

**SW REGION EMS and TRAUMA CARE COUNCIL**  
**MEETING MINUTES**  
**November 6, 2024; 2pm**  
**Zoom Online Meeting**

| Position # | BOARD OF DIRECTORS                         | VOTING MEMBERS                   | ALTERNATE MEMBERS   | July 3 2024 | Sept 4 2024 | Nov 6 2024 | Jan 8 2025 | Mar 5 2025 | May 7 2025 |
|------------|--|----------------------------------|---------------------|-------------|-------------|------------|------------|------------|------------|
|            | <b>Prehospital Reps 6</b>                  |                                  |                     |             |             |            |            |            |            |
| SW 11/A    | Clark                                      | Ben Peeler                       | Shaun Ford          | A/P         | P/P         | P/P        |            |            |            |
| SW 12/A    | Cowlitz                                    | <i>Eric Koreis, Chair</i>        |                     | P           | P           | P          |            |            |            |
| SW 13/A    | Klickitat                                  | Sarah Hancock                    | Juliana Ontiveros   | A/A         | P/A         | P/A        |            |            |            |
| SW 14/A    | Skamania                                   | Ann Lueders                      |                     | A           | A           | P          |            |            |            |
| SW 15/A    | S. Pacific                                 | <i>Brad Weatherby, Secretary</i> | Jeff Archer         | A           | P/A         |            |            |            |            |
| SW 16/A    | Wahkiakum                                  |                                  |                     |             |             |            |            |            |            |
|            | <b>Injury Prevention Rep 1</b>             |                                  |                     |             |             |            |            |            |            |
| SW 17      | At-Large                                   |                                  |                     |             |             |            |            |            |            |
|            | <b>Hospital Reps 6</b>                     |                                  |                     |             |             |            |            |            |            |
| SW26/A     | Peace Health SW                            | Tracy Timmons                    | Danielle Huddleston | A/P         | A/P         | A/P        |            |            |            |
| SW 27      | Legacy Salmon Creek                        | Amy Doeppin                      |                     | A           | A           |            |            |            |            |
| SW 28      | Peace Health St John                       | Lindsey Anderson                 |                     | P           | A           | P          |            |            |            |
| SW 29      | Ocean Beach                                | Marianne Baker                   |                     | A           | P           | Ex         |            |            |            |
| SW 30      | Klickitat Valley                           | Joy Bjornberg                    |                     | A           | P           | P          |            |            |            |
| SW 31      | Skyline                                    | Amelia Buettner                  |                     | A           | P           |            |            |            |            |
|            | <b>MPD Reps 2</b>                          |                                  |                     |             |             |            |            |            |            |
| SW 46/A    | Urban                                      | Marlow Macht, MD                 | Marc Muhr           | P/A         | P/P         | A/P        |            |            |            |
| SW 47      | Rural                                      | Greg Hoskins, MD                 |                     | P           | P           | P          |            |            |            |
|            | <b>Local Elected Official Reps 2</b>       |                                  |                     |             |             |            |            |            |            |
| SW 55      | Urban                                      | <i>Jon Olson, Vice Chair</i>     |                     | P           | A           | P          |            |            |            |
| SW 56      | Rural                                      | Dan Bigelow                      |                     |             | P           |            |            |            |            |
|            | <b>Local Government Rep 1</b>              |                                  |                     |             |             |            |            |            |            |
| SW 60      | At-Large                                   | Tom Chavez                       |                     |             |             |            |            |            |            |
|            | <b>Law Enforcement Rep 1</b>               |                                  |                     |             |             |            |            |            |            |
| SW 65      | At-Large                                   | Brandon McNew                    |                     | A           | A           | P          |            |            |            |
|            | <b>Consumers Rep 1</b>                     |                                  |                     |             |             |            |            |            |            |
| SW 70      | At-Large                                   | <i>Jeff Bissett, Treasurer</i>   |                     | P           | Ex          | P          |            |            |            |
|            | <b>Emergency Communications/911 PSAP 1</b> |                                  |                     |             |             |            |            |            |            |
| SW 75      | At-Large                                   | Greg Rossmiller                  |                     |             |             | P          |            |            |            |
|            | <b>Air Medical 1</b>                       |                                  |                     |             |             |            |            |            |            |
| SW 85      | At-Large                                   | Blaine Myers                     |                     | A           | P           |            |            |            |            |
|            | <b>Emergency Management 1</b>              |                                  |                     |             |             |            |            |            |            |
|            | At Large                                   | Belinda Walker                   | Marissa Hutcheson   | A/P         | P/P         | A/P        |            |            |            |
|            | <b>Staff &amp; Guests</b>                  |                                  |                     |             |             |            |            |            |            |
|            | April Borbon                               | Executive Director               |                     | P           | P           | P          |            |            |            |
|            | Rocco Roncorati                            | AMR                              |                     | P           |             |            |            |            |            |
|            | Scott Williams                             | DOH                              |                     | P           | P           | P          |            |            |            |
|            | Jackie Gadbois                             | Clark County                     |                     | P           |             | P          |            |            |            |
|            | Robb Milano                                | Vancouver Fire                   |                     | P           |             | P          |            |            |            |
|            | Jeff Sinanian                              | DOH                              |                     | P           | P           |            |            |            |            |
|            | Jason Jenson                               |                                  |                     | P           |             |            |            |            |            |
|            | Mariah Conduff                             | DOH                              |                     | P           | P           |            |            |            |            |
|            | Niles Kostick                              | WA SAO                           |                     |             | P           |            |            |            |            |
|            | A Boggs                                    |                                  |                     |             | P           |            |            |            |            |
|            | Daniel Mann                                | WA SAO                           |                     |             | P           |            |            |            |            |
|            | Dennis Schafer                             |                                  |                     |             | P           |            |            |            |            |

|  |               |     |  |  |  |   |  |  |  |
|--|---------------|-----|--|--|--|---|--|--|--|
|  | Eyla Baltazar |     |  |  |  | P |  |  |  |
|  | Kelly Sunagel |     |  |  |  | P |  |  |  |
|  | Jason Norris  | DOH |  |  |  | P |  |  |  |

CALL TO ORDER – Chairman Eric Koreis called the meeting to order at 2:00pm. Roll was called via the web login.

1. Approval of September 4, 2024 meeting minutes and today's agenda\*

Action: Ben Peeler moved to approve the September 4, 2024 meeting minutes and today's agenda as presented. Marisa Hutcheson seconded the motion. The motion was unanimously approved.

2. Financial Report

A. Approval of Financial Reports (August 2024-September 2024)

Prior to the meeting all Region Council members received a financial packet including the statement of assets, liabilities and equities BARS Cash Basis, aged payables (all vouchers that were paid), and the general ledger detail report for review which was prepared by the Plymale-Gillespie CPA office.

| General Ledger Detail Summary Report | August 2024  | September 2024 |  |  |
|--------------------------------------|--------------|----------------|--|--|
| <b>Checking</b>                      |              |                |  |  |
| Beginning Balance                    | \$141,055.16 | \$136,711.15   |  |  |
| Debits                               | \$13,200.00  | \$25,481.35    |  |  |
| Credits                              | \$17,544.01  | \$13,028.16    |  |  |
| Ending Balance                       | \$136,711.15 | \$149,164.34   |  |  |
| <b>Investment CD</b>                 |              |                |  |  |
| Beginning Balance                    | \$165,273.90 | \$165,958.44   |  |  |
| Debits                               | \$684.54     | \$687.36       |  |  |
| Credits                              | \$0          | \$0            |  |  |
| Ending Balance                       | \$165,958.44 | \$166,645.80   |  |  |

Action: Ben Peeler moved to approve the August 2024 and September 2024 financial statements and included transactions as presented. Marc Muhr 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 the work plan items are being completed. There are a couple of deliverables we are working on which will be discussed under new business.

B. FY24-25 SW Region Training and IVP Grant Update

April reported that the counties are spending their training and IVP grant funds. Each month, an updated grant spending sheet is sent to the chair of each council so they can see what items have been paid out each month.

4. Old Business:

A. Council Membership Recruitment

The group reviewed the council membership roster which was included in the meeting packet. The DOH has recently approved several council membership applications which were updated on the roster. There are still a couple of vacant spots on the roster which we would like to fill.

B. Reallocation of FY2023-2024 Overage Funds to Pay for Audits (\$3,755.70)\*

The region received the invoices for the SW and SC audits which were completed back in June. The Executive Board approved the reallocation of funds that were leftover in the FY2023-2024 budget to the FY 2024-2025 budget to pay for the audits since this occurred between council meetings. Included in the meeting packet was a copy of the June 2024 financial statement which shows that the council had \$14,373 leftover in unspent administrative funds for FY2023-2024.

Action: Jon Olson moved to ratify the reallocation of \$3,775.70 from the FY2023-2024 administrative funds to the FY2024-2025 budget to pay for the audits. Ann Leuders seconded the motion. The motion was unanimously approved.

C. PCPs Approval Update

The Region's PCPs were approved by the DOH. A copy of the PCPs were included in the meeting packet as well as a copy of the approval letter.

D. New PCP for Trauma Triage Tool Draft

After the entire PCP document was approved by the state, the Region agreed to update the PCPs, one by one, as the new format for each PCP is released by the DOH. The DOH provided a draft format of the Trauma Triage Tool PCP which was included in the meeting packet. The group looked at the new draft and determined a PCP Committee should be formed to review and update each PCP. The Committee will include Dr Hoskins, Shaun Ford, and Tom Chavez. April will coordinate a meeting for the PCP Committee to begin the review process. Scott said the draft format was only a reference but the region can make any changes necessary to it.

E. Review of Draft Regional Plan

A copy of the FY 2025-2027 draft regional trauma plan was included in the meeting packet. The bulk of the plan was copied from the old plan into the new format. Eric asked that all county councils review the plan and provide input into the plan via email to April. The goals for the plan are provided by the DOH but the objectives and strategies can be tailored to the needs of our region. The final draft plan will be approved at our January meeting, however a special meeting can be called in late January/early February to complete and approve the plan if necessary. Reviewers at the DOH will provide feedback to the region, then a final plan will be approved at our March meeting. The plans will be approved by the Steering Committee in May.

F. Regional Trauma Services Assessment Update

Scott reported that the Regional Trauma Service Assessment is ongoing. The project will be more comprehensive than originally planned and should be completed next summer. The Region will be notified of any work they need to do for the assessment.

G. SEI/Training Program Survey Report

The results of the SEI/Training program survey which was one of the region's deliverables was included in the meeting packet and sent to the DOH.

5. New Business

A. Region Meeting Format and Content

The group discussed how to improve the region council meetings, including format and content. Ben suggested covering more items in the consent agenda, paring down the agenda to focus on the most important projects (like reviewing the trauma plan as a group instead of via email or at a special meeting), and having presentations by guest speakers at the end of the meeting so people who have seen the presentation at other meetings can leave the meeting early. The group agreed these were good ideas. They want to have topics that bring good participation at the meetings instead of zipping through a long list of topics and covering them very shallowly.

B. Housekeeping

1. OPMA Training <https://www.atg.wa.gov/open-government-training>

Council members are required to do Open Public Meeting training every two years. The training can be done online at the link above and Eric encouraged all council members to complete this training whenever is convenient for them.

2. Conflict of Interest Forms

Conflict of Interest forms should be completed by all council members every few years. A Conflict of Interest form was included in the meeting packet and all council members were asked to fill out the form and return it to April.

3. New Member Handbook

The New Member Handbook, which was developed by the DOH to introduce new members to the state and regional EMS trauma system, was included in the meeting packet as we have several new members who may find this information useful.

C. 2025 Meeting Schedule

The 2025 council meeting schedule will be January 8, 2025 (note date change); March 5, 2025; May 7, 2025; July 2, 2025; September 3, 2025; November 5, 2025 at 2pm via Zoom. The January meeting was pushed back a week due to it falling on a holiday.

D. Klickitat RFA Approval\*

Klickitat Fire District #3 and White Salmon Fire Department have merged to form the West Klickitat Regional Fire Authority. The region was asked to approve their application. Since this was done between council meetings, the region council Executive Board met via email to approve this application. Their application fits within their min/max numbers and there was no opposition to this merger at the local EMS council meeting. A copy of the Klickitat RFA application was included in the meeting packet as well as a copy of an approval letter from the DOH was also included in the meeting packet.

Action: Jon Olson moved to ratify the approval of the Klickitat RFA application. Ben Peeler seconded the motion. The motion was unanimously approved.

E. Prehospital TAC Rep Appointment

The DOH's Pre Hospital TAC needs a rep from our region.

Action: Ben Peeler moved to appoint Robb Milano as our region's rep to the Prehospital TAC. Marc Muhr seconded the motion. The motion was unanimously approved.

6. Preparedness Report: Marisa reported that they have been working on the Baxter IV fluid shortage issue. She will meet with April tomorrow to outline the region's roles and participation in the Healthcare Alliance Strategic Plan. Marisa added that the National Healthcare Coalition Preparedness Conference will take place in Florida in December. Eric asked if this group could look at developing a regional active shooter training and response plan so there would be more coordination when outside agencies are called in to other counties during an active shooter event. Robb added that he is working with Clackamas and Portland on updating their active shooter plan and they will also do active shooter training.
7. SW Region QI Committee Report: April reported that the last regional QI meeting was held in September; Dr Macht give a presentation and case review at the meeting. The next meeting will be on December 4<sup>th</sup> at 12:30pm.
8. DOH Report  
Scott Williams reported that his bimonthly update is now available in newsletter format (a copy was included in the meeting packet). His report covers updates on rule making, legislation, and other projects the DOH is working on. The RAC meeting in two weeks has been moved to Monday instead of its usual Tuesday due to a meeting conflict. Eric said that they updated thousands of reports to the WEMSIS system but then got a notice stating the reports were not accepted. He said it may have had something to do with the WEMSIS update so he asked if the agencies can be notified when a WEMSIS update is done so they can be aware to pay attention to possible glitches when reporting.
9. County Council Reports
  - A. Clark County: Ben reported that their council met last Thursday. They have been participating in a year-long NAEMSCO safety training program. They are doing a trial with Pulsera and ESO. All EMS reports are now current with no duplicates. They are doing planning around the IV shortage issue and PSAP is also working on planning.
  - B. Cowlitz County: Eric reported that their council met today. They approved their budget. Their council is so well funded that they may lower OTEP and initial program fees for user agencies. They just completed a successful RN to EMT course. They discussed the active shooter event that happened in Vancouver and discussed active shooter curriculum.

C. Klickitat County: Sarah reported that they just had four providers in the county become NAEMT instructors for PHTLS. They are working on their budget.

D. Skamania County: Ann reported that their council meeting every other month. They only have one paid agency which provides OTEP to their county EMS providers. Their providers have to go out of county for all other training.

E. South Pacific County: Their council will meet tomorrow evening.

F. Wahkiakum County: No report.

10. Good Of the Order/Public Comment: None.

11. Adjourn: Meeting was adjourned by consensus at 3:25pm.

12. Upcoming SW Region Council meetings (2 pm via Zoom): January 8, 2025 (note date change); March 5, 2025; May 7, 2025; July 2, 2025; September 3, 2025; November 5, 2025 at 2pm via Zoom