

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

September 26, 2007
The Readiness Center
Bremerton, WA

Barb Lovato	KCEMS	Jay Lovato	CKFR
Elizabeth Gonzalez	KCEMS	Mark Romero	NKFR
Mick McKinley	KCFCA	Brian Arcement	KCHD
Rhonda Roberts	KCEMS	Jim Shields	PFD
Stan Plyler	BFD	Anice Grant	NWREMS
Kim Doyle	Olympic	Rene Williams	NWREMS
Susan Hensly	GHC	Steven Engle	NKFR
Mary Flick	Harrison	Dan Olson	SKFR

Meeting called to order by Chair Stan Plyler at 9:10am

Mark made a motion to approve July's minutes, motion seconded by Mary.
Minutes are approved as written.

I. Old Business

A. Memorandum of Understanding (MOU) with Harrison

Stan announced to the council that the MOUs are at the attorneys for review.

B. Budget Process

Stan informed the council of the status of passing the budget for the 2008 year.

Elizabeth informed the council that Joe Schweiger is now the BLS Coordinator for the EMS office. She also added that we are currently working with the military to start training their EMTs. We currently have a contract to teach an EMT-B class for them that started September 26, 2007. We currently offer two EMT-B classes a year. One class is held with Olympic College and one through the KCEMS office. She is currently working with the military to add two more classes a year for them too.

II. New Business

A. Planning Day

Stan informed the council that the Executive Board would like to have another planning day for the EMS office. He would like to set another vision and goals for the office. Elizabeth asked if we could have this meeting in either January or February 2008.

Mark motioned for the Planning Day to be held February 2008 and Chief Shields seconded. Motioned was approved unanimously.

B. EMS and Harrison Roundtable

Stan reminded the council that there would be another roundtable meeting with Harrison on October 4 after Base Station Meeting.

C. Elections for Council Positions

Chief Shields informed the council that the following positions are up for re-elections this October:

Treasurer/Secretary	Currently held by Chief Al Duke
Vice Chair	Currently held by Kim Doyle
Member At-Large	Currently held by Ops Chief Smith

Stan also informed the council that there was a slot that was lost due to Cliff Wilson's retirement. Mick informed the council that there was a similar situation on at the State Chief's Board. They changed their By-Laws to enable the board to appoint a person to the open position.

Stan requested to activate the Election Committee.

Mick made the motion to amend the By-Laws to enable the Executive Board to appoint a person to an open position and Mary seconded. Motioned was approved unanimously.

Mick will submit to the By-Law Committee to change the By-Laws.

Mark announced that he will step down as EMS Representative because of prior commitments.

III. Staff & Regional Review

A. Staff

1. Training Coordinator

Barb announced the current classes:

ACLS –EP	October 25
DOT 40 hr	October 29-November 2
Neonatal	November 8
PALS	November 15

She also informed the council that she met with Karen and Traci from Harrison to discuss training options available and the possibility of combining some classes. She is very excited about starting this new relationship with Harrison to encourage new understanding between EMTs and RNs.

Mick thanked Barb for all the work she has done with our EMT-B training classes.

2. Program Manager

Elizabeth discussed with the council the two EMT IV-Tech classes. She taught one for Navy Region NW at Whidbey Island and there was another taught here at the Readiness Center.

She also discussed the issue with the playback machine. This machine plays back the audio when the paramedics call Medical Control for patient care issues. The machine in KCEMS has been sent back to be repaired, and the company did not find any problems. This is a critical component for quality control.

She had Rhonda call and find out information from JEI on the cost of upgrading the system from a tape to digital. The average cost of replacing the unit at the hospital is around \$5,000. She recommends when replacing this unit to choose one with expansion capability. She asked the council put this as a priority.

Mick motioned to empower the Chair and Executive Board to work with Harrison to purchase a new machine Chief Shields seconded. Motioned was approved unanimously.

Elizabeth will work with Louann on purchasing the new machine.

She informed the council that there will be a new CBD course October 15-19, 2007. Elizabeth is working with Michelle McGarney to help teach the medical portion of the CBD training.

She informed the council that the Technology Committee has disbanded. Elizabeth recommends that the Council sets forth the following: if the devise is FDA approved the agency should submit the plan for implementation of devise to the MPD. The MPD will review plan and either approve or return to agency with revision.

Elizabeth apologized to the council for changing the format of the protocols without discussing with the Protocol Committee. She has given the protocols back to the committee and they are reviewing and editing them. Steve and Elizabeth informed the council that it would take three or four meetings to finalize the protocols.

Mick asked Elizabeth if there would be a chance of having video conferencing here at the Readiness. She informed the council currently we do not have in the budget to increase the video conferencing costs. Mick would like to keep this issue on the agenda. Jay suggested that the contact would be either Paul or Eric. They are currently working upstairs to ready set it up for video conferencing. The councils suggested inviting Dave Tucker to the October Council Meeting for a technology update.

Elizabeth also informed the council that BIAA will teach an IV Monitor class on October 13, 2007.

B. Region

Anice informed the council the budget for the KCEMS is available for signature by the Chair. Here is the breakdown:

\$500	Council Support
\$1,000	IV Class
\$4,000	Base Station Meeting
<u>\$7,800</u>	Training Coordinator Support
\$13,300	Total

The Region is working on the Regional PCP's. The new wording will be sent out to all the MPDs for agreement and will be voted on at the November meeting. Then forward to the State Steering Committee for their approval.

She is continuing to work on the Hood Canal Closure that is schedule to happen May 2009. She is setting up meetings with the individual agencies that will be affected by the closure. In November/December there will be a meeting with the Department of Transportation. The Region is working with the Health District to developing patient plans to help cover all needs of potential patents during this closure.

C. Health District

Brian announced this is his last EMS Council Meeting. He is leaving his position to the Health District.

The Health District will be mailing out the new Emergency Response Plan.

Stan thanked Brian for serving on the Council.

D. Committee Report

1. Routing Committee

The Routing Committee met with Louann to discuss issues. Louann will work with the protocol for the closest appropriate hospital. The request from Harrison is for the EMS providers to state were they are and how many minutes away from the hospital. This will help to route efficiently. This is pending finalization.

IV. Good of the Order

Kim announced to the council that Cliff Wilson will be the new QA Manager for Olympic Ambulance. He will work three days a week.

Olympic is also leasing Station 19 from SKFR for quicker response time.

Adjourn 10:27 am

Next Council Meeting will be Wednesday, October 24 at the Readiness Center.