

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

June 24, 2009  
The Readiness Center  
Bremerton, WA

Stan Plyler	BFD	Joe Repar	CKFR
Rhonda Roberts	KCEMS	Mike Wernet	SKFR
Kim Doyle	Olympic	Jessica Guidry	KCHD
Lori Bisping	KCEMS	Steve Engle	NKFR
Barb Lovato	KCEMS	Terry Lerma	Navy
Less Scholfield	Elec Of	Anice Grant	NWREMS
Al Duke	BFD	Martin Bennett, MD	KCEMS

Meeting called to order by Chair Kim Doyle at 9:02 am

Terry made a motion to approve May's minutes as written, motion seconded by Chief Duke. Minutes are approved as written.

## I. Old Business

### A. Audit Update

Barb announced to the council the audit will be done in July.

### B. HR Committee Update

Kim informed the council the HR Committee did meet to review the Employment Policies. They have made some edits and will meet one more time to review the policy before bringing it to the council.

### C. Administrative Policies

Steve made the motion to adopt the Budget Guidelines Policy with changes, Mike seconded the motion. Budget Guidelines Policy approved with changes.

Mike made the motion to adopt the Reimbursement Policy as written, Steve seconded the motion. Reimbursement Policy adopted as written.

Stan made the motion to adopt the Development of Administrative Policy with change, Joe seconded the motion. Development of Administrative Police adopted with change.

Steve made the motion to adopt the Billing Policy for EMS Training as written, Terry seconded the motion. Billing Policy for EMS Training adopted as written.

Stan made the motion to adopt the Cash Disbursement and Deposits Policy as written, Mike seconded the motion. Cash Disbursement and Deposits Policy adopted as written.

Barb informed the council she will have two binders in her office one with approved Administrative Policies and the other with approved Clinical Policies. In the books the table of contents will have the policies review dates.

#### **D. CENCOM Interviews**

Barb updated the council on the CBD Instructor's interviews. There were four individuals hired. Three of them were for the CENCOM side and one for the EMS side of class. This will be a total of four CENCOM and 3 EMS instructors. The next class will be the first week of October. Barb thanked Mike Wernet for being a part of the interview panel. This also included Amy Warrior.

## **II. New Business**

### **A. Administrative Policies**

Barb presented the next two administrative policies for review: Procedure for Disbursement of Funds Policy and Investments Policy.

She discussed the changes to the policies. The Procedure for Disbursement of Funds Policy wording was changed under number two on the Procedures portion of the policy. It was to clarify how the checks are written. This allows for the double check in the accounting system. In Investments Policy, the only change made was Executive Board to Executive Committee.

Kim announced to the council these will be voted on at the next council meeting.

## **B. KCEMS Panflu Guidelines**

Barb presented a draft pandemic guideline. She combined the example the state sent with what Jessica gave her from the health district. Mike Smith of Washington State Department of Health requested the guidelines include:

1. How the County Health Department will be notified by the providers
2. BSI
3. Patients treatment guidelines

The council reviewed the document and suggested a few changes.

Jessica asked Dr. Bennett if it is better to fax or email him any suggested practices from the County DOH during a pandemic. Dr. Bennett asked she send it to Rhonda and she will forward as he recommends.

Once approved by Dr. Bennett, Joe suggested the guidelines be added it to the protocol books or put in the policy manual so it can be found easily. Mike agreed with Joe. Barb will put the guidelines in our policy format and bring the changes to the next council meeting.

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

### **A. Health District**

Jessica informed the council the health district will be receiving the H1N1 vaccine, and are working on a plan on distribution in the fall flu shots. If anyone has concerns or suggestions, please contact her.

DOH is working on communicating better with the EMS providers. When the H1N1 was announced earlier this year there was only one meeting with EMS personnel. They are reviewing this and making plans on how to more effectively communicate to everyone.

**B. Staff**

**1. Program Manager**

Barb has been focusing on the policies and the Panflu guideline requested by the state.

**2. Quality Improvement Coordinator**

Lori is reviewing a couple of cases. She will also work with Joe Repar on the documentation committee.

**3. Training Coordinator**

Barb informed everyone that Joe Schweiger is planning for the next EMT-B class and an EMT-IV class. There will be a fall PALS and ACLS-EP.

**4. Administrative Assistant**

Rhonda is requesting numbers from anyone who would like to order more protocol books.

**C. Region**

Anice updated the council that the State is cutting the Regional funding by 10% budget cut. There will be an Executive Committee meeting on July 10 in Sequim to plan for these cuts.

Kim asked if the OTEP reimbursement checks have been sent out from the NW Regional office. Anice responded she is currently waiting on the state to pay her and she will send out the checks as soon as she receives payment from the state.

#### **IV. Events**

1. Joe Repar announced there will be another MCI drill on October 12, 2009.
2. Terry informed the council the last week in August there will be an MCI drill for the military. On August 27 there will be another MCI drill at the Navy Hospital. Just a reminder that on the base there may be heightened security.

Adjourn 10:05 am

**Next Council Meeting will be on Wednesday, July 22 at the Readiness Center.**