

**SW REGION EMS and TRAUMA CARE COUNCIL  
MEETING MINUTES  
September 6, 2023, 2pm  
Zoom Online Meeting**

Position #	BOARD OF DIRECTORS	VOTING MEMBERS	ALTERNATE MEMBERS	July 12 2023	Sept 6 2022	Nov 1 2022	Jan 3 2023	Mar 6 2023	May 1 2023
<b>Prehospital Reps 6</b>									
SW 11	Cowlitz	<i>Eric Koreis, Chair</i>		P	P				
SW12/A	Clark	<i>Jeff Bissett, Treasurer</i>	Ben Peeler	P/A	P/P				
SW 13/A	Klickitat	Nicole Vincent	Juliana Ontiveros	P/A	A/A				
SW 14	Skamania	Ann Lueders	Colin Hozack	A/A	P/A				
SW 15	S. Pacific	Brad Weatherby		P	A				
SW 16	Wahkiakum								
<b>Injury Prevention Rep 1</b>									
SW 17	At-Large								
<b>Hospital Reps 6</b>									
SW26/A	Peace Health SW	Tracy Timmons	Karly Shriver	P/A	A/A				
SW 27	Legacy Salmon Creek								
SW 28	Peace Health St John		Bill Rolison	A	A				
SW 29	Ocean Beach	Marianne Baker		A	P				
SW 30	Klickitat Valley								
SW 31	Skyline								
<b>MPD Reps 2</b>									
SW 46/A	Urban	<i>Lynn Wittwer, MD Vice Chair</i>	Marc Muhr	P/A	P/A				
SW 47	Rural	Greg Hoskins, MD		A	P				
<b>Local Elected Official Reps 2</b>									
SW 55	Urban	Jon Olson		P	P				
SW 56	Rural								
<b>Local Government Rep 1</b>									
SW 60	At-Large								
<b>Law Enforcement Rep 1</b>									
SW 65	At-Large								
<b>Consumers Rep 1</b>									
SW 70	At-Large	<i>Denise Haun-Taylor Secretary</i>		P	A				
<b>Emergency Communications/911 PSAP 1</b>									
SW 75	At-Large								
<b>Air Medical 1</b>									
SW 85	At-Large								
<b>Emergency Management 1</b>									
	At Large	Belinda Walker		A	A				
<b>Staff &amp; Guests</b>									
	April Borbon	Executive Director		P	P				
	Hailey Thacker	DOH		P	P				
	Marisa Hutcheson	Reg 4 Public Health		P	A				
	Rocco Roncorati	AMR		P	A				
	Scott Williams	DOH		P	P				
	Jackie Gadbois	Clark County		P	P				
	Robb Milano	Vancouver Fire		P	P				
	Marc Kranz	MPD		P	A				
	Shaun Ford	CCFD			P				
	Adiba Ali	CCPH			P				
	Shannon Hoskins	CCPH			P				
	Rachel Vinson	CCPH			P				
	Nicole Adams	CCPH			P				
	Jean Campbell	CCPH			P				

	David Hudson	CCPH			P				
	Dawn Felt	DOH			P				
	Adam Rovang	DOH			P				

CALL TO ORDER – Chairman Eric Koreis called the meeting to order at 2pm. Roll was called via the web login.

1. Approval of July 12, 2023 meeting minutes, August 30, 2023 Executive Board meeting minutes, and today’s agenda\*

Action: Dr Lynn Wittwer moved to approve the July 12, 2023 meeting minutes,, August 30, 2023 Executive Board meeting minutes, and today’s agenda as presented. Jon Olson seconded the motion. The motion was unanimously approved.

2. Financial Report

- A. Approval of Financial Reports (June 2023-July 2023)

Prior to the meeting all Region Council Members received a financial packet including the Statement of Assets, Liabilities and Equities BARS Cash Basis, and General Ledger Detail Report for review which was prepared by the Plymale-Gillespie CPA office. There were no questions or concerns about the financial reports by the group.

General Ledger Detail Summary Report	June 2023	July 2023		
<b>Checking</b>				
Beginning Balance	\$131,019.87	\$124,067.65		
Debits	\$26,733.85	\$1.19		
Credits	\$33,686.07	\$18,370.14		
Ending Balance	\$124,067.65	\$105,698.70		
<b>Investment CD</b>				
Beginning Balance	\$ 160,666.98	\$160,803.44		
Debits	\$136.46	\$132.16		
Credits				
Ending Balance	\$160,803.44	\$160,935.60		

Action: Jon Olson moved to approve the June 2023 and July 2023 financial statements and included transactions as presented. Dr Wittwer seconded the motion. The motion was unanimously approved.

3. Region System Plan Implementation & DOH Contract

- A. FY23-25 Region System Plan Update

April reported that one of the deliverables this month is to ask all of the counties about their County Operating Procedures (COPs), Patient Care Protocols, and Patient Care Procedures documents. The counties have responded back about their plans for updating these documents. The Clark County protocols are reviewed and updated about every six months and will be sent to the state for approval by the end of the year. The Clark County protocols are used by some of the other counties while other counties like Cowlitz County have written their own protocols. The Region has tried to develop regional protocols in the past; this may be a future agenda item. Dr Hoskins added that the COPs are specific to each county. The region’s Patient Care Procedures have not been updated in a while.

- B. FY23-24 SW Region Training and IVP Grant Update

April reported that the FY23-24 SW Region Training and IVP grants are being paid out; an updated grant sheet is sent to each county after each billing cycle. There was an accounting error with last year’s Clark county IVP grant which caused them to overspend their grant; this money will be taken out of their FY23-24 grant as explained in the Executive Board minutes.

4. Old Business:

- A. Executive Director Wages and Compensation\*

The Executive Board met to discuss the wages and compensation package for the new Executive Director as outlined in the Executive Board meeting minutes. After further discussion they determined that April Borbon's compensation should be \$83495.15 (base) plus \$9000 in lieu of healthcare plus 3% of base salary for retirement plan (\$2504.85) for a total of \$95000.00. This salary is a bit higher than average Executive Director wages in the area but she is doing the work for two regions so the Executive Board believes this is fair compensation.

Jon Olson moved to approve the Executive Director's salary and compensation in the amount of \$95,000.00. Dr Hoskins seconded the motion. The motion was unanimously approved.

B. Budget

1. Approval of Amended FY2023-2024 Budget\*

An amended FY2023-2024 budget was included in the meeting packet but due to the change in the Executive Director's salary, the budget will need to be changed again so this will be an item on the next meeting's agenda. Since we are unsure about the impact of inflation on our budget numbers, the budget may need to be amended again later in the year.

2. Discussion: Budget Balance at the End of the Fiscal Year

The current budget shows the Region may have excess funds left over at the end of the fiscal year. Hailey said the state would prefer that all funds be spent during the fiscal year and generally there isn't carryover for administration funds. She said the budget can be amended to use excess funds on things like conferences or mini grants prior to the end of the fiscal year. The group agreed to look at the budget in January to see if funds need to be reallocated at that time.

C. Longview Fire Upgrade Completed

Eric reported that Longview Fire has completed their upgrade and approval by the DOH. He said the approval process has been streamlined and the inspection was done online using a tablet; he said this was an efficient way to do an inspection.

D. Bingen Fire Application

The Bingen Fire application to provide BLS AID service has been reviewed by the state and was sent to the Region for review. All comments about their upgrade at the county and regional level have been positive; there have been no concerns raised about their application.

Dr Wittwer moved to approve the Bingen Fire application. Eric Koreis seconded the motion. The motion was unanimously approved.

5. New Business

A. Presentation: David Hudson (Data)

David Hudson and his team from Clark County Public Health gave a presentation to the group about the use of data and how data from WEMSIS is used within the county. Meth, opioids, and fentanyl deaths have been increasing starting in 2020. They use EMS data from WEMSIS and hospital ED data which shows suspected opioid overdose patients and patients who received Naloxone to create their reports. The reports show trends over time, successful interventions, and improvement opportunities. If the reports show a spike in overdoses, the emergency overdose response plan can be instituted. Since this plan is not currently used in other counties, Eric suggested that a network of agencies throughout the region should be developed to participate in the Naloxone program. Dr Wittwer asked how comprehensive the data is for these reports; David said they get monthly reports from the DOH which aggregates data based on two indicators—naloxone use and suspected overdose. Ann Leuders added that they can't get reports from WEMSIS even though their reporting systems provides data into the system. Jason said that in January 2024 it will become mandatory for agencies to report to WEMSIS. He added that Image Trend offers a free component for WEMSIS reporting and that if any agencies are having difficulty or need assistance getting set up to report to WEMSIS he or Melissa can help them by contacting the WEMSIS program at wemsis@doh.wa.gov.

6. Preparedness Report: Marisa Hutcheson reported that Clark County and Skamania County are invited to participate in and upcoming Portland TriMet full-scale exercise. Scapoose Fire has asked to do a haz-mat exercise with cross-border Washington counties. Contact Marissa for more information on training and exercise opportunities.
7. DOH Report

Scott Williams reported that the CR102 EMS rulemaking package has been submitted to the DOH for review and will likely be ready for public review and comment by mid September. The Trauma Triage Workgroup has been working on updating the Trauma Triage Tool based on updated recommendations by the ACS. The final draft is being reviewed and should be ready for implementation on January 1, 2024 with full compliance expected by January 1, 2025. Dr Wittwer said that Clark County is already using the new tool through a pilot program so he has the education materials for it if any other counties need it. He added that the new tool is more EMS-friendly as it is more oriented towards EMS. Catie and Jason are providing input on the Balanced Billing workgroup, the DOH has published guidance for EMS and Naloxone, and they are working on providing guidance for the hospital pharmacy provision of drugs to ambulances and expired meds. EMS and Trauma Publications can be found online at <https://doh.wa.gov/public-health-healthcare-providers/emergency-medical-services-ems-systems/ems-and-trauma/publications>

The group discussed balanced billing as this will have a huge impact on EMS and ambulance services since it limits the amount these agencies can bill for services. Balanced billing rules have been implemented in 21 other states so far. Stakeholders have been providing input on this and a final report to the legislature is expected by October 1. Eric provided a link for more information on balanced billing which can be found at <https://www.insurance.wa.gov/ground-ambulance-services-and-surprise-billing>

Marissa reported that medication shortages have been a consistent supply-chain issue across healthcare. If agencies need assistance with acquiring medications, Marissa may be able to help so they should contact her.
8. County Council Reports
  - A. Clark County: Dr Wittwer will be retiring soon so their council is doing a recruitment process to hire a new MPD.
  - B. Cowlitz County: Their council met this morning. Their MPD is researching apps that they can use for their protocols. They discussed updating their COPs at today's meeting.
  - C. Klickitat County: No report.
  - D. Skamania County: Everything is going along well.
  - E. South Pacific County: No report.
  - F. Wahkiakum County: No report.
9. Good Of the Order/Public Comment: None
10. Adjourn: Meeting was adjourned by consensus at 3:40pm.
11. Upcoming SW Region Council meetings (2 pm): November 1, 2023; January 3, 2024; March 6, 2024; May 1, 2024