

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

**January 18, 2018
9:00-11:00am
5300 Newberry Hill Road
Silverdale, WA**

Attendees:

Dr. Roger	MPD	Kim Droppert (Past Chair)	Olympic Amb.
Scott Weninger (Chair)	CKFR	Bruce Peterson	PFD
Dan Smith (Treasurer)	NKFR	Steve Wright	SKFR
David Schmitt	BFD	Hank Teran	BIFD
Charlie Aleshire		Danielle Mackelwich	KCEMS

1. Review and adoption of

A. December 21, 2017 meeting minutes – Chair

*A motion was made to accept the December 21, 2017 minutes by Chief Weninger and seconded by David Schmitt.
Motion carried without objection*

2. Financial update

A. Dan Smith said it was the Banks recommendation move toward EFT whenever possible, but we have a few vendors that prefer checks. We will continue to write checks to those vendors. We did not close our checking account because of the attempted fraud attempts at the recommendation of our bank.

3. MPD Update –

A. Dr. Roger suggested that organizations consider MO's be a current field paramedic when possible because of medical skill level. This was discussed and input received. Many dynamics based upon command and control and operational needs. Dr. Roger discussed recent Stemi Reporting Activation case. Field medics are highly qualified to recognize signs and symptoms of a stemi. Dr. Roger will edit policy for stemi activation from the field and will present draft at next meeting.

4. Discussion/Action Items

A. HealthForce update-Danielle is holding checks until Darin sends new contract

a. Danielle is looking other potential vendors for these services

B. Sick leave law- Current practice is that MPD, physician delates and Training coordinator are all exempt employees. Staff assistant and EMT instructors are hourly thus impacted by this law. Employment policy has been edited for staff assistant to track paid sick leave. Danielle and Joe will research transitioning EMT instructor to independent contractors rather than hourly employees.

D. Bylaws-updates process

a. Input regarding potential edits to bylaws to be sent to Danielle from Kim. All members are encouraged to read bylaws and submit input.

E. Monthly EMS Staff Reports

a. Danielle will be asking MO's for more detail rather than "brown bag". Chiefs want MO to produce a monthly summary. No report submitted will be used for those that do not send in a report.

There was a recommendation to have physician delegate classes recorded and posted on Target Solutions as long as patient names aren't mentioned during these classes. Dr Roger will check with Physician delegated to confirm they are not opposed to being recorded.

F. Establish Council meeting date

a. First Council meeting of 2018 will be March 15, 2018 from 10-11am.

Recommended topics were: review Bylaws, infectious disease, and SWAT Medics. Board was asked to send Danielle contact information for possible guests.

G. Complaint files- Board discussed internal and external complaint processing. Our MPD has several methods of intake and is maintaining a confidential spreadsheet of these complaints.

H. ESO User Group Update-

a. Bremerton continues to look for funds to switch to ESO. Dr. Roger is trying to figure something out and is determined to make it happen for them. CKFD will be transitioning during Fall 2018.

I. SWAT Medics –

a. Discussion that this program is a LE program not a Fire program.

J. 2018 Budget/2018 Dues

A motion was made by Chief Weninger to bill 2018 Council dues based on the 2017 budget and seconded by Charlie Aleshire. Motion carried without objection.

a. Danielle will be sending out invoices for 2018 annual council dues based on 2017 budget. (Status Quo amounts)

b. Dan Smith is needing data and a report from Danielle to complete a draft Budget for 2018.

K. Protocol for air ambulance transport

c. No change of current Air Transport practices should occur at this time. MPD has not been contacted by Airlift Northwest regarding their relocation to Bremerton. Air Ambulance transports are expensive. MPD and Board needs more information on Airlift Northwest before any polices are changed regarding use.

5. Other Topics

6. Good of the Order

a. Kim went to the NW Regional EMS meeting last week. Region will be honoring Steve Engle for his services. Kim is the new At Large executive board member. Board discussed historical practice of kitsap County EMS protocols. Decided that Kitsap will continue to develop our EMS protocols and share with NW Region. This topic will be discussed again at Februarys BOD meeting.

7. Medical officer meeting- January 18, 2018 @ 11:30am

8. Future Agenda items

Next meeting: February 15, 2018 @9:00am