

**Kitsap County EMS and TCC
Board of Directors Meeting**

**November 13, 2018
9:00-10:30
5300 Newberry Hill Road
Silverdale, WA**

Minutes

Attendees:

Scott Weninger (Chair)	CKFR	Dr. Hoffman	MPD
Charlie Aleshire	HARRISON	Danielle Mackelwich	KCEMS
Jim Gillard	PFD	Christine Martin	AIRLIFT NW
Kim Droppert	OLY AMB		
John Oliver	CKFR		
Hank Teran	BIFD		
Pat McGanney	BFD		

Meeting started at 9:00am

I. Review and adoption of October 18, 2018 meeting minutes.

A motion was made to accept the September 20, 2018 minutes by Chief Gillard and seconded by Chief Teran. Motion carried without objection.

II. Financial update

Treasurer, Chief Smith absent- deployed on wildfire

October statement of activity Checking Account - \$43,911.42

Savings account - \$ 162,726.87

(Balances as of October 29, 2018)

III. MPD Update

Dr. Hoffman reports that all DEA license renewals have been signed and submitted. All old 222s should now be destroyed.

Dr. Hoffman met with Dr. Ekin and both he and the Physician Delegates would like the brown bag sessions with Delegates videotaped and used for Target Solutions training. Dr. Hoffman wants to share these training videotapes between Mason and Kitsap counties. Chief Weninger asked Dr. Hoffman to have the chair of the Mason County EMS Council contact Chief Oliver about the possibility of setting this up.

The Protocol committee is working on updates and sending to the Department of Health for approvals as completed rather than sending the entire document at one time.

Dr. Hoffman asks the Board to consider in their expenditures for 2019 impedance devices, external CPR devices and ventilators. Discussion occurred and he will update the Board as he plans to move forward.

Bainbridge Island Ambulance Association surrendered their EMS agency license on November 8, 2018. It was discussed this change needs to be reflected in the Council's funding formula.

IV. Discussion/Action Items

Budget

Chief Weninger reiterated to the Board the funding formula was accepted in last month's meeting. Danielle was asked to get an expenditure and revenue forecast for a proposed budget to Chief Smith so he can share with the Budget committee.

KCSO and Kitsap 911

Chief Weninger asked Danielle to send Chief Smith and Chief Wright a reminder to ask Kitsap 911 and Kitsap County Sheriff's Office (KCSO) if they're interested in paying into the Council for MPD oversight for next year.

Protocol Update

Chief Weninger reports Jake Gillanders advised him there is still more work to be done on the Protocol committee. They are halfway through the review process and hope to have the updates approved by the first of the year.

Bylaw Committee Report

Chief Oliver reports that he read through the Bylaws and added clearer language to articles that needed clarifications. Ms. Droppert stated that the committee still has some cleanup to do on the Bylaws. Chief Oliver also created a new Article VII, it details contributing agencies and partner agencies for funding.

A motion was made to adopt the Bylaws with edits as presented by Chief Teran and seconded by Chief McGanney.. Motion carried without objection.
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ESO Policy

Bremerton Fire is transitioning to ESO and going live February 1, 2019.

The ESO EHR Documentation Policy should specify EMS agencies operating in Kitsap County will follow the policy, using the standardized electronic health record or be subject to an imposed fee. Chief Weninger recommends we embed this language into the Bylaws.

Documentation for Lift Assists

Discussion about Lift Assists occurred with all in agreement that documentation needs to occur on every patient assist.

Monthly EMS Staff Reports

Chief Weninger said the Board will go into Executive Session to discuss Joe and Danielle's contracts and yearly evaluation.

V. Other Topics

Chief Gillard asked about the progress of the Central Washington satellite program. He still needs information on the program so he can budget for this next year.

VI. Good of the Order

Chief Teran said BIFD hired a Medical Service Advisor, David Coatsworth. They are also evaluating the need for a fulltime Medical Services Officer.

VII. Medical Officer's meeting will be held today at 10:45am

VIII. Future Agenda items

Next meeting: December 11, 2018 at 9:00am

At 9:45am, the Board went into an Executive Session to discuss Joe Schweiger and Danielle Mackelwich's yearly contract.

Executive session ended at 10:00am