

Kitsap County EMS and Trauma Care Council Board of Directors Meeting Minutes

January 28, 2009
The Readiness Center
Bremerton, WA

Stan Plyler	BFD	Steve Engle	NKFR
Rhonda Roberts	KCEMS	Joe Repar	CKFR
Les Scholfield	Elec Of	Mike Wernet	SKFR
Kim Doyle	Olympic	Hank Teran	BIFD
Vincent Hlavaty	BFD	Daniel Olson	PFD
Martin Bennett, MD	KCEMS	Zita Wiltgen	SWREMS
Ken Burdette	CKFR	Jessica Gruidry	KCHD
Barb Lovato	KCEMS	April Borbon	NWREMS
Al Duke	BFD	Louann Bean	Harrison

Meeting called to order by Chair Kim Doyle at 9:10 am

Vince made a motion to approve October minutes as written, motion seconded by Mike. Minutes are approved as written.

I. Old Business

A. New Board Members

Kim discussed the new board members: herself as Chair, Stan Plyler as Past Chair, and Chief Dan Olson as At-Large position replacing Chief Dan Smith. She also appointed Chief Hank Teran to replace her as Vice Chair.

B. Program Manager Contract

Kim announced to the council she has signed Barb's Program Manager contract and it is now good until 2012.

C. CBD Agreement

Barb updated the council on the agreement with Cencom. She worked with the Executive Board to create a contract with Cencom on the CBD training on what would be paid by our office. We now will pay for instructors for two initial classes a year and 8-16 hours of continuing education per year. Cencom has signed the agreement. It is effective January 2009.

D. 2008 Budget Review

Chief Duke informed the council the end of year for KCEMS. We were \$50,000 under budget due to changes in staffing.

II. New Business

A. QI Position and Program

Barb presented to the council a copy of the job announcement with changes that Kim Doyle had suggested after the email. The committee she is working with has created the job announcement presented with the job qualifications listed. The committee continues to create a suggested job description that will be forwarded onto the Executive Board for their review. The only changes that she could anticipate for the job announcement would be the opening and closing dates.

Chief Burdette made the motion to approve the job announcement with changes suggested at council meeting. Chief Teran seconded the motion. Motion approved to accept the job announcement with changes suggested at council meeting.

B. Policy Review

Kim presented the two policies that were approved by the EMS Operations Meeting. The first was Development of Basic and Advanced Life Support Patient Care Protocols and/or Policies. She discussed the only change made to this policy was to go from 90 days to 60 days. Chief Olson noted there was no statement of policy on purpose. He suggested keeping the policies similar in looks we should have a statement of policy at the top. Barb suggested we remove "the purpose of" from the statement and changing the purpose statement to a policy statement. The council agreed.

Chief Teran made the motion to accept the Development of Basic and Advanced Life Support Patient Care Protocols and/or Policies as amended. Chief Burdette seconded the motion. Motion approved to accept the Development of Basic and Advanced Life Support Patient Care Protocols and/or Policies as amended.

The next policy to review was EMS Providers Protocol Testing Policy. Kim informed the council the main change was to address BLS testing. The other item was to allow the testing of ALS at the agencies.

Chief Burdette made the motion to accept the EMS Provider Protocol Testing Policy as written. Chief Teran seconded the motion. Motion approved to accept the EMS Provider Protocol Testing Policy as written.

C. Zita Wiltgen

Zita discussed with the council that five years ago they received a grant for WEMISIS. She presented the reports that can be retrieved with this program. She has asked that each agency give her a contact name for her to get a pass code to get logged into the system. At this point the system is voluntary but the state is looking at it becoming mandatory between 2012-2017. It is HIPAA compliant and should work with the online reporting systems currently in use in the county. This program is equally useful to small agencies as well as the larger ones. If you would like to get more information contact Zita.

III. Staff & Regional Review

A. Health District

Jessica updated the council on what is going on over at the Health District. She handed out flyers with facts on SIDS and asked if everyone could post them. She also handed out an article from *The Kitsap Sun* "Infant Deaths in Kitsap County Doubled in 2008...but Why?"

She also discussed there will be a functional exercise at the end of April to deal with the Hood Canal Bridge Closure. There will be a drill for the EMS providers with Jefferson County to test using the boat to crossing the canal.

The State Department of Health has signed an MOU with BC. This is just an FYI to our county. She will drop off a copy of the operational plan for sharing healthcare providers and resources across the Washington and British Columbia border to Rhonda if anyone is interested in reviewing.

B. Staff

1. MPD

Dr. Bennett informed the council the protocols are going well. There has been some typos found and we will continue to receive feedback from providers.

He is working with Barb and the committee looking at updating the current QI Plan.

He has been working with Chief Teran to consolidate the medical control with Bainbridge Island. He will have a meeting in February with Dr. Carlbom, Chief Teran and Barb to continue this work.

2. Program Manager

Barb updated the council she is working with Kim on pulling out last year's Planning Day goals to see where we are with meeting those goals.

3. Training Coordinator

Rhonda presented for Joe there will be a OTEP Evaluator's course on February 6, ACLS-EP will be April 30, we are currently working with Tom diDonna to set up a PALS class in March, and the EMT-B class is currently going.

C. Regional Report

April informed the council there were 86 participants in the Pediatric Conference in January. February 5 is the Regional Coalition meeting and February 11 is the Hood Canal Bridge closure meeting at NKFR 1330.

Kim announced that the agencies would receive a check for online OTEP for the providers from NW Region Office. She also announced there will be a change on how the funding will be distributed. Barb will attend the meeting to represent Kitsap County EMS Council.

D. Committee Reports

Kim announced the Health Care Committee is still working on the Skilled Nursing Homes DVD project.

III. Good of the Order

1. Zita announced that the state has postponed indefinitely the change over to National Registry testing for the EMT-B course. She discussed the likelihood that this would happen sometime in 2010. The state is working with colleges to have more testing sites. Kim asked who our representative on the committee was and Zita replied Anice Grant.

IV. Events

1. EMS & Fire Grant Writing Course coming up March 7 & 8 or March 26 & 27

Adjourn 10:30 am

Next Council Meeting will be on Wednesday, February 25 at the Readiness Center.