

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

September 29, 2010
The Readiness Center
Bremerton, WA

Rhonda Roberts	KCEMS	Karmela Little	St. Anthony
Kim Doyle	Olympic	Martin Bennett	KCEMS
Barb Lovato	KCEMS	Joe Schweiger	KCEMS
Louann Bean	Harrison	Hank Teran	BIFD
Steve Engle	NKFR	Les Scholfield	Elec Of
Lori Bisping	KCEMS		

Meeting called to order by Chair Kim Doyle at 9:05 am

I. Old Business

A. Protocol Update

Region is working hard on the Protocols. They are currently on target for the January 2011 release date.

B. Planning Committee Update

The committee has almost completed the Annual EMS Plan. They are working on QI and CBD components to the plan. The QI will be sent to EMS Operations meeting for a vote and then to the Council.

II. New Business

A. Elections

The positions open are Chair and At-Large.

Chief Teran gave Kim Doyle's name as a nominee for continuing on in the Chair position. Louann agreed with him. Les will forward this nominee to the Chair of the Nominating Committee Chief Smith.

B. Draft QI Plan

Lori has submitted a draft QI Plan to the Planning Committee for their suggestions and approval. It will then go to EMS Operations Committee for their suggestions and approval.

C. November & December Meetings

The Executive Committee recommend the Council change the regular meeting date from the fourth Wednesday of the month to the second Wednesday of the month. This would enable the meeting to proceed without running into holidays.

The October meeting will be held on the fourth Wednesday, October 27, but the November meeting will be on November 10 with approval from Council.

Barb will send out an email to the Council members informing them of the impending date change. She will also make a suggested change to the By-Laws to change the wording and submit it to the By-Laws Committee.

III. Staff & Regional Review

A. Staff

1. Training Coordinator

The EMT class has started and it has 30 students. The EMT IV-Tech class will start on October 8 and it has 16 students. Upcoming training: ACLS October 22 is a basic class so it will only be a 1/2 day, PALS November 5, ACLS for the EMTs December 4, Intensive Airway Class December 12. Joe is looking at Paul Berlin's available for teaching the January 2011 Base Station Meeting to inform the medics on all the cardiac updates.

Joe is working with Barb to create a procedure for accepting students to EMS training classes.

2. MPD

Dr. Bennett is happy with the progress of the Protocol Committee.

He reminded the Council there is a shortage of certain medications. One of the medications is Succinylcholine. We may need to make changes to use Rocuronium in place of Succinylcholine.

Dr. Bennett thanked Lori for all of her hard work. She has been reviewing all of the reports coming in the office from the agencies looking for trends and forwarding to him any issues.

3. QI Coordinator

Lori is looking at items for the CBD Committee before suggested changes are made to the call cards they use.

4. Program Manger

Barb submitted a Medic One Foundation grant for \$8,800 to purchase new training equipment.

Barb presented the [quarterly financial spreadsheet](#).

Barb thanked the two agencies that are now submitting WEMSIS data.

She has started working on the spreadsheet with the 2009 Cencom calls. The total from last year on calls was 15,443. She is looking for inconsistencies in the data to see places for improvement.

B. Regional

Steve reported the 40 hour Paramedic Refresher course is a go for the region.

After a fiscal audit on the Public Health Emergency Preparedness and Response (PHEPR) grant it has been suspended at this time. They are currently working with the State on how to rectify the situation. We have met the objectives of the grant but there are some fiscal issues. There will be a special NW Region Council Meeting Friday, October 8 at 11:30. It will be held in Sequim.

C. Committees

CBD- The CBD Report has been finished and it will be given to the Chiefs at their October meeting.

Testing & Standards- They have met and are beginning to work on a new entry Paramedic test. They are also reviewing the Paramedic Recertification Policy. The committee reviewed the EMT class syllabus. They are reviewing possible changes and updates to the OTEP program.

Adjourn 9:48 am

Next Council Meeting will be on Wednesday, October 27, 2010 at the Readiness Center.

	Expenses	January	February	March	April	May	June	July	August	September	October	November	December	2010 Budget	Actual	Remaining	
200	Administrative	407.24	119.15	115.28	104.64	62.32	162.22	110.79	106.60	162.28				2,000.00	1,350.52	649.48	
201	Accounting	0.00	0.00	0.00	0.00	958.00	0.00	0.00	65.00	0.00	0.00	0.00	0.00	1,330.00	1,023.00	307.00	
202	Bank Charges	5.00	5.00	5.00	5.00	44.00	5.00	104.00	5.00	5.00				1,000.00	183.00	817.00	
206	Insurance	2,488.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	2,488.00	512.00	
207	Internet Service	29.97	0.00	0.00	29.97	0.00	0.00	29.97	59.75	0.00	29.97			200.00	179.63	20.37	
209	Mileage	75.12	0.00	116.40	0.00	54.00	40.70	0.00	0.00	197.10				600.00	483.32	116.68	
210	Misc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
211	Major Purchases	453.92	0.00	0.00	0.00	728.75	(150.00)	0.00	0.00	1,529.12	97.69			4,100.00	2,659.48	1,440.52	
204	Copy Machine	372.39	332.28	333.05	370.45	391.43	397.98	348.30	325.48	388.18				4,800.00	3,259.54	1,540.46	
212	Office Supplies	380.40	502.45	11.41	133.25	413.10	119.91	499.04	8.59	465.97	196.44			3,000.00	2,730.56	269.44	
213	Phone	0.00	0.00	0.00	110.17	0.00	0.00	112.87	0.00	0.00				500.00	223.04	276.96	
214	Printing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
215	Rent	854.12	854.12	854.12	854.12	854.12	854.12	854.12	854.12	854.12	854.12	854.12	854.12	12,300.00	10,249.44	2,050.56	
216	Subscriptions	0.00	76.01	(76.01)	0.00	0.00	0.00	0.00	0.00	19.99	85.00	0.00	0.00	300.00	104.99	195.01	
217	Contractual Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
218	Clothing	0.00	596.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	596.76	(596.76)	
219	Postage	9.78	51.76	46.10	20.93	46.38	47.38	79.93	0.00	4.75	61.85			550.00	368.86	181.14	
220	Confidential Shredding	0.00	0.00	110.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	100.00	135.00	(35.00)	
221	Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	525.00	0.00	0.00	0.00	0.00	0.00	525.00	(525.00)	
223	B&O Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,136.35	0.00				0.00	24,136.35	(24,136.35)	
301	Provider Training	632.96	3,032.27	4,058.33	2,025.68	4,033.35	1,443.81	662.44	3,306.29	579.00	43.09			30,000.00	19,817.22	10,182.78	
301	Provider Payroll Tax/L	0.00	258.44	341.78	47.21	105.48	0.00	36.80	0.00	25.85					815.56	(815.56)	
301e	BSM Training	450.00	225.00	450.00	768.15	225.00	460.00	235.00	235.00	235.00				6,240.00	2,833.15	3,406.85	
302	Staff Training	0.00	0.00	277.96	404.00	134.00	0.00	0.00	139.00	40.00				3,000.00	994.96	2,005.04	
303	MPD Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00	
304	Training Supplies	13.87	13.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	310.76			1,000.00	338.50	661.50	
401	Protocols	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
402	CBD Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	297.03	322.58			6,160.00	619.61	5,540.39	
	Total	6,580.01	6,186.26	6,758.70	4,978.21	8,102.25	3,381.12	3,073.26	29,766.18	4,828.39	2,001.50	854.12	854.12	83,180.00	76,115.49	7,064.51	
	Medical Insurance	582.24	582.24	582.24	582.24	582.24	582.24	637.95	637.95	637.95	637.95	637.95	637.95	7,760.00	7,321.14	438.86	
	Payroll Taxes/ L&I	1,249.34	1,260.07	1,213.03	2,229.66	1,262.94	1,266.25	1,586.50	1,224.68	1,820.63				21,501.00	13,113.10	8,387.90	
	Retirement	281.32	281.32	281.32	421.98	281.32	281.32	281.32	281.32	476.08				9,093.00	2,867.30	6,225.70	
	Program Mgr	4,788.28	4,788.28	4,788.28	7,182.42	4,788.28	4,788.28	4,788.28	4,788.28	7,182.43				62,247.74	47,882.81	14,364.93	
	Training Coordinator	1,586.96	1,586.96	1,586.96	2,380.44	1,586.96	1,586.96	1,586.96	1,586.96	2,380.44				20,630.44	15,869.60	4,760.84	
	MPD	2,203.20	2,203.20	2,203.20	3,304.80	2,203.20	2,203.20	2,203.20	2,203.20	3,304.80				28,641.60	22,032.00	6,609.60	
	Admin Asst	3,001.60	3,001.60	3,001.60	4,502.40	3,001.60	3,001.60	3,001.60	3,001.60	4,502.40				39,020.18	30,016.00	9,004.18	
	QI Coordinator	2,856.00	2,856.00	2,856.00	4,284.00	2,856.00	2,856.00	2,856.00	2,856.00	4,284.00				37,128.00	28,560.00	8,568.00	
	Total	16,548.94	16,559.67	16,512.63	24,887.94	16,562.54	16,565.85	16,941.81	16,579.99	24,588.73	637.95	637.95	637.95	226,021.96	167,661.95	58,360.01	
	Grand Total	23,128.95	22,745.93	23,271.33	29,866.15	24,664.79	19,946.97	20,015.07	46,346.17	29,417.12	2,639.45	1,492.07	1,492.07	309,201.96	243,777.44	65,424.52	
	L&I paid out 1st qtr April, 2nd qtr July, 3rd qtr October & 4th qtr January																