

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

July 22, 2009  
The Readiness Center  
Bremerton, WA

Stan Plyler	BFD	Ken Burdette	CKFR
Rhonda Roberts	KCEMS	Less Scholfield	Elec Of
Kim Doyle	Olympic	Al Duke	BFD
Lori Bisping	KCEMS	Mike Wernet	SKFR
Barb Lovato	KCEMS	Jessica Guidry	KCHD
Hank Teran	BIFD	Martin Bennett, MD	KCEMS

Meeting called to order by Chair Kim Doyle at 9:09 am

Stan made a motion to approve June's minutes as written, motion seconded by Chief Teran. Minutes are approved as written.

## I. Old Business

### A. Audit Update

The audit is currently being done. Parker, Mooers & Cena have been to the office to review policies and procedures.

### B. HR Committee Update

The committee is finishing reviewing the updates added to the HR Policy.

### C. Administrative Policies

Chief Burdette made the motion to adopt the Disbursement of Funds Policy as written, Stan seconded the motion. Disbursement of Funds Policy approved as written.

Chief Teran made the motion to adopt the Investments Policy as written, Chief Burdette seconded the motion. Investments Policy adopted as written.

**D. Controlled Substance Policy**

The policy was updated to include a section referring to Bainbridge Island's ability to exchange their controlled substances at Harborview Medical Center.

**E. Viral Respiratory Disease Guideline**

Chief Burdette made the motion to adopt the Viral Respiratory Disease Guideline as written, Stan seconded the motion. Viral Respiratory Disease Guideline approved as written.
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**II. New Business**

**A. Budget**

The Budget Committee has been activated. The preliminary budget has been submitted to the committee for their review.

**B. Navy Region NW Fire & Emergency Services**

The State has accepted the Navy Region NW's proposal to become a WA State identified agency. Dr. Sandra Smith-Polling will be the Navy MPD. The council was informed the Navy will no longer be apart of the Kitsap County EMS Council.

**C. Olympic College**

Dana Normandy is working on creating an Emergency Services certification. He is currently working with Olympic Ambulance and Harrison Hospital to create internship opportunities.

**D. Grant Proposal**

There is a grant request being submitted. These funds would be used to facilitate, through a computerized system, better access to a patient's medical records for all medical providers.

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

#### **A. Health District**

The Health District requested from the agencies a list of providers and the number of family members for H1N1 vaccination purposes. The tentative time of vaccine arrival is November.

#### **B. Staff**

##### **1. Program Manager**

Barb is working with Parker, Mooers & Cena accountant firm for the audit. She continues to review and work with the EMS Operations group on updating policies.

##### **2. Quality Improvement Coordinator**

Lori is working on gaps in the full analysis of calls. She is working to have full attendance at all QI meetings.

##### **3. Training Coordinator**

The upcoming classes are PALS on September 11, EMT-IV Tech September 11, EMT-B class September 23, and ACLS-EP on November 6.

##### **4. MPD**

Dr. Bennett will be out of town the first week in August. Dr. Eisenberg will help to cover prescription refills for the agencies.

#### **C. Region**

The State announced to the regions there will be a 10% cut in training funding. The Regional Executive Committee decided to have each county cut 10% from their Regional Training Funding Requests.

**D. Committees**

The Budget Committee was activated.

**IV. Events**

1. Whaling Days will be July 24-26, 2009

Adjourn 9:58 am

**Next Council Meeting will be on Wednesday, August 26 at the Readiness Center.**