

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

**April 19, 2018
9:00-11:00am**

**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 (vice chair)	Harrison	Hank Teran	BIFD
Jim Gillard	PFD	Danielle Mackelwich	KCEMS

1. Review and adoption of

A. March 15, 2018 meeting minutes-Chair

A motion was made to accept March 15, 2018 minutes by Charlie Aleshire and seconded by Chief Schmitt. Motion carried without objection.

2. Financial update (Dan Smith)

Checking Account - \$30,607.59

Savings account - \$192,688.26

(Balances as of 4/16/2018)

3. Budget Committee Update- Dan

Budget Committee members Kim Droppert, Charlie Aleshire, and Chief Smith met to talk about the budget, historical difficulties with staff assistant changes the EMS office and errors and omissions that occurred. Committee proposed a new set of budget lines, and to clean up line tracking in the existing budget that aren't needed. It was the committee's recommendation to add Kitsap 911 as a paying agency, add Airlift NW as a partner agency with no vote, add Naval Hospital as a partner agency, increase tuition for Emergency Medical Technician course, Implement QB payments, Electronic Payments to vendors, Adopt a revised funding formula, and maximize tuition revenue by greater advertisement of Kitsap County EMS sponsored training courses throughout the region.

Chief Griffin asked if Swat Medics should be added as a paying agency as well.

A motion was made to accept to increase tuition for Emergency Medical Technician basic course \$700 and \$850 by Chief Griffin and seconded by Chief Terran. Motion carried without objection.

4. **MPD Update** – Dr. Roger

No update, not in attendance

5. **Discussion/Action Items**

A. Monthly EMS Staff Report

Monthly summaries are helpful to see what is going on.

Chief Schmitt suggested having the chair re-shape the MO meetings and scheduling, and the MPD to oversee the medicine side of the meeting.

Chief Weninger asked about the Protocols. Can we use MO to complete staff work on protocol updates and then have MPD edit and approve?

Chief Weninger asked if we should continue on with the Regional Protocols or do our own thing. Board members think moving with the Region is a better solution.

Chief Weninger and Charlie will meet with Dr. Roger to discuss.

Kim suggested the board send a paramedic to the Region council to be involved especially with Protocols.

Kim is going to reach out to Brad Martin about representation and everyone else is will look within their own crews on a possible good fit.

B. Updated Council Bylaw draft presented and discussed –Action to approve

A motion was made to accept the Bylaws as presented by Chief Terran and seconded by Charlie Aleshire. Motion carried without objection.

C. MO meeting April 3, 2018- Chief Weninger

Good meeting, group agreed to work together and make Target Solutions become successful. Great dialogue and group discussion. Some follow up is needed.

D. Update on desk manual-Danielle

Chief Weninger brought the boards' attention to the desk manual Danielle is working on in the case that one of our Phy. Delegates, MPD, Training Coordinator, or Office Admin were to leave and a replacement is needed. The manual will be a work in progress. It will outline duties and responsibilities of each position.

6. **Other Topics**

Kim attended the Cares legislation. Funding is now available. New STEMI transport guidelines. She brought the attention to the board that she's not seeing anyone from the district, this is very important for the Fire agencies.

Kim said at the last region meeting she was informed that the contract we signed to receive money that we need to be providing the region with board minutes, times and dates of meetings, and specific training and dates. Danielle will begin doing this in the future.

Kim shared she was appointed to the WA Ambulance Rep Position..Congrats!

Chief Weninger asked Danielle to look into the WA State Public Open Meeting Act and send to all BOD members.

7. **Good of the Order**

8. **Medical officer meeting April 19, 2018 @ 11:00am- cancelled**

9. **Future Agenda items**

Next meeting: May 17, 2018 @9:00am