

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

September 25, 2008  
The Readiness Center  
Bremerton, WA

Stan Plyler	BFD	Joe Schweiger	KCEMS
Rhonda Roberts	KCEMS	Al Duke	BFD
Les Scholfield	Elec Of	Steve Engle	NKFR
Kim Doyle	Olympic	Terry Lerma	Naval
Vincent Hlavaty	BFD	Mick McKinley	KCFCA
Martin Bennett, MD	KCEMS	Joe Repar	CKFR
Dan Smith	NKFR	Mike Wernet	SKFR
Tim McKern	NWEMS	Hank Teran	BIFD
Barb Lovato	KCEMS	Barb Smithson	KCHD

Meeting called to order by Chair Stan Plyler at 9:02 am

Kim made a motion to approve August minutes as written, motion seconded by Mick. Minutes are approved as written.

## I. Old Business

### A. Protocol Update

Steve announced to the council the protocols have been sent to the printers. The testing and standards committee will start working on a test. Ideally the test will be given in December with a January 1 starting date.

### B. Budget Update

Chief Duke presented the council with the 2009 Budget for Kitsap County EMS office. There is a five percent increase in council support. The personnel costs are for Program Manager 30 hrs, QA person 20 hrs, BLS Coordinator 20 hrs, MPD and Administrative Assistant 40 hrs. Joe Repar asked Chief Duke what the amount charged to each agency is based on. Chief Duke informed the council it is a formula using  $\frac{1}{2}$  the assessed value and  $\frac{1}{2}$  the call volume. The hospitals are on the patient ratio. The budget will be voted on at the October council meeting.

### **C. By-Laws**

Les presented to the council the updated by-laws and asked if there were any other changes needed. Kim requested the mission statement be updated to the current one. Barb asked the council if the by-laws need to change on the number for a quorum. Currently, it has a quorum as five voting members. After discussion the council decided to leave it at five voting members are a quorum.

## **II. New Business**

### **A. CBD**

Barb updated the council that we have contracted Michelle McGarney to update the King County CBD manuals with Kitsap County protocols. The contract is for her to have an instructor's manual, student manual and PowerPoint presentation to us electronically by October 10. The next CBD training course will be starting October 27. Barb also announced to the council that we are looking for some more CBD instructors. Vince asked what the qualifications for the instructors. Barb replied she would check into it and get back with him. Vince asked if he could forward interested parties on to her and she agreed.

Barb is currently working with CenCom to create a written agreement between the two agencies to finalize how we will work together to run the training program.

### **B. Region Position Opening**

Barb discussed with the council the open positions on the NW Regional Council. Currently we have Kim Doyle as our Kitsap County Representative. The other individual Teri Davis was from Group Health and has left them and we are working with Group Health to get a resignation letter to remove her from the position. Barb informed the council of the following open positions:

- Kitsap County Representative position and 2 alternates are needed
- Kitsap County Healthcare Facility Representative alternate
- Kitsap County Prehospital Representative alternate
- Kitsap Communications Representatives and alternate

The following open positions can be held by individuals from any council:

- Consumer Representative

- Naval Hospital Representative was Dr. Ashley who has retired from the Navy. Terry asked Barb to send him the requirements for this position.

The individuals are Steve Engle for Kitsap County Council Representative, Joe Repar for Kitsap Communications Representative and Mike Wernet alternate Kitsap Prehospital representative. The NW Region Council Meetings are held every other month on the second Thursday in Sequim.

Mick made the motion to accept Steve Engle as Kitsap County Representative, Joe Repar as Kitsap Communications Representative, and Mike Wernet as alternate Kitsap Prehospital Representative. Kim seconded the motion. Motion approved.

**C. QA**

Barb discussed with the council the creating of a part time QA Coordinator position. She is working with Dr. Bennett to get the specifics for this position. She will work with Vince also to get the field medics perspective for the position also. She discussed her timeline is to have this position starting January 1. Les asked what the salary for the position. The top end would be \$36,400. The qualifications will decide what the salary scale will be for the position.

**D. Nominations**

Stan announced that he will be stepping down as the Chairman. He will step into the Past Chair position. The positions open for this year are Chairman and At-Large position.

Chief Duke nominated Chief Teran for the Chairman position. Mick seconded the nomination. Nomination approved.

Chief Teran accepted the nomination.

Chief Duke nominated Chief Olson for the At-Large position. Mick seconded the nomination.

Chief Duke nominated Chief Smith for the At-Large position. Kim seconded the nomination.

Dr. Bennett nominated Steve Engle for the At-Large position. Chief Duke seconded the nomination.

The KCEMS office will create ballots for the At-Large position.

**E. Base Station Meetings**

Barb discussed with the council the classroom is becoming too small to hold the Base Station Meeting. She would like to move the meeting up to the large room (244). We will need to talk with the JMG because they currently meet in that room on the first Thursday of the month when we hold the Base Station Meeting. It will cost \$450 a year to rent the room. Mike suggested talking with the JMG members to see if they would switch to our classroom to meet. Mick suggested having Chief Duke talk with Chief Senter on the room usage.

**III. Staff & Regional Review**

**A. Staff**

**1. MPD**

Dr. Bennett discussed he would like full implementation of the new protocols on January 1, 2009.

He has been working with the Medical Officers on the new pharmacy controlled substance policy. Poulsbo has asked Dr. Bennett to review the policy and let them continue using Kitsap Pharmacy, because of the issue on how long the rigs are out of service during the exchange time at the hospital.

Dr. Bennett, Barb, and Chief Teran are working together to strengthen the relationship between Kitsap County and Bainbridge Island.

**2. BLS Coordinator**

Joe informed the council that there is an EMT-B class going with 20 students. There will be an EMT IV-Tech class starting October 11 that will be held on Bainbridge Island. He will potentially offer an IV-Tech class in the winter quarter.

He is working on the ALS OTEP plan. He will work on the scenarios for all next year OTEP. He hopes to have them out at the EMS Operations meeting in December.

He presented to the council the new AED Trainer purchased by the Kitsap County EMS office.

The ACLS-EP and PALS class are scheduled. He will work on setting up the ACLS and PALS classes for next year.

### **3. Program Manager**

Barb updated the council on her discussion with Dean at CenCom on the recording of the Med 8 & Med 10 radios. He informed her that CenCom records these radios at all times and they retain the copy for two years. She is verifying how long we need to keep the records. If it is over two years we will need to discuss with CenCom how we can extend the time the recordings are retained.

She announced that she is able to review and verify continuing education. She is able to view the OTEP records for any of the certified personnel in the county.

### **4. Administrative Assistant**

The protocol book invoices will be given when the agencies pick up their books.

## **B. Health District**

Barb Smithson discussed with the council that Jessica Guidry is working with NW Region on scenarios for the Hood Canal Bridge Closure.

Barb presented to the council the training materials that the Health district has available. There is a list of training DVDs that the Health District has available for use. She will leave the list with Rhonda with a contact persons name if anyone would like a copy of the DVDs.

On the injury prevention side they are working with the NW Region. The region has applied for a grant to work with seniors to help prevent falls. They will hear back in October if they received the grant.

Next Monday they will start the mental health screening on the 9<sup>th</sup> graders at North Kitsap Schools again this year.

### **C. Regional Report**

Tim brought the contract with the NW Region office for Stan to sign.

They are currently working on the three year Trauma Plan the next plan will be a five year plan.

The Pediatric Conference is a go it will start on January 24 at the Clearwater Casino in Poulsbo. The PALS class will be held the two days prior to the conference.

He encouraged everyone to request from April Borbon to get the "What's Happening" newsletter.

### **III. Good of the Order**

1. Hood Canal Bridge Closure- Barb updated the group on the meeting she attended. They are working hard to notify everyone when the closure is happening. They do not currently have a dedicated boat to use during this time. They are working on these issues.
2. Internet Training – Mick discussed with the council having Lt. John Payne demonstrate the Moodle program to the agencies. It is an internet training program.
3. Council Meetings – Stan asked the council if they wanted to cancel the November 26<sup>th</sup> meeting the day before Thanksgiving and the December 24<sup>th</sup> meeting Christmas Eve. The council decided to cancel the December 24<sup>th</sup> meeting and they will discuss the November one at the next meeting.

### **IV. Events**

1. Forced Protection Charlie at Bangor could cause delays getting on and off Bangor and the shipyard.

Adjourn 10:27 am

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