

# REGULAR QUARTERLY MEETING MINUTES

MAY 5, 2020

## AGENDA

- Call to order/Roll Call/Quorum/Additions to Agenda
- Approval of February minutes
- Treasurers Report – Kirby Clock
- Coordinator’s Report – Danny Barela
- RMD Report
- Old Business
  - Website
  - CARES
  - Pediatric Readiness
- New Business
  - Funding requests
  - FY21 Budget
  - Biennial Plan Update
- Roundtable
- Adjourn

Agenda Item:	<b>Called to Order/Roll Call/Quorum/Additions to Agenda</b>
Overview:	Meeting was called to order at 1207 by Rob Weisbaum. A quorum was present. Additions to Agenda: Discussion of having SEMTAC in our region in July and discussion of Regional Awards.
Members present through Zoom™:	Danny Barela, CJ Malcolm, Kirby Clock, Jillian Emmons, Melissa Tuohy, Buffy Witt, Luke De La Parra, Kim Mitchell, Glen Boyd, Jeff Stephens, Emil Sante, Scott Fitzgerald
Guests:	Tad Rowan, Jillian Moore, Avery McKenzie, Chad Bowdre, Kathy Steckel, Roger Rash, Matthew Paswaters, John Backrath, Jacky Christianson, Stacey Quesada

Agenda Item:	<b>Approval of February Minutes</b>
Overview/Discussion:	Minutes of the February Quarterly Meeting were emailed to the board prior to the meeting and brought for review.
Action:	<i>Motion made by CJ, Seconded by Jillian and Passed to accept minutes as read. Unanimous vote.</i>
Attachments:	Minutes will be posted on the Website

Agenda Item:	<b>Treasurer’s Report</b>
Overview/Discussion:	Financial Report had been emailed to the Board prior to the meeting and reviewed by Kirby. YTD on budget. Still working with the new bookkeeper on how to best show the county subsidies that may be carried over on the Balance Sheet. Any amount left over from annually budgeted 15K/county will be added to next fiscal year’s budgeted amount.

Action:	<i>Motion made to approve the Treasurer's report as presented. Scott made a motion to approve, seconded by Kim and unanimously approved.</i>
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Agenda Item:	<b>Coordinator's Report</b>
Overview/Discussion:	Danny discussed his coordinator's report which he emailed to the members ahead of the meeting. He presented an overview of recent meetings he attended, his activities, and answered questions on the report. WRETAC deliverables are being met and the report is attached to these minutes. Great participation in the PECC survey.
Recommendations/Action:	<i>Informational Only.</i>
Attachments:	Coordinator's Report for May 2020

Agenda Item:	<b>RMD Report</b>
Overview/Discussion:	<p>WRETAC is enrolled in CARES. Brent Culver has been trained and the last hurdle is to find a secure way to transmit agencies' cardiac arrest run sheets to Brent so he can put the information in the computer. The goal is to be collecting the first 6 months of data by the end of June so he can input that data.</p> <p>Dr. MacKenzie reported that she has been talking with the Medical Directors to see what everyone is doing in the way of CQI. She has put together a draft best-practices summary and wants to have it available to Medical Directors if they would like to use them.</p> <p>Regarding COVID-19, most agencies verbalized they have currently adopted the guidance from the State for Crisis Standards of Care and had communicated that to the State.</p> <p>Dr. McKenzie wanted to see WRETAC nominate some regional awards like ALS Provider of the Year, BLS Provider of the Year, Medical Director of the Year, Service Provider of the Year etc. Submissions should be given to Danny by July 5. Those winners could then be submitted to the State for recognition. Danny suggested some other considerations like Trauma Nurse Coordinator of the Year.</p> <p>Montrose County used their subsidy to transition to Priority Dispatch. The training/transition was delayed due to COVID but it is planned to occur in near future. Chapter 2, the State rules for EMS Acts allowed, is being re-opened. This is to be discussed with RMD/EMPAC group during next week's meeting.</p>
Action:	<i>Informational Only</i>

Agenda Item:	<b>Website</b>
Overview/Discussion:	Danny reviewed some of the recent updates made to the WRETAC website. The group verbalized appreciation for his work. CJ suggested adding a photo and statement from the WRETAC President to the website.
Action:	<i>Information only</i>

Agenda Item:	<b>CARES</b>
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Overview/Discussion:	Jillian Moore is the Colorado CARES Coordinator from Starting Hearts. She congratulated the group in being fully enrolled in CARES. She reported we have 12 agencies and 4 facilities participating. A Data Committee has been formed of 14 members from across the State to help release data as needed for publications or facility requested data. They are releasing Colorado's first report of data in comparison with the nation. Next step is to acquire southwest region.
Action:	<i>NA – information only</i>

Agenda Item:	<b>Pediatric Readiness</b>
Overview/Discussion:	Stacey Quesada reported an 81.5% completion rate by CO state EMS agencies on the EMSC survey. She is now working with Children's Hospital on how to best provide pediatric education since they cannot deploy the simulation trailer. They will be sending out a Need's Assessment to members to see what education is needed and by what method. This can be accessed at <a href="https://is.gd/peds_education">https://is.gd/peds_education</a> The National Pediatric Readiness Project has been postponed indefinitely. The PECC pilot program will be delayed due to current circumstances. Danny mentioned if anyone is interested in serving on COPPER/COPECC Committee with him, he can put you in touch with the organizers.
Action:	<i>Informational Only</i>

Agenda Item:	<b>Funding Requests</b>
Overview/Discussion:	Hinsdale County- Buffy presented Hinsdale's request for training supplies/kits, EZIO and supplies, radios, backboards, video laryngoscope and supplies. Rob mentioned EZIO had a deal to buy 3 drills at once for cheaper than the price of the one drill mentioned in the funding request presented. Buffy verbalized she would take advantage of that pricing. San Miguel County- John Bockrath presented San Miguel's request for AEDs, thermometers and UV-C Disinfection lamp. Kirby noted they are over their allotted request amount so San Miguel will be partially funded with amount remaining from overspending last year as well. There is \$12,800 available for them this year. Ouray County- Kim presented Ouray's requests for AEDs, education projector, Patient Care Reporting System. Gunnison County- CJ presented Gunnison's EMS request for computers. Rob presented CB's request for Kenwood VP800 Dual Band radios. Delta County- Delta asking to carryover subsidy to next year as they have not identified a need at this time. Discussion that the State looks to us to explain why we have carryover on our financials. Multiple years of carryover are frowned upon.
Action:	<i>A motion was made by Jeff, Seconded by Kirby to approve Hinsdale's Requests with adjustment of requested amount to reflect cheaper cost of bundled drills that will be purchased and approved unanimously. Abstention- Buffy and Luke. A motion was made by Kim, Seconded by CJ to approve San Miguel's Requests as presented and approved unanimously. Abstention- Melissa and Emil. A motion was made by Jillian, Seconded by</i>

	<i>Jeff to approve Ouray's Requests as presented and approved unanimously. Abstention- Kim and Glenn. A motion was made by Scott, Seconded by Kirby to approve Gunnison's Requests as presented and approved unanimously. Abstention- Rob and CJ. A motion was made by Kim, seconded by Melissa to approve Delta County's request to carry over their unused funds to next year. Approved unanimously.</i>
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Agenda Item:	<b>FY21 Budget</b>
Overview/Discussion:	Kirby reviewed the budget that was sent to Board members ahead of the meeting to review. Kirby mentioned the increase in the amount from the State. Matthew Paswaters from the State commented that PP&F asked for the additional amount to be reported separately from the normal WRETAC funds on the Balance Sheet so it can be tracked better. Several slight changes made based on actual expense amounts. No significant changes ending with a \$0 Net Income.
Action:	<i>A motion was made by Jillian and seconded by Kim to approve the FY20-21 budget as presented. Unanimously approved.</i>
Attachments:	Budget will be posted on the Website

Agenda Item:	<b>Biennial Plan Update</b>
Overview/Discussion:	By June, Danny needs to have an update to the Biennial plan. Danny asked the Board to review the Goals and identify which ones should be carried over into the next year and should be focused on. He brought attention to the Board Retreat with a facilitator that was previously discussed. We could use that meeting as a strategic planning session for the following Biennial Plan.
Action:	<i>N/A</i>
Person Responsible:	<i>All Board Members to review the Goals and reply to Danny which ones should be carried over and focused on by <b>May 31<sup>st</sup></b>.</i>

Agenda Item:	<b>SEMTAC in Gunnison in July Discussion</b>
Overview/Discussion:	Matthew from the State EMTS Section wanted to have an idea of what the Gunnison community would support. CJ felt that bringing 100+ people to the area could be problematic. It would be best to postpone the meeting until July 2021. Danny asked about the RETAC Forum in June 17/18. Matthew mentioned it would only be the coordinators in the room to keep <10 people in the room well separated. Zoom will be available as well. Danny is planning on attending in person.
Action:	<i>Informational Only</i>

Agenda Item:	<b>Roundtable</b>
Overview/Discussion:	<ul style="list-style-type: none"> <li>• DCAD – Volume back up to normal. Increased number of deaths at home noticed.</li> <li>• DCMH- Trauma Conference rescheduled to August 13/14. Getting ready for their re-designation review this fall.</li> </ul>

	<ul style="list-style-type: none"> <li>• Montrose County – Nucla/Naturita/Paradox EMS- New ambulance is on its way. EMT class is on hold. Tad reported WestCo is working to reschedule the training and install for early June. Batelle Critical Care Decon System is at the Fairgrounds on a contract from the State. Up to 80,000 N95s can be decontaminated per day. Roger Rash mentioned the county has secured Tier 3 and Tier 4 facilities if a COVID surge happens.</li> <li>• Telluride EMS- Waiting on second round of COVID 19 antibody testing to occur. All results obtained from first round. There were 19 positives and 75 indeterminate. All positives and indeterminate were contacted and had contact tracing completed.</li> <li>• Hinsdale County EMS- Mellow April. San Juan Solstice, 50 mile bike race is cancelled which has been a major fundraising event for EMS. The EMS Medical Director is leaving in 10/2020.</li> </ul>
Action:	<i>Informational Only</i>

There being no further business, the motion was made, seconded and carried to adjourn at 1405.

**Respectfully submitted – M. Tuohy, WRETAC Secretary**