

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON**

**RESOLUTION TO AUTHORIZE EXECUTION OF INTERLOCAL AGREEMENT
WITH KITTITAS COUNTY EMERGENCY MEDICAL SERVICE AND TRAUMA
CARE COUNCIL FOR COORDINATION OF EMERGENCY MEDICAL SERVICES**

RESOLUTION No. 2015-180

WHEREAS, RCW 39.34, the Interlocal Cooperation Act, provides the capability for public agencies to cooperate by providing services and facilities for mutual advantage; and

WHEREAS, on December 26, 1995, Kittitas County, in participation with the cities of Ellensburg, Cle Elum, Roslyn, Kittitas, and the Town of S. Cle Elum, entered into an Interlocal Cooperation Agreement (hereinafter, the "Agreement") with the Kittitas County Emergency Medical Service and Trauma Care Council (hereinafter, the "EMS Council"); and

WHEREAS, the Agreement provided for coordination of the participating jurisdiction's emergency medical services personnel training, certification, and physician medical control through a shared Administrative/Education Coordinator; and

WHEREAS, the Agreement provided for joint funding from the participating jurisdictions for the services described therein though the annual execution of a payment agreement pursuant to a proposed budget reviewed and approved by the EMS Council; and

WHEREAS, the Board of County Commissioners authorized the execution of this payment agreement by action taken at a regular meeting; and

NOW THEREFORE, BE IT HEREBY RESOLVED that the Board of County Commissioners of Kittitas County, Washington adopts the Interlocal Agreement with the EMS Council that is attached hereto.

ADOPTED this 15th day of December, 2015.



Julie A. Kjosvik
Julie A. Kjosvik

**BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**

Gary Berndt
Gary Berndt, Chairman

ABSENT

Obie O'Brien, Vice-Chairman

Paul Jewell
Paul Jewell, Commissioner

“C”
Kittitas County
Emergency Medical Services and Trauma Care Council
and
Interlocal Cooperation Agreement Participating Jurisdictions


PAYMENT AGREEMENT

1. Term. The term of this agreement will be from January 1, 2016 until December 31, 2016.

2. Compensation. The named Participating Jurisdiction, Kittitas County, shall pay the Kittitas County EMS & Trauma Care Council (Council) a total of \$69,219.00 or less, depending on actual expenses; to be paid in quarterly payments to the Council of \$17,304.75, for their 45% of the daily operations of the Kittitas County EMS Division office in accordance with the Interlocal Cooperation Agreement. Actual expenses shall be documented by the Council to the Participating Jurisdiction in the form of a quarterly report to include a quarterly billing statement. Quarterly payments will be made at the beginning of each quarter. Revenue not expended will be credited to the Participating Jurisdiction for the following year or reimbursed at the close of the operating year.

Agreed to and dated this 15th day of December, 2015.

Kittitas County EMS & Trauma Care Council:



Lee Hadden, Chair
Joshua DeHerrera, Vice Chair

Kittitas County:



Board of County Commissioners
Chairman

Kittitas County Emergency Medical Services Division
Proposed 2016 Office Budget Plan

Description Projected Expenditures	Actual 2014	Budgeted 2015	Budget		Notes
			Increase 2016	Proposed 2016	
Salary - Coordinator (1 FTE):	52,752.00	54,000.00	1,620.00	55,620.00	3.0% COLA/MERIT pending
Benefits/Emp. Taxes - Coordinator:	17,397.94	18,500.00	900.00	19,400.00	35% of salary per county
EMS Assistant (Program Support)	3,025.68	6,800.00	27,700.00	34,500.00	NEW-Mid Range
Benefits/Emp. Taxes - Assistant	0.00	0.00	12,000.00	12,000.00	35% of salary per county
Accounting / Legal Support:	0.00	500.00	0.00	500.00	As needed
County Administrative Fee:	600.00	600.00	0.00	600.00	\$50 per month (no change)
Rent & Utilities	6,000.00	6,000.00	6,500.00	12,500.00	New Office Space
Phone/Fax/Internet/Mobile Broadband:	3,019.64	3,200.00	500.00	3,700.00	
Postage:	214.08	200.00	0.00	200.00	
Office Supplies:	965.52	500.00	0.00	500.00	
Photocopies/Printing:	1,777.60	3,700.00	0.00	3,700.00	
Computer Serv./Software/Website:	4,521.39	4,200.00	0.00	4,200.00	
Travel/Gas/Other	3,263.81	3,000.00	-1,000.00	2,000.00	W/vehicle: Gas/Travel/Maint
Training/Conferences (Best Practices)	490.00	800.00	0.00	800.00	
Insurance	2,589.00	2,400.00	300.00	2,700.00	Vehicle Insurance not included
Office Equipment	885.52	600.00	0.00	600.00	
Miscellaneous:	300.00	300.00	0.00	300.00	
TOTAL EXPENDITURES:	97,802.18	105,300.00	48,520.00	153,820.00	
Projected Revenue					
					Notes
Kittitas County - (45%):	45,281.00	47,385.00		69,219.00	distribution same
City of Ellensburg - (44%):	44,275.00	46,332.00		67,681.00	distribution same
City of Cle Elum - (4.5%):	4,528.00	4,738.50		6,922.00	distribution same
City of Roslyn - (2%):	2,013.00	2,106.00		3,076.00	distribution same
City of Kittitas - (3.5%):	3,522.00	3,685.50		5,384.00	distribution same
Town of S. Cle Elum - (1%):	1,006.00	1,053.00		1,538.00	distribution same
TOTAL PJ REVENUE:	100,625.00	105,300.00		153,820.00	
Annual PJ Budget Increase:	2.1%	4.0%		31.5%	
User Fee = Vehicle/Insurance/Misc.				\$12,100.00	NEW - Actuals to be determined
Reserve/Accrual Fund					
AHA Training Site & Public Ed.	3,633.90	7,064.17			
Benefit Accrual Fund:	6,000.00	6,000.00			
Office Equip Accrual Fund	1,359.96	874.44			
Capt Equip Accrual Fund (vehicle):	3,290.41	7,928.02			
Miscellaneous:	1,000.00	0.00			
Total Annual Budget:	115,909.27	127,166.63		165,100.00	
Participating Jurisdiction Credit:	0.00	0.00			Year end credit applied 2nd Qrt.

Population percentages derived from the Office of Financial Management, Forecasting Division for April 1, 2015

The 2016 (1/1-12/31/2016) Office Budget Plan Resolution #4-2-15-Revised 10-1-15 is hereby approved for recommendation to the KCCOG by the Kittitas County EMS & Trauma Care Council on 10-1-15, 2015

Lee Hadden, Chairman

Joshua DeHerrera, Vice Chair

Prepared by:

Cheryl Burrows, EMS Coordinator

**INTERLOCAL COOPERATION AGREEMENT BETWEEN
KITTTAS COUNTY, CITY OF ELLENSBURG, CITY OF CLE ELUM, CITY OF
ROSLYN, CITY OF KITTTAS, AND TOWN OF SOUTH CLE ELUM, OF
WASHINGTON STATE AND THE KITTTAS COUNTY EMS & TRAUMA
CARE COUNCIL PROVIDING FOR THE COORDINATION OF EMERGENCY
MEDICAL SERVICES**

Whereas, the Interlocal Cooperation Act, RCW 39.34, allows municipal corporation to make the most efficient use of their powers by enabling them to cooperate with each other on the basis of mutual advantage to provide services and facilities that will best fit the needs of each community; and

Whereas, the County of Kittitas and the Cities of Ellensburg, Cle Elum, Roslyn, Kittitas, and the Town of S. Cle Elum are desirous of providing for the coordination of their emergency medical services personnel's training, certification, and physician medical control, through a shared Administrative/Education Coordinator (Coordinator) employed by one of the jurisdictions (hereinafter "Contracting Jurisdiction");

Now, therefore, it is agreed in accord with the provisions of RCW 39.34.030 as follows:

I. Purpose

It is the purpose of this agreement to establish the framework and means for the shared support services of the Coordinator (see attachment "B") to assure training, certification and physician medical control of emergency medical services personnel of the six jurisdictions and to continue to improve upon services presently provided by the Kittitas County Emergency Medical Services and Trauma Care (EMS/TC) Council with funds from a "Washington State Department of Health" training grant. This agreement supersedes any prior agreement, all or any amendments thereof, and all or any modifications or changes to any agreement that may conflict with this agreement.

II. Kittitas County Conference of Governments (KCCOG)

KCCOG will be responsible for jointly reviewing amendments to the Interlocal Cooperation Agreement and the annual budgets in the Kittitas County EMS Division five-year forecasted budget plan (see attachment "A") recommended by the EMS/TC Council. The Coordinator shall serve as an operational representative to the KCCOG on behalf of the EMS/TC Council in a non-voting capacity.

III. Membership

A. Participating Jurisdictions

INTERLOCAL COOPERATION AGREEMENT - 2

Kittitas County, the Cities of Ellensburg, Cle Elum, Roslyn, Kittitas, and Town of S. Cle Elum, Washington, are "Participating Jurisdictions" and the only parties to this Interlocal Cooperation Agreement. Each jurisdiction is eligible to be the "Operating Jurisdiction." The County is the Operating Jurisdiction.

IV. Maintenance

The Coordinator shall be financed through the contract jurisdictions based on an annual assessment upon each Participating Jurisdiction. The annual assessment for Participating Jurisdictions shall be apportioned such that costs are distributed among the Participating Jurisdictions based on the percentage of their overall population. Their percentage of overall population will be their percentage of the annual budget for each budget year term. State grants will continue to be sought to provide training and training equipment for the EMS providers to the greatest extent possible.

A. Budget Preparation

The budget shall be prepared in accordance with the budget cycle of the Operating Jurisdiction by the Coordinator and recommended by the EMS/TC Council. The budget shall be approved by the governing bodies of the Participating Jurisdictions prior to implementation by the Operating Jurisdiction.

B. Management

The KCCOG will review the annual budget and any contract amendments for the Interlocal Cooperation Agreement at least once a year. The Participating Jurisdictions will receive a quarterly status report and appropriate financial reports from the Coordinator for their review.

C. Payment Agreement

Attachment "C" will serve as the annual payment agreement. It will serve only for the approved budget year term. Each Participating Jurisdiction will sign to their own payment agreement annually (See attachment "C").

V. Duration of Agreement/Termination

This Interlocal Cooperation Agreement shall be effective when signed by the Participating Jurisdictions and shall continue indefinitely unless terminated by mutual agreement of the Participating Jurisdictions at the end of a budget year. Written notice must be given to the EMS/TC Council no later than the preceding November 1.

VI. Ownership of Property

INTERLOCAL COOPERATION AGREEMENT - 3

The property, acquired for the purpose of providing services under this agreement, and with fees from contract and Participating Jurisdictions, shall be and remain the joint property of the Participating Jurisdictions.

Existing property, owned or acquired by a former grant shall be reflected on an asset inventory and attached to this Interlocal Cooperation Agreement for the purposes of responsible management and use by all jurisdiction's EMS agencies. Ownership of existing property shall remain with that person or corporation holding legal title or claim. Property on loan for use or legally owned by outside agencies, shall be reflected on an asset inventory attached to this agreement.

VII. Amendments

This agreement can be amended by unanimous approval of the governing bodies of the participating jurisdictions.

VIII. Withdrawal

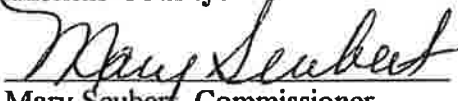
A Participating Jurisdiction may withdraw from this agreement effective December 31 of any year, provided written notice is given to the EMS/TC Council and a copy to the KCCOG no later than the preceding November 1. Upon withdrawal of this agreement, the withdrawn jurisdiction will no longer automatically benefit from the services provided by the Kittitas County Medical Program Director and the Coordinator of the Kittitas County EMS Division.

IX. Dissolution


If this agreement is revoked or terminated, or if one of the Participating Jurisdictions withdraws, the joint property and assets of the Participating Jurisdictions shall be distributed among the Participating Jurisdictions as equally as possible, as determined by the KCCOG.

Dated this 26th day of December, 1995

Kittitas County:


Mary Seubert, Commissioner

Approved as to Form:


Prosecuting Attorney

Kittitas County EMS & Trauma Care Council:


Brad Smith, Chairperson

Amendment II

INTERLOCAL COOPERATION AGREEMENT BETWEEN KITTITAS COUNTY, CITY OF ELLENSBURG, CITY OF CLE ELUM, CITY OF ROSLYN, CITY OF KITTITAS, AND TOWN OF SOUTH CLE ELUM, OF WASHINGTON STATE AND THE KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL PROVIDING FOR THE COORDINATION OF EMERGENCY MEDICAL SERVICES.

I. Purpose

This Amendment transfers existing jointly owned property to the Kittitas County EMS Division, which operates under the authority of the Kittitas County EMS and Trauma Care Council (Council), and authorizes the Council to dispose of surplus property at the end of said property's useful service life.

II. Amendment

Section VI of the Interlocal Cooperation Agreement is hereby amended to read:

Ownership of Property

Existing property and property acquired in the future for the purpose of providing services under this agreement, and with fees from contract and Participating Jurisdictions, shall become the property of the Kittitas County EMS Division and be under the authority of the Division's governing Board, the Kittitas County EMS and Trauma Care Council.


All property shall be reflected on an asset inventory maintained by the Kittitas County EMS Division for the purposes of responsible management and use by all jurisdictions' EMS agencies.

Ownership of all property shall remain with the Kittitas County EMS Division until such time the Council declares said property to be surplus property. Said surplus property shall be disposed of by sale, transfer of legal title or claim to a partnering government agency, other government agencies, nonprofit agencies, a recycle program or, for items with no salvage or other value, by disposal.

Agreed to and dated this 15th day of March, 2005.

Kittitas County

Board of Commissioners by:


Perry Huston, Chairman

Approved as to form by:

Prosecuting Attorney

Kittitas County EMS/TC Council by:


Steven N. Reinke, Chairman
Craig McKee, Vice Chairman

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“B”
Kittitas County EMS Division
Administrative/Education Coordinator
Support Services

Initial training of EMS Personnel - (First Responders, Emergency Medical Technicians, EMT-IV Technicians)

- * Coordinate courses
- * Maintain training records
- * Proctor exams
- * Process paperwork for course completion and certification

Continuing Medical Education - (First Responders, Emergency Medical Technicians, EMT-IV Technicians, and Paramedics)

- * Coordinate classes
- * Track training records
- * Proctor exams
- * Process necessary paperwork (quizzes, practical exams, training records)

Emergency Medical Service & Trauma Care Council - (sub-committees: training/education and quality assurance)

- * Secretary
- * Treasurer (management of grant funds)
- * Project coordinator
- * Plan developer
- * Representative for Regional EMS & Trauma Care Council, sub-committees and State meetings

Medical Program Director (MPD) -

- * Administrative assistant
- * Protocol and policy development and disbursement
- * Quality assurance
- * Service licensing
- * Certification and recertification of EMS personnel
- * EMS system development
- * Liaison between MPD and state, region, local council, regional council, EMS agencies, and EMS personnel.

Community -

- * Promote injury prevention (health fairs and demonstrations)
- * Coordinate injury prevention classes