

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

May 27, 2009
The Readiness Center
Bremerton, WA

Stan Plyler	BFD	Vincent Hlavaty	BFD
Rhonda Roberts	KCEMS	Joe Repar	CKFR
Kim Doyle	Olympic	Mick McKinley	KCFCA
Lori Bisping	KCEMS	Joe Schweiger	KCEMS
Barb Lovato	KCEMS	Mike Wernet	SKFR
Hank Teran	BIFD	Daniel Olson	SKFR
Louann Bean	Harrison	Barb Smithson	KCHD
Less Scholfield	Elec Of		

Meeting called to order by Chair Kim Doyle at 9:01 am

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

I. Old Business

A. Activation of HR Committee

Kim announced to the council the HR Committee will meet to review the HR Policy for the KCEMS office. Their first meeting will be held after this council meeting. The members are Susan Smith, Chief Smith and Kim Doyle.

II. New Business

A. Administrative Policies

Barb presented the council five administrative policies: Development of Administrative Policy, Cash Disbursements and Deposits, Reimbursement Policy, Billing Policy for EMS Training, and Budget Guidelines. She asked Rhonda to look into her computer to see if there were additional administrative policies that would need reviewing. Most of the old policies did not have draft or effective dates recorded so there is no way to know when they were written. Barb made some wording and format changes and presented the policies to the Executive Board for review. Barb Smithson asked if it is the practice to copy all cash to be deposited. Barb responded affirmatively. Kim informed the Council that they

would vote on the policies with the requested changes at the next meeting.

B. Policies

Barb presented the Extension of ALS Protocol Privilege to Newly Certified Kitsap County Paramedics Policy. She informed the Council that the EMS Operations Committee had recommended the policy for approval. Mike announced a change was made to give the MPD the option to shorten the 90 day mentoring program for experienced paramedics. Barb requested Rhonda move the April 15, 2009 date from Draft date to Revised date.

Mike made the motion to accept the Extension of ALS Protocol Privilege to Newly Certified Kitsap County Paramedics Policy with changes requested, Chief Olson seconded the motion. Motion approved.

C. News Flyer for EMS Office

Lori is going to start working on a news flyer similar to the one Joe Schweiger created previously. It will have information for the providers and hopefully help to deep the BLS providers more informed. It will either go out quarterly or every other month.

D. CENCOM Interviews

Barb announced there were five applicants for the CBD Instructor position. Two were for the medical side and three for the Cencom side.

E. Swine Flu Protocol

Barb announced to the council Dr. Bennett is receiving pressure from the Department of Health to have a Panflu Emergency Protocol. The state forwarded him one that was written by Dr. Hoffman and other doctors. Dr. Bennett wanted to get feedback from the council on this protocol. This policy also covers the 911 dispatchers. Barb Smithson suggested talking to Jessica Guidry at the Kitsap Health District for their policy. She will have Jessica contact Barb.

III. Staff & Regional Review

A. Health District

Barb Smithson updated the council that the health district is still waiting on what cuts the state may require.

Mary Bridge has withdrawn from the “Safe Kids” project. The health district is now looking for a new lead agency for the “Safe Kids” project.

The health district is working with first responders and clinics to collect injury data and/or chronic disease reports.

B. Staff

1. Program Manager

Barb is working on updating the policies. She announced to the council the Regional Office hours will be 1000-1400 while the Hood Canal Bridge is closed. She met with Anice to review the medical insurance for the office.

2. Quality Improvement Coordinator

Lori is working on a draft QI policy. She is also reviewing how the charts get to the QI committee members making sure it is HIPAA compliant.

3. Training Coordinator

Joe Schweiger informed the council the EMT-B class will finish up on June 2. There will be an EMT-B class in September. The office will now offer the EMT-B class two times a year. He is working on an advanced airway class. There will be a PHTLS class in October.

III. Good of the Order

1. Vince announced to the council he has received positive feedback from the providers regarding the May Base Station speaker.

IV. Events

1. July 8 there will be an Open House for the new Coroner's office
2. South and Central both passed their levies. South will hire 12 new individuals.
3. Kid's Day will be June 6 1000-1400.
4. SKFR will have their 8th Annual Safety Awareness Fair on June 13, 1000-1500 at Fred Meyer's Port Orchard.
5. BIFD Fun Fair June 20 at station 21.

Adjourn 10:02 am

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