

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

**March 15, 2018
9:00-10:00am**

**5300 Newberry Hill Road
Silverdale, WA**

Attendees:

Scott Weninger (Chair)	CKFR	Kim Droppert	Olympic Amb.
Dan Smith (Treasurer)	NKFR	Jeff Griffin	PFD
David Schmitt	BFD	Steve Wright	SKFR
Charlie Aleshire	Harrison	Hank Teran	BIFD
B/C Gillard	PFD	Danielle Mackelwich	KCEMS

1. Review and adoption of

- A. January 18, 2018 meeting minutes – Chair
- B. February 15, 2018 meeting minutes-Chair

A motion was made to accept the January 18, 2018 and the February 15, 2018 minutes by Chief Schmitt and seconded by Chief Teran. Motion carried without objection.

2. Financial update (Dan Smith)

Checking Account - \$ 36,420.10

Savings account - \$ 202,682.03

(Balances as of 3/13/2018)

Dan Smith asked to create a budget committee. He asked Kim Droppert and Charlie Aleshire to participate on that with him. Dan would like to sit down with a budget committee and make the budget consistent. Chief Griffin asked Chief Smith on the formula for council dues. We need to do a recalculation every year.

A motion was made by Chief Schmitt and seconded by Chief Teran on starting a budget committee.

3. MPD Update –

Chief Weninger relayed to board that Dr. Roger was out for a couple of weeks. Chief Weninger suggested a MO meeting be schedule to discuss a couple of pending not related to MPD responsibilities. Board agreed. Chief Weninger will let Dr Roger know.

4. Discussion/Action Items

- A. HealthForce delinquent invoices-It was brought to Danielle’s attention that 5 invoices from 2017 had went unpaid. A \$5,030.00 check was cut and mailed. The Health Force account is now up to date.

B. Monthly EMS Staff Report-No report from NKFR. Chief asked Danielle to create a model template for the monthly MO summaries. This monthly report will be distributed to MO's so the MO's can see what the other agencies are doing

C. 2018 Budget- Chief Smith is still working on the budget. Committee to be formed. Draft budget anticipated by next month.

D. QuickBooks training- Danielle will receive QuickBooks Online training on March 30th.

E. Visio training- Danielle made contact with Becky Sonsalla on Visio training. Training will likely take place the first week of April.

F. Bylaws draft-Kim and Danielle to be discussed at next Council meeting to follow this Board Meeting.

5. Other Topics-

Chief Weninger inquired if any Board members had concerns with Airlift NW joining at the board level. None expressed. Chief Weninger to invite them to participate at the Council level or board level if they choose to contribute membership fees. Fee amounts under review.

Chief Weninger asked Danielle to create a desk manual outlines critical details of each position; training Coordinator, MPD, Staff Assistant, and Physician Delegate. This book will have bullet points of what each person does in their position in preparing for any turnover. Chief Weninger suggested that Danielle assemble a draft MO job description that meets Council needs to prevent Dr. from having to do this staff work. Once assembled, the draft will be sent to Dr Roger for his edits.

Chief Griffin inquired about the possibility of establishing an executive board to assist the MPD. This board could provide council for the MPD. No action taken.

6. Good of the Order

Chief Wright relayed SKFR new MO, Matt Million, will be starting April 1, 2018

Kim attended the region meeting. Steve Engle and Kim were the only ones there from Kitsap. Kim mentioned that the board needs to make a decision on what we will be requesting for the 2018-2019 year from Region. Decided that regional grant funds will be requested toward Target Solutions training services. She asked that Danielle put forward this requests for next year. Kim will be attending the meeting in May and give Danielle any additional information.

7. Medical officer meeting March 15, 2018 @ 11:00am- Cancelled

8. Future Agenda items

Next meeting: April 19, 2 018 @9:00am