



Emergency Medical Services Administrative Board

2403 S. 18th Street, Suite 300, Union Gap, WA 98903 • (509) 574-2145 • FAX (509) 574-2159



EMS Administrative Board November 8, 2023

1. Open the meeting

2. Approval of Agenda: Jim Lange moved to approve the agenda, seconded by Jim Brost. Motion passed.

3. Introduction of attendees:

Board Members in Attendance:

Jim Borst, Fire Commissioners	Jim Lange, Fire Chiefs
Joel Byam, Fire Chiefs	Aaron Markham, City of Yakima
Mike Costello, Councilmember, City of Selah	Les Riel, Fire Commissioners

Board Members Absent:

Kyle Curtis, County Commissioner	Kevin Hodges, MD, Medical Program Director
Sarah Downen, Hospital Representative	Dave Lynde, Ambulance, Chair
Sam Glanzer, Fire Commissioners	

Alternate Board Members in Attendance:

Dan Boyle, Fire Commissioners	Nathan Craig, Fire Chiefs
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Alternate Board Members Absent:

Tim Smith, Fire Chiefs

Department of Emergency Medical Services in Attendance:

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

Department of Emergency Medical Services Absent:

None

Guest(s): None

4. Open Public Input – none

5. Communication – done under new business.

6. Approval of minutes: Dan Boyle made a motion to approve the minutes from the August 9, 2023, meeting, Mike Costello seconded. Motion approved.

7. Reports from committees/agencies

Tony Miller, ES Director and Jeremy Rodriguez, EMS Ops Manager reported:

a. Jeremy Rodriguez reported

Fall EMT Course:

- 10 students in class. Overall doing well. Average of 85% in class.

Winter EMT Course

- 20 students in class. The healthcare provider CPR class is tonight, and the orientation is next week. The formal class starts in January.



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- b. Tony Miller reported
2024 Budget – Copies of the Revenue and Expenditures were distributed. We only had a few days to complete the budget, as they forgot to send it to us. Tony does not have access to Workday due to county policy and Jeremy does not have access to the budgeting piece because of his job description. We are currently working on changing this so Jeremy has the access needed to complete budget in Workday. Jeremy did verify that Tony had sent multiple request to the County Auditor's Office for this information starting in August and was not given the information until a few days before the budget was due.

With the levy reset this year, it bumped up the revenue to \$779,193 approximately.
After our expenses, we will have about \$150,000 left.

The expenses and revenues were reviewed and explained, including what goes into each line item. It was noted that the county did not give us completely accurate information.

Discussion on whether additional funds should be set aside in the reserves for the next levy and to cover the office expenses for 6 months.

A lengthy discussion on expenses and how the county calculates these followed.

Jim Lange and Les Riel doesn't feel like they can approve the budget supplied by the county because the numbers are not balancing. After further discussion, a motion was made by Les Riel to approve the 2024 budget, to include the budget being balanced. Internally further discussion will be held to discuss how the funds will be spent. Seconded by Jim Lange. Motion passed.

Our rollover is our reserve for each year. We can designate these funds internally for specific projects, with the Administrative Board's input and approval. reserve and we can also designate funds for other projects.

The following items are the needs we see as being the most important:

- Replace tired training equipment. New CPR Mannequins (4 adult, 1 SimMan, 6 Child – all with QCPR & Shockable) and live feedback. Another, less expensive, SimMan to take out for the departments to run drills with the ambulance services and run full scenarios. Also, it will be a good tool for EMT class.
- Transition from using expired/expiring medication to demo doses (to reduce potential liability)

The following items were discussed and will require additional discussion as needed:

- OTEP – Will need to include new required training. Videos discussion.
- EMT B – Current plan to include 2 classes in 2024 – Winter and another for the Fall.
- AFA – How many classes should we offer in 2024? 1 scheduled for the first part of February. Any more classes, it is a scheduling thing. Last minute does not work. This will need further discussion.
- AEMT – There is growing interest and would need to dedicate time and resources to conduct a class. On a personal level we like it, but it is not logistically possible at this time. If we want to go down that road it wouldn't be until 2025. Jeremy will have conversations with Yakima, Sunnyside & Grandview.
- IV Technician – Request annually and need to dedicate time and resources to conduct a class. None scheduled.



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- Implement a County wide purchasing/warehouse program previously approved. CR2 AEDs – WVFD, Selah, Nile have already purchased, and Naches is looking at them. Standardized training
\$2500 per unit from website.
District #5 and other Lower Valley Dept's have recently purchased Zoll AED's Jeremy wants to know if the board is interested before looking into purchasing them for all departments
- Coordinate a process to identify County EMS equipment related needs and work to establish a process purchase with identified office funds. Grant program. Would need to develop a process. Write up a one page application request, this body, and Tony & Jeremy would review it. Protocol and rules need to be developed.

8. Old Business

- a. Pro QA Funding – County Process waiting on the contract from the county and the Purchasing manager.
- b. Contract between AMR and Yakima County – Chief Lange – had the same question. Tony, Chief Markham and Chief Lange are meeting next Thursday. Hopefully there is only one more review of contract. The majority of the contract is approved. The intended start date is January 1.
- c. Lucas Devices – these have been ordered and we are waiting on them.

9. New Business

- a. Recommendations for the Administrative Board Positions:
 - i. Fire Chief's Representative – Jim Lange recommended for reappointment by the Fire Chiefs.
 - ii. Fire Commissioners Representative – Les Riel – waiting for a letter from Fire Commissioners for reappointment.
 - iii. Ambulance Representative – Dave Lynde recommended for reappointment by the local EMS & Trauma Care Council
 - iv. Hospital Representative – Sarah Downen to replace Jackie Wantland recommended by the local EMS & Trauma Care Council.

10. For the Good of the Order

- a. Review by laws.
Jim Lange – noted that the edited and approved by-laws were not sent out. These will be sent out by the EMS office today.
- b. Three departments have suggested doing their own OTEP workshops. This can be concerning because of the possibility and previous history of “pencil whipping”. This would also require approval from the MPD. Further discussion followed on the MPD and the office being comfortable with this.
- c. Nathan Craig – Memo of Understanding for all fire departments for responding to “no man's land” with Yakima County.
- d. DOH – grant funding for Narcan – Chief Craig reported that they applied and had an online meeting with State. The State told him the purpose of the program is not for first responders/agencies to use the Narcan, but to leave the Narcan with the patient for later use.



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- 11.** The next regularly scheduled meeting is 09:00 on February 14, 2024. In person is at the EMS Office in the classrooms.

Zoom Information:

Topic: EMS Admin Board

Time: Feb 14, 2024 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83311727020?pwd=YjZyQ1lsUXBKeIRmQnRtdEFJenRnQT09>

Meeting ID: 833 1172 7020

Passcode: 438352

One tap mobile

+12532050468,,83311727020#,,,,*438352# US

+12532158782,,83311727020#,,,,*438352# US (Tacoma)

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Passcode: 438352

Find your local number: <https://us06web.zoom.us/j/k3WLDf4KS>

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