

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

June 27, 2007  
The Readiness Center  
Bremerton, WA

Barb Lovato	KCEMS	Rhonda Roberts	KCEMS
Kim Doyle	OlyBrem	Cliff Wilson	SKFR
Elizabeth Gonzalez	KCEMS	Louann Bean	Harrison
Les Scholfield	EI. Ofc.	Mike Wernet	SKFR
Mick McKinley	KCFCA	Dave McCarthy	NWREMS
Dan Smith	NKFR	Scot Steil	NRNW
Barb Smithson	KCHD	Stan Plyler	BFD

Meeting called to order by Chair Stan Plyler at 9:17am.

Mick made a motion to approve May's minutes, motion seconded by Cliff.  
Minutes are approved as written.

## I. Old Business

### A. Contribution Contract/MOU

This item was tabled.

### B. CBD/QA Plan

Elizabeth updated the council on the CBD program. The next steps are being made to refine the 57% of non-transport codes. They are working on refining the data to clearly define those codes. After refining they will create QA steps.

Elizabeth asked the council if EMS is responsible for the cost of training the CBD Instructors. The council responded that they believed that the cost should come out of Cencom's budget. CBD is becoming a standard of operations at dispatch agencies every where. Kim said she believed that we should still be responsible for the cost of Train the Trainer. The rest of the costs should be picked up by Cencom. Elizabeth clarified with the council that the decision was the EMS Council will continue to support Train the Trainer's and the hiring of instructors as needed. Cencom will then support the funding of the classes and paying the instructors as they are needed.

Dan said that a letter will need to be sent to the Strategic Advisory Board (SAB) to inform them what the council will support. Kim asked who would the council talk to as a representative to the SAB? Dan replied that Chief Senter would be the appropriate contact for the SAB. Elizabeth asked for a committee to draft a letter to send to Chief Senter. Stan asked for volunteers.

Dan, Mick, Mike, and Jay if he accepts, will be the committee to draft the letter to the SAB for the council on this issue and bring it back to the council for approval.

**C. BLS Program**

Elizabeth presented to the council the three applications received for the BLS Coordinator Position. Elizabeth asked the council if they would like to move forward with these three applicants or would they recommend opening up to see if we would receive more applicants?

This position will coordinate all BLS Programs. They will also coordinate the BLS QA/QI process. Cliff responded that this position, in 2008, would be a full-time position. Elizabeth responded that she would be willing to fill this position with two part-time individuals.

The council decided to move forward with these three applicants.

**D. MPD Replacement**

Elizabeth informed the council that there will be an open house on July 5 & 19 to meet the new MPD, Dr. Gregory Brammer. Everyone is invited to attend. Dr. Brammer will have office hours of the first and third Thursdays' of the month.

**D. Health Care Committee**

Barb Lovato presented to the council that there will be an EMS/ED Roundtable on July 24 from 12:00-13:00 pm at Harrison Hospital Bremerton. Louann informed the council that there will be another one to follow in the fall.

Kim has requested to deactivate this committee. The council agreed.

## **II. New Business**

### **A. Education Courses**

Elizabeth informed the council that we are out growing our space at this building. The EMT classes need breakout rooms for labs and it costs to rent extra rooms here. Our Base Station Meeting is becoming too large for the classroom too. Mick suggested using the portable classrooms.

### **B. Facilities**

Elizabeth informed the committee that if the BLS Coordinator does become a full-time position there may not be the space for an office.

### **C. Activation Budget Committee**

Kim informed the council that the Budget Committee is being activated. The committee members are: Chief Duke, Kim, Dan, Louann and Elizabeth.

## **III. Staff & Regional Review**

### **A. KCHD**

#### **1. Barb Smithson**

Barb updated the council on the Child Death Team plan. The Child Death Team researched the child fatality in fires and found them to be high. They went to the Fire Chief's and requested that when the firemen are on a call to a home that they check the smoke detectors. The Chief's said they would start working on this program.

They will start documenting this in order to receive valuable and effective data for a grant application. Barb also asked if the EMS crews could do the same thing. Elizabeth suggested having Cencom ask the EMTs when they go into a house if they checked the smoke detector when they are clearing the call.

**B. Staff**

**1. Training Coordinator**

There will be an EMT-B course starting September 10. The ACLS course will be on October 25 and there will be an IV Tech class starting August 6.

**2. Program Manager**

Elizabeth discussed some of the transitioning issues to a new MPD. She would like any requests from the agencies to her on Friday so she can get these items to the MPD for signatures for the times he is not here.

He will be available starting July on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month. Dr. Brammer's hours will be on the 1<sup>st</sup> Thursday he will be here at 9:00 am to the end of the day. On the 3<sup>rd</sup> Thursday he will be here from 10:00 am to the end of the day.

**C. Region**

Dave informed the council of the Strategic Planning Meeting that happened in June. There were grants written for Mason and Jefferson County to pilot a PDA system for the Washington EMS Information Systems Project. This grant was approved.

They are updating the Blue book for OTEP.

They are having a 40-hour training course for DOT/NTSA instructor course and there will be two 48-hour EMT recertification classes.

Adjourn 10:36 am

**Next Council Meeting will be Wednesday, July 25<sup>th</sup> at the Readiness Center.**