

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

August 16, 2018

9:00-10:30

**5300 Newberry Hill Road
Silverdale, WA**

Minutes

Attendees:

Scott Weninger (Chair)	CKFR	Kim Droppert	OLY AMB
David Schmitt	BFD	Steve Wright	SKFR
Charlie Aleshire	HARRISON	David Schmitt	BFD
Jim Gillard	PFD	Danielle Mackelwich	KCEMS
Greg Walsh	BIAA	Joe Schweiger	KCEMS
Hank Teran	BIFD		
Dr. Joe Hoffman	Incoming MPD		

The meeting opened at 9:00 am- Introductions were made to Dr. Joe Hoffman.

I. Review and adoption of

a. July 19, 2018 meeting minutes-Chair

A motion was made to accept July 19, 2018 minutes by Kim Droppert and seconded by Chief Schmitt . Motion carried without objection.

II. Financial update -Dan Smith- absent- deployed on wildfire.

a. July statement of activity

Checking Account - \$34,795.55

Savings account - \$ 192,714.08

(Balances as of August 8, 2018)

III. Budget Update- Dan-absent

IV. MPD Update/MPD contract- Chief Weninger reported to the Board that a contract and position description has been accepted by Dr. Hoffman. Now, the State will wait for all the proper paperwork to start their process to appoint, certify, Dr. Hoffman as the new Medical Program Director for Kitsap County as seen below.

- The State needs a letter of recommendation from the local hospital giving their support
- Have a start date. This has already been determined for a September 1, 2018 start date
- Have a signed contract and job description returned for the BOD Chair signature
- Get a letter of resignation from Dr. Roger with an end date of August 31, 2018.

Chief Weninger reported that Danielle has been working with Catie Holstein to get all documents needed to appoint, and certify Dr. Hoffman.

Chief Weninger reported that Danielle was staying in touch with Dr. Roger for signatures and asked her to continue working with him on acquiring required letters for his departure.

At this point, this is not needed and paints Dr. Roger as a potential problem. I suggest removing.

Chief Weninger asked Danielle to craft two letters. The first letter would thank Dr. Roger for his time as Medical Program Director and another to Catie Holstein with Dr. Roger's resignation from the May 2018 BOD meeting.

Chief Weninger signed the original contract stating that Dr. Hoffman is accepting the Kitsap County MPD position.

Ms. Aleshire recommended the Board should consider paying Dr. Hoffman for his time since he's taking part in the BOD meeting. Dr. Hoffman made it clear that he is fine with his time starting September 1, 2018.

V. Discussion/Action Items

Central Washington University Satellite Program in Kitsap County conference call-

Joe Schweiger (KCEMS) joined the meeting and had Steve Crisman Director for CWU Paramedic Program on a conference regarding the possibility of a satellite program in Kitsap County. Joe stated he was getting numerous questions asked that he was unable to answer from others. Kitsap County has six spots for this satellite program. Each agency gets one, unless another agency isn't planning on sending anyone. The group decided that October 24, 2018 will be the cutoff date to sign anyone up. Joe said that CWU has a good reputation for putting out great medics. Joe asked to let know if any agency has interest in sending anyone.

Kim Droppert questioned whether it is appropriate to identify this program as a Kitsap EMS & TC council program without researching other programs as well. Dr. Hoffman agreed that it would be worthwhile to inform Tacoma Community College of the need for additional paramedics.

Due to time constraints, Chief Weninger asked the Board to send additional questions they may have to Danielle.

Protocol Committee Update-

Chief Weninger reports the Protocol Committee has completed their revisions and updates to the protocols. They submitted their suggestions to the Region Protocol Committee and to Dr. Hoffman. Chief Weninger recommended the document be reformatted in Word rather than Visio. Dr. Hoffman stated with Word there is no way to secure the document. There was talk about having them in a PDF or another format on a telephone application.

Chief Schmitt questioned how long it would take to complete the updates. Dr. Hoffman responded 4-7 months.

HCA Audit-

Chief Schmitt reports Bremerton Fire Department just underwent an audit by Health Care Authority. They had 11 ALS transports downgraded to BLS, which lowers reimbursement. The

bigger issue is the claims they downgraded are ALS by protocol. Ms. Droppert reports this has happened during other audits as well, and the problem is Health Care Authority oversees reimbursement and the Department of Health oversees protocols. Dr. Hoffman acknowledged there is a conflict between the two state agencies. The group discussed the need to take a stance on these downgrades to avoid this becoming routine practice, that patient care should dictate the level of response.

Chief Schmitt said Systems Design, the local billing agency for most agencies in Kitsap County, said they have seen an upswing in the number of audits by Health Care Authority.

ESO Feedback-

Chief Weninger said that Central Kitsap and Bremerton Fire will be up and running live October 1, 2018. With all agencies using ESO it will be a great link between agencies and hospitals.

Chief Teran (BIFD) asked if anyone in the group had the policy narrative Dr. Roger produced on how a policy should be written to be consistent across the board. Chief Weninger asked Danielle to locate the document and send to the Medical Officers.

Target Solutions Feedback-

Chief Weninger reported that everyone seemed pleased that the timer problems have been taken care of and videos are being previewed prior to being sent out.

Monthly EMS Staff Reports-

Chief Weninger stated the monthly staff reports are a good way for others to see what the other agencies are doing and for others to potentially follow suit on training ideas.

EMS office update-

Danielle reported that the EMS office has received 22 applications for September's EMT class.

VI. Other Topics

Greg Walsh recommended the Board review the Bylaws concerning the Open Meetings Act. He said he will send Danielle a link to the website.

Chief Weninger asked Danielle to consider changing the BOD meeting times starting in October due to time conflicts with Dr Hoffman.

VII. Good of the Order

VIII. Medical officer meeting today August 16,2018 @ 10:45 am.

IX. Future Agenda items

Next meeting: September 20, 2018 @9:00 am.

Meeting adjourned at 10:25am.