna, Fire Chiefs	Julie Schilling, Mayors Association
Dave Lynde, Ambulance, Chair	Tom Sevigny, Fire Commissioners
Tammy Pettis, EMS Trauma Care Council	Tim Smith, Fire Commissioners

Board Members Absent:

Ben Maltz, MD, Medical Program Director	Aaron Markham, Fire Chiefs
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Alternate Board Members in Attendance:

Joel Byam Fire Chiefs

Alternate Board Members Absent:

Nathan Craig Fire Chiefs

Department of Emergency Medical Services

Tony Miller, ES Director

Department of Emergency Medical Services Absent

Diane Koch, Office Specialist	Wendy Moudy, EMS Operations Manager
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Guest(s)

None

4. Open Public Input.

None

5. Communication

Received letter from the Yakima County Fire Chiefs Association in regards to excess funds of \$10,626 based on a formula change in distribution for 2020. The Fire Chiefs are recommending that the extra \$10,626 be distributed to Yakima County Fire District #1, because they are at 58% of their assessed value currently and the additional funds would put the district at 68% of their assessed value. The fire chiefs are requesting that the board make the same recommendation to the County Commissioners.

Norm Childress requested clarification. Normally 100% of the funds are distributed to the departments/districts and any funds left over would be put in reserve. The new formula would cap each department/district at 100% of their assessed value *and* no department/district should receive less than 80% of assessed value. The decision was made that leading up to the official levy formula change in 2022, we would start capping the departments/districts at 100% of assessed value to make the transition easier. We did receive an email of approval before Commissioner Elliot (before he left), and he stated that the information on what we needed to do should be sent to Craig Warner.



Motion to forward this recommendation to the County Commissioners was approved.

6. Approval of Previous Minutes

It was moved and seconded to approve previous minutes from May and June as sent. Motion carried.

7. Reports from Committees and/or Agencies

Director's Report

a. Financial Review Budget

- Currently in Reserve: \$373,366
- Operating Reserves: \$250,000
- Levy Ballot: \$50,000
- Available Reserves: \$32,000

- 2019 Revenue to date: \$313,731 of \$526,327 budgeted
- 2019 Expenses to date: \$277,787 of \$526,327 budgeted

- Out of District Fund Approximately: \$32,000

b. EMT Course

Finish in April with 34 students. Twenty-seven have passed the NREMT exam. We did data collection on the pass rates. During April (first month that students could test), we had a 90% pass rate. During the next 30 days (May), it dropped down to 78%, during the next month (June) it dropped down to 50%.

We kept EMS testing open until May 31st, and several students stated that they were not ready to take the exam yet. An additional 30 days was given until June 30th. Of the students who failed, Gary Conn reached out to all of them to see what we could do to help, but did not get any replies.

c. 2020 EMT Course

Announcements will go out on August 26th. Applications will be due by October 1st. This past year we had a large class. It did not work out well. We needed 8 instructors on the weekends, and we struggled trying to fill the spots. This meant that the students were not getting the attention that they really needed. Discussed this with the MPD and decided to cap the next class at 25.

d. The 3-year OTEP plan was updated and sent to the State. The plan has been approved.

e. OTEP

- ✓ 2019 OTEP is complete – the Travis Alert was put into Module 5. This was a State mandated course and written by the State. It is a long one, about 45 to 50 minutes. Everyone, including office staff is required to take the course.
- ✓ 2020 OTEP modules 1 and 2 filming is complete. Modules 3 and 4 will be filmed in September. Module 5 and 6 will be filmed in November.

f. Instructors

Currently there are 18 instructors. Considering letting 3 go, as we have not seen them in over a year.

There are 3 SEIs and 1 SEI candidate, we are allowed up to 6.

g. Dr. Maltz is being deployed as of September 1st for 3 months. Dr. Kevin Hodges, MPD for Benton/Franklin counties will be the interim MPD.



8. Financial Review

The county has not yet given Tony the budget information. When it becomes available, a special meeting will be called.

9. Old Business

10. New Business

a. Bylaws

Discussion on changing the meeting dates. Decision to keep meetings as is for now.

Last time the bylaws were reviewed was 2015. Discussion on making changes or additions to the bylaws. If we have a special meeting, then we can only take action on the topics of the agenda. Other discussion followed, and it was requested to have time to review the bylaws and discuss at the next meeting.

b. Term expirations

Discussion on Julie Schilling being the mayors association representative. She took over for Norm Childress, when he became a county commissioner and his term expires at the end of the year. A letter should be sent from the mayors association appointing Ms Schilling as their representative.

The following representatives expire at the end of this year:

Phil Nelson, Fire Commissioners

Tim Smith, Fire Chiefs

Tammy Pettis, EMS & Trauma Care Council

Letters should be sent from the groups either reappointing the current representatives or appointing a new representative.

The County Commissioners approve the representatives, based on the recommendations from the groups and the board.

11. Strategic Planning

a. Identify strategic initiatives – what should we prioritize and how should we accomplish the goals

➤ New members packet:

Bylaws

Meeting schedule

Acronyms

A years' worth of past minutes/agendas

Past levy history - distribution

General information about agencies

✓ Task – everyone send an email to Dave Lynde identifying what should be included in a new member's packet.

➤ Work load of the EMS office:

Instructor numbers declining

Recruitment efforts – how can the groups assist to increase instructor pool

✓ Task – explore different avenues for recruitment of instructors

Norm Childress requested a proposal from Tony to increase instructor pay.

Discussion followed on ESE and SEI requirements.

12. For the Good of the Order

Report that patient was very happy and grateful for care received from AMR.



County Fire Commissioner's meeting August 15th, 6 pm, in the Nile. Tony will give a presentation on going to a single source ambulance company. Everyone is welcome to attend.

Broadway fire district is handing out reflective patches to people are walking at night, as there have been more incidents of people wearing dark colored clothing, which makes them difficult to see.

13. Next Regularly Scheduled Meeting: November 13, 2019, 9 am at the EMS Office.
There will be a special meeting once the budget numbers are received.

14. Adjourned.