

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

October 22, 2008  
The Readiness Center  
Bremerton, WA

Stan Plyler	BFD	Barb Lovato	KCEMS
Rhonda Roberts	KCEMS	Al Duke	BFD
Les Scholfield	Elec Of	Steve Engle	NKFR
Kim Doyle	Olympic	Joe Repar	CKFR
Vincent Hlavaty	BFD	Mike Wernet	SKFR
Martin Bennett, MD	KCEMS	Hank Teran	BIFD
Dan Smith	NKFR	Amy Warrior	CENCOM

Meeting called to order by Chair Stan Plyler at 9:08 am

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

## I. Old Business

### A. Protocol Update

The protocol books are out to the agencies. Please turn in the sheet with the signatures from the providers stating they have received the new protocols. The protocol test will be at the December Base Station Meeting for the ALS providers. The BLS providers will be tested at the individual agencies during the month of December. The protocols will be effective January 1, 2009. The medicine exchange was discussed at the EMS Operations meeting.

Steve asked if there was any feedback about the protocols. Vince responded he has heard from the providers they like the new protocols. Kim announced to the council the protocols are no longer under the secured section of the website. Everyone can now view them without using a password.

### B. Budget Update

Chief Duke presented the budget with one change. He announced that Group Health has decided to leave the council.

Kim made the motion to accept the 2009 budget. Chief Teran seconded the motion. 2009 Budget approved

**C. CBD**

Barb updated the council on the progress of the CBD class material. The office now has a CD with the PowerPoint slides, student manual, and instructor manual. We are printing the books for the upcoming class to give to Cencom.

Amy informed the council that there will be a refresher course for the dispatchers' late this year or first part of next year. It will be continuing education for them and also discuss the changes in the seizure card.

Mike asked if we should re-evaluate how a missing child is dispatched if it is near a lake. Should we send a BLS unit? This was based from the Child Death Review committee.

**D. Region Position**

The paperwork for the Joe Repar, Communication Kitsap County; Steve Engle, Kitsap County Representative; Martin Bennett, MPD Kitsap County; and Mike Wernet, alternate Kitsap County Prehospital Representative has been sent into the state.

**E. QA Position**

Dr. Bennett discussed with the group his thoughts working on the policy. He asked if there should be a smaller work group to meet to discuss what the qualifications for a QA Coordinator should be. This position was added into the 2009 budget. Steve Engle, QA Representative, Joe Schweiger, Amy Warrior, Barb Lovato, and Dr. Bennett will be on the QA position work group. Dr. Bennett will review other QA policies for different counties. Barb informed the council she has started a rough draft of the QA Coordinator job description. She has taken all of the QA items from the Program Manager's position and put them in this new one. This will give a starting point for the job description.

**F. Elections**

Stan asked the council if we should accept email votes. The council reviewed Robert's Rules of Order and it states that these votes are not valid.

Chief Smith announced to the council the two positions open are the At-Large position and the Chair.

Louann nominated Kim Doyle for the Chair position. Chief Smith seconded the nomination. Kim accepted nomination.

Chief Smith declined the nomination for the At-Large Position.

The votes were tallied and Kim Doyle was voted in as Chair and Chief Olson was voted in the At-Large position. These will be effective January 1, 2009

## **II. New Business**

### **A. Council Meeting Schedule**

Stan asked the council if they wanted to cancel the November meeting because it is the day before Thanksgiving. The council agreed they would not meet unless an important issue arose that needed immediate attention. The next meeting would be in January of 2009.

### **B. Moodle**

Barb informed the council she met with Lt. Payne and they discussed the Moodle program. She does not think at this point the program would be effective for our use. The Base Station Meetings are still hands on so it doesn't lend to computers at this point.

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

### **A. Staff**

#### **1. MPD**

Dr. Bennett updated the council he met with a new medic for SKFR. He talked with the Harrison Pharmacy to make sure everything is going smoothly to this point and to start the discussions on the change over of the drugs with the new protocols.

#### **2. Program Manager**

Barb updated the council for Joe Schweiger. He is working on the OTEP plan for next year. This Friday is the ACLS-EP, PALS will be November 14, the EMT-B class is ongoing, and the IV-Tech class is also ongoing.

**III. Good of the Order**

1. Harrison has the new phone line recording equipment.
2. There will be a memorial service for Chief Wayne Kier's wife.

**IV. Events**

1. Kitsap County Fire Commissioners & Chiefs Holiday Brunch

Adjourn 10:20 am

**Next Council Meeting will be on Wednesday, January 28 at the Readiness Center.**