

Kitsap County EMS and Trauma Care Council EMS Operational Meeting Minutes

June 18, 2008
Readiness Center
Bremerton, WA

Attendees:

Kim Doyle	Olympic	Steve Engle	NKFR
Barb Lovato	KCEMS	Joe Repar	CKFR
Stan Plyler	BFD	Tammy Coulter	NKFR
Rhonda Roberts	KCEMS	Doug Baier	BFD
John Burch	PSNS	Justin Brown	CKFR
Joe Schweiger	KCEMS	Butch Lundin	BIFD

Called to order by Chairperson Kim Doyle at 10:16 am.

I. Approval of May 21, 2008 Minutes

John made a motion to approve May's minutes as written, motion seconded by Steve. Minutes were approved as written.

II. Old Business

A. Protocols Updates

Steve updated the group that after 3 ½ years the protocols are done. They will be sent to DOH for their review soon. One of the changes made was to go back to the Cincinnati Stroke Test instead of the LA Stroke Test. Rhonda will do some formatting and a table of contents. Kim recognized and thanked the protocol committee members, Tammy Coulter, Doug Baier, Justin Brown and Steve Engle, for all their hard work and gave them each a gift certificate to Starbucks. The group discussed and recommended on the front cover of the protocols the individuals from the committee be recognized as creating them. Justin Brown thanked Steve for all the hard work he has done in chairing this committee. There was a suggestion of having a form on the website to add new items to the protocols in the future.

B. Expired Medications (HMC Pharmacy)

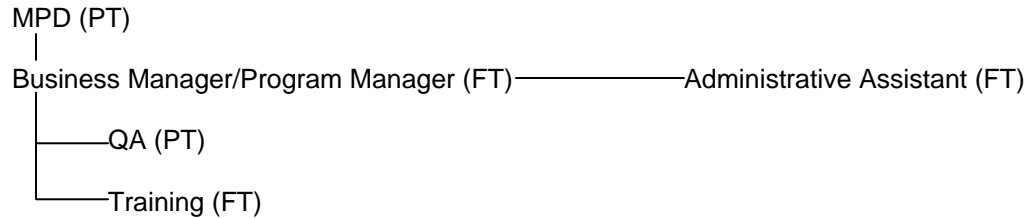
There will be a meeting on June 24, 2008 with the head pharmacist, Dr. Bennett, the Medical Officers, and Louann to discuss this issue.

III. New Business

A. Staff Model (Planning Day)

Kim discussed with the group the request from planning day that this group working on the staffing model for the office. She asked Rhonda to give everyone copies of the minutes from planning day. The first item to discuss was the Program Manager's job description. After reviewing current job description it was decided to remove all QI portions from this position and change the degree request to AA/AS degree in a related field with three years experience. The group discussed what they would like this individual to do they would be the visionary of the office, attend all the meetings, liaison with all agencies, take new direction from MPD and delegate out to get the work done. Kim asked Rhonda to make the changes in the job description and take it to the June council meeting.

The group then discussed what they would like to happen to the office as a whole. This is to be presented to the EMS Council as the EMS Operations recommendations for the office:



Joe Repar suggested we go to the agencies with costs since currently they are working on their budgets for the next year. Barb suggested we first look at what position we need then go back with the cost to the agencies.

It was agreed by the group to submit the program manager description to the council and move on from there. This position is the most important to get filled quickly but correctly.

B. Mission Statement

Joe Schweiger presented to the group the mission statement that he and Kim had changed. It was changed to:

The Mission of Kitsap County EMS and Trauma Care Council
To Support the development of a high quality Pre-hospital, Emergency Medical and Trauma Care Service in Kitsap County through

- Meaningful initial and on-going training
- Effective Quality Improvement
- Progressive Patient Care Protocols
- Public Education

It was decided by the group to add continuing after the in the second paragraph to read "To Support the continuing development of a high quality Pre-hospital, Emergency Medical and Trauma Care Service in Kitsap County through."

The group also decided to remove the Public Education bullet.

C. Certification Delays

Kim informed the group that there is currently a delay with the state because of the recent software change.

Meeting Adjourned: 12:26 pm

Next meeting will be scheduled for July 16, 2008 at 10:00 am.