



**EMS Administrative Board**

**November 13, 2019**

1. **Open the meeting – Les Riel**
2. **Approval of agenda – Motioned and approved.**
3. **Introduction of attendees:**

**Board Members in Attendance:**

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

**Board Members Absent:**

Kevin Hodges, MD, Medical Program Director	Tom Sevigny, Fire Commissioners
Dave Lynde, Ambulance, Chair	

**Alternate Board Members in Attendance:**

Joel Byam Fire Chiefs	Nathan Craig, Fire Chiefs
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**Alternate Board Members Absent:**

None

**Department of Emergency Medical Services**

Tony Miller, ES Director
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**Department of Emergency Medical Services Absent**

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

None
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4. **Open Public Input.**  
**None**

**5. Communication**

Email received from Chief Nathan Craig, West Valley Fire Department regarding the EMS Levy distribution discussion. Will be completed under **Old Business**.

**6. Approval of Previous Minutes**

It was moved and seconded to approve previous minutes from August 14, 2019 and the Special Meeting from October 27, 2019 as sent. Motion carried.

**7. Reports from Committees and/or Agencies**

**Director's Report**

- a. EMT Course

Student interviews and assessments were completed last week. At this time, we there 22 students



in the EMT course. There is one student, that may not be attending and this is being addressed by the agency today.

Each student completed a Reading Comprehension Assessment Lab prior to the interview. This is the first year that these have been used. We are not going using the scores/data from these, as this is the first year the students have completed this assessment. Once this course is completed we will have some data regarding the reading comprehension level and student performance during the course correlates.

Gary Conn and Jeremy Rodriguez met with the Training Officers group and went over the reading comprehension scores and what the plan is for this year.

The SEI for this course is Steve Smith and Jeremy Rodriguez is the SEI Candidate.

- b. The \$7,500 approved during the budget meeting for narcan has been ordered and received. We have already been distributing it and some has already been used.
- c. Still working on a contract with SteriCycle for disposal of drugs per the Washington State Department of Ecology requirements.
- d. The MCI equipment has all been ordered. We budgeted \$30,000 and came in at about \$29,000 for everything. The equipment will start rolling in next week and the rig will hopefully be ready for service by mid-December.
- e. There are currently discussions with Facilities, as this building has experienced a rise in incidents with individuals who may have mental health and drug issues. There was another incident just last week with an individual and the offices had to go into lock down. The building may go to a keycard only entrance and visitors will need to be buzzed in.

## **8. Financial Review**

Completed during the October Special Meeting.

Minutes from 2009 that documented the board approving a reserve operations fund of fifty percent. There are two other reserve funds – one for running the EMS levy and one for capital expenses.

## **9. Old Business**

- a. Bylaw Changes suggestions. The bylaws will be sent out and this will be tabled until our next meeting.
- b. Levy distribution. Chief Craig, West Valley Fire Department has concerns regarding the number of EMS calls received from SunCom 911. The numbers from his department do not match and during discussions other departments have voiced the same concerns. The recommendation is that when the numbers are supplied that these are sent to out to the departments for verification.

In addition, the “nature codes” that are counted for the levy do not necessarily capture all of the EMS calls. The codes may sometimes change depending on what is actually found at the scene. Discussion followed on how/who decided on the codes and if this needs to be revised and who should provide the numbers.



Recommendation that a policy should be written on where the numbers are obtained, and which calls should be counted.

The second concern is the assessed values that the levy is based on does not match the assessed values the citizens are paying taxes on. Discussion that this is based on data from the Assessor's Office and where/when the numbers are supplied.

Decision to forward the above concerns to the fire chiefs and have them discuss this and make a recommendation to the board on 1. Which Nature Codes should be included going forward. (A policy will be recommended to the County Commissioners)

Discussion on how to fix the run numbers for the 2020 distribution, as it was fixed for some departments and other departments were missed. A motion was made and seconded to correct the run numbers so that the distribution of EMS levy funds to the agencies will be correct. Motion carried.

For the next meeting request, we have the following guests attend: Brad Coughenour, SunCom 911, Ken Shipman, Fire District #5 Dispatch, Dave Cook, Yakima County Assessor and Ilene Thompson, Yakima County Treasurer attend for discussion on the EMS levy and how the numbers for distribution are obtained.

c. Term Expirations

Commissioner Nelson, Chief Smith and Tammy Pettis.

Tammy Pettis will go to the EMS & Trauma Care Council for her re-appointment.

Commissioner Nelson is on the agenda for the Yakima County Fire Commissioners Association.

The Yakima County Chiefs Association will add this to their agenda.

**10. New Business**

None

**11. Strategic Planning**

- a. Identify strategic initiatives – email sent out to group with only 2 responses received. Requested that the email be resent to everyone and to try to get a response from everyone.

**12. For the Good of the Order**

Chief Mark Emery, East Valley Fire Department has announced his retirement in July. East Valley Fire Department will be starting a search at the beginning of the year.

RFP – County Commissioners have said to move forward. There will be probably one more meeting and then they will move forward. The RFP will go out to the fire chiefs for approval, and then be forwarded to the City Councils and Fire Commissioners for approval. And once approval is received, then the County Commissioners would do the request for the proposal.

**13. Next Regularly Scheduled Meeting: February 12, 2020, 9 am at the EMS Office.**

**14. Adjourned.**