EMS Administrative Board
August 14, 2024

1. **Open the meeting**

2. **Approval of Agenda:** Les Riel moved to approve the agenda, Sam Glanzer seconded by. Motion passed.

3. **Introduction of attendees:**

Board Members in Attendance:

Jim Borst, Fire Commissioners	Jim Lange, Fire Chiefs
Joel Byam, Fire Chiefs	Dave Lynde, Ambulance, Chair
Mike Costello, Councilmember, City of Selah	Les Riel, Fire Commissioners
Sam Glanzer, Fire Commissioners	Kyle Curtis, County Commissioner

Board Members Absent:

Sarah Dowen, Hospital Representative, Yakima EMS Council	Kevin Hodges, MD, Medical Program Director Aaron Markham, Fire Chiefs

Alternate Board Members in Attendance:

Dan Boyle, Fire Commissioners	

Alternate Board Members Absent:

Nathan Craig, Fire Chiefs	Tim Smith, Fire Chiefs

Department of Emergency Medical Services in Attendance:

Tony Miller, ES Director	Diane Koch, Office Specialist
Jeremy Rodriguez, EMS Operations Manager/Training Coordinator	

Department of Emergency Medical Services in Absent:

Guest(s): Cameron Haubrich

4. **Open Public Input – none**

5. **Communication – none**

6. **Approval of minutes:** Les Riel made a motion to approve the minutes from the May 9, 2024, meeting, Jim Borst seconded. Motion approved.

7. **Reports from committees/agencies**
   Tony Miller, ES Director reported:
   a. EMT Courses:
      - EMT Class for fall has 20 students. CPR Course is completed.
      - IV Tech Course 18 students and the class started August 13, 2024.

   b. Pulse Point was not included in ProQA. It is a $10,000 subscription.

c. Four years ago, we purchased MCI equipment. Yakima FD agreed to put it on their truck and respond. We need to look at redoing this, as it is not being used at all. The MCI truck did not participate in the Airport Disaster Drill and has not been coming out to trainings. It was supposed to be taken out all the fire districts/departments as part of training.

   We would like to purchase a utility truck specifically to put the MCI equipment on and it would be owed by the EMS Office. Tony discussed this with AMR, and they are willing to keep this at one of their stations and then respond to with the MCI vehicle.

   The vehicle would be purchased through the County ER&R program and then we would lease it from the County, which is a minimum of $7,000/year. In addition, we would like to purchase MCI supplies to be kept in the lower valley.

   The estimated cost for the vehicle is $60,000 and $20,000 for the supplies.

d. Jeremy Rodriguez is at National Association of EMS Educators conference this week. He has been learning a lot and has been in contact with Tony every evening. There will be some changes coming for the EMT program.

e. 2024 OTEPs are complete. We are starting to build 2025 OTEPs. We are working towards getting a year ahead and we are making progress.
   Alex Langbell is still editing our videos. We can purchase the editing software, but editing videos is a talent.

8. Old Business - none

9. New Business

a. Budget – Reviewed the 2024 Budget and Proposed 2025 Budget
   - 2025 Revenues reviewed.
     The levy amount $867,030 and the other revenue line items were reviewed.
   - 1001 Salaries – went up as everyone will receive a 3% COLA. There is also a 2% step increase for Jeremy Rodriguez. Anytime Jeremy goes out for OEM, he is an OEM employee and paid through OEM and not the EMS Office.
     1002 Overtime – so far this year is over $7000. With the way EMT class is and the OTEPs Jeremy is picking up classes.
     County has stated that Jeremy does not have been reimbursed for being on call as the DMCC. Discussion followed on whether this is legal or not.
   - 4104 Gov't Services – this is the EMS office's portion for Tony's vehicle.
   - 4117, 4118 Audit and Attorney Fees – this was increased as ALS has sued the County over the RFP in Kittitas County. Per the county the EMS office will have to pay the fees for the lawyers that the county hires for consultation. Discussion on whether the EMS office should be paying those fees or if the county should pay the fees.
   - 3503 Supplies Training – this amount has decreased because we have purchased most of the equipment that we needed.
   - 3590 Small Attractive – this amount has decreased as we have finished purchasing laptops for agencies.
   - 2002 - 2024 Benefits – the board members noted that this amount has decreased but salaries had increased. Generally, when salaries increase, so does the benefits. This amount was confirmed with the County.

- 4122 MPD - no change to this line item.
- 4125 Indirect Costs (County Mandate) – has gone up again $4199 for 2025.
- 4132 Training – this line item is for Ninth Brain Fees & Alex Langbell editing our videos. We raised this amount, as we are getting more providers in Ninth Brain, and we are anticipating an increase due to this.
- 4604 Insurance Liability (County Mandate) – went up $3792
- 4192 Pro Services Technical (County Mandate) – up $5538
- 6410 Capital Projects – $55,000
  - Granger Fire need Lucas Device.
  - Additionally, we would like to start doing AED replacements for all Fire Departments. We will start with 20 AEDs in 2025. We will replace AEDs starting with the oldest ones first. This will be an ongoing project. AEDs have an 8-10 year cycle. The old AEDs would be repurposed into the community. Capital – 50 Mass Casualty Patients
- Board agreed to a part-time employee several years ago. Would like to hire a full-time employee, as no one is willing to work part-time. It is estimated that we would pay this position $50,000/year + Benefits $15,000. This is a succession plan, as the EMS office will have a complete turn over in 6 years. This person would become an SEI. The person would be expected to cover day time classes and EMT classes. They would also be assigned CARES and other projects for the office.
- $20,000 for MCI supplies & $7000 for another vehicle to be used exclusively for MCI.
- Les Riel recommended we put $50,000 more into reserve and another $40,000 into Reserve/Roll Over.

Per Board we have 100% consensus on recommending the budget as discussed to the Yakima County Board of Commissioners.

b. 911 Ambulance contract
   i. Exemption approval – there are some automatic exemptions. For example, a big MCI.
   ii. Reporting – sent to all Board members. There are time frames, so we need to meet monthly. Several members expressed concern that they have not seen the contract. Chair Lynde will send contract out to everyone.
   The Administrative Board will create a subcommittee to meet monthly. To decide if there are fines/etcetera. This group has the review the reasoning behind any variations.
   iii. System review – make sure that everyone who wants eyes on the system can get eyes on the system. Dave has data that is available. None is secretive to our group but not for media consumption. What data does the group want to see and to whom will it be provided.
   Jim provide data to this group and then the members can take it to their groups.

Dave Lynde will be at the Fire Chiefs and Fire Commissioners meetings. Information on the GMR Nurse Help Line was reviewed. They can set up physician online meetings immediately. Will work with 211, mental health providers, etcetera. Providers will be able to make field referrals. It takes about 6 months to set up. This will ideally stop at the call taker and not go to dispatch. Some of this is a primer for the work that will happen. (see attached).

Ambulance Compliance Subcommittee – Lower Valley Chief, Upper Valley Chief, Yakima Fire Department Representative, and EMS Office Representative. Members of the subcommittee will be Chief Aaron Markham, Deputy Chief Joel Byam, Chief Jim Lange and ES Director Tony Miller. The subcommittee will meet monthly and bring quarterly reports to board. If something urgent arises then a special meeting will be called.

Discussion followed regarding if fines are assessed where will the money go? Will it go back to the

EMS Office, or will it go the General Fund? Any funds collected from fines should come back to EMS office to be used for training and equipment. This is the current understanding, but it needs to be confirmed.

A report will be sent to all members of the board and the subcommittee monthly from AMR. The program used to run the reports, has the rules of the contract in it and it will show a percentage of on time compliance.

Image Trend is aware that are CAD to CAD issues, however they will not start addressing this until the 4th quarter of this year. This issue is that until the fire service closes report, the ambulance cannot close report and send it.

10. For the Good of the Order

The following members have terms expiring: Aaron Markham, Jim Borst and Michael Costello. Dave Lynde requested that they work with the groups they represent to bring recommendations to the November meeting for either re-appointment or for a new person.

Les Riel reported that Chief Dale Hille has been approved for L & I disability and that Chief Ray Lamoureux is the Interim Fire Chief.

11. Next regularly scheduled meeting is 09:00 on, November 13, 2024. In person is at the EMS Office in the classrooms. Zoom information will be forthcoming.

12. Les Riel made a motion to adjourn, Jim Lange seconded by. Motion passed.