

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

**October 18, 2018
9:00-10:30**

**5300 Newberry Hill Road
Silverdale, WA**

Attendees:

Scott Weninger (Chair)	CKFR	Steve Wright	SKFR
Charlie Aleshire	HARRISON	Danielle Mackelwich	KCEMS
Jim Gillard	PFD	Christine Martin	AIRLIFT NW
Dan Smith	NKFR		
John Oliver	CKFR		
Hank Teran	BIFD		

Meeting started at 9:05am

I. Review and adoption of

a. September 20, 2018 meeting minutes-Chair

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

II. Financial update-Chief Smith reports all bills are paid and accounts are up to date.

a. September statement of activity

Checking Account - \$41,516.00

Savings account - \$ 162,726.87

(Balances as of October,15, 2018)

Chief Smith distributed a draft funding formula for use when assembling the 2019 budget. Chief Smith said this document will clearly identify what and where our money goes and what each agency pays as their share. Board will need to get legal counsel to see if this is a stand-alone document or an appendix to the Bylaws.

Chief Weninger said that the agencies council support mostly pays for MPD oversight.

Chief Weninger would like the Board members to read the funding formula document and let Chief Smith know of any questions or concerns.

Chief Smith stated that the Bylaws will need to be changed to facilitate the ESO Records Management Software when the funding formula is finalized.

A motion was made to accept the Funding Formula by Chief Gillard and seconded by Chief Teran. Motion carried without objection.

Chief Weninger asked that a Bylaw committee be established. Chief Oliver and Kim Droppert will head the committee and will report at next month's meeting on any changes needed.

Chief Smith read the funding formula and explained how the different agencies would be impacted. Those agencies that use the MPD would pay more than an agency that doesn't use the MPD. An example of this would be Airlift NW.

Chief Weninger asked Danielle to include Bylaws for next month's BOD meeting.
Chief Weninger asked Danielle to collect a current list of all active and volunteer EMT's and Paramedics. MO's at each agency will need to keep this list current at all times with EMS office. Danielle will start producing a Personal Action Form and will be sent out to all Chiefs and Medical Officers.
Chief Weninger said he will reach out to BIAA and see if they will continue to be part of the council for 2019.
Chief Weninger asked the Board if the Board would like to adopt the current draft theory of the funding formula. Group consensus was to move forward with this methodology and refine numbers.

III. MPD Update

MPD Report

Dr. Hoffman is in the EMS office every Tuesday. Currently, Dr. Hoffman is working on protocols, hosting the regional protocol meetings here at the CKFR admin building.
October Medical Officer Meeting Minutes

IV. Discussion/Action Items

KCSO Tactical Emergency Medical Support (TEMS)

Chief Weninger reviewed the TEMS handout previously provided by Travis Beach. Chief noted that reviewing the State health department Public Disclosure documents that Danielle received was interesting. There appear to be gaps in MPD approval of the TEMS program with State. Chief Weninger said that since the 2019 application has now been signed without a KCSO commitment to pay membership fees, this issue will require follow up. KCSO will need to begin paying to continue using our MPD services. Chief Wright will reach out to KCSO to discuss paying into the council for MPD support.

Funding Formula

Funding formula was talked about above under Financial Report.

ESO Feedback

Central Kitsap will be live on ESO shortly. Patient care feedback loop is working, medics are getting feedback. Charlie is getting no phone calls. Medics can go in and look at treatment and outcome. Draft ESO RMS SOP was sent out in September, Chief Weninger asked Danielle to re-send to Chiefs and MO's so it can be reviewed and comments sent. Future discussion needed if we as board should adopt a standardized ESO policy or leave this to each agency. This standardized RMS approach should become part of our Bylaw requirements; if you use our MPD, you use standardized reporting software and you pay for MPD services.

BOD Meeting Date Change Reminder

No issues

Monthly EMS Staff Reports

Chief Weninger stated to the Board that at the last meeting it was discussed that since Dr. Hoffman is so involved with the MO's that having the Medical Officers no longer needed to do a monthly

summary for the Board to look over. Chief Weninger however asked that the two paid EMS employees continue to send in monthly summary.

EMS office update

No update

Other Topics

Chief Smith asked the group that continuing Health force should be a future topic. Chief Weninger prefers an outside expert resource needs to be there instead of our MO's determining if a exposure has occurred and what provider follow up care is needed.

Good of the Order

Medical officer meeting will be November 13,2018 @ 10:45am

VIII. Future Agenda items

Next meeting: November 13,2018 @ 9:00am

Meeting adjourned at 10:17am