

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

**June 21, 2018**

**9:00-10:30**

**5300 Newberry Hill Road  
Silverdale, WA**

**Minutes**

**Attendees:**

Scott Weninger (Chair)	CKFR	Kim Droppert	Olympic Amb.
Dan Smith (Treasurer)	NKFR	Steve Wright	SKFR
David Schmitt	BFD	Danielle Mackelwich	KCEMS
Charlie Aleshire via phone	Harrison		
Jim Gillard	PFD		
John Oliver	CKFR		
Hank Teran	BIFD		

**I. Conference call with Catie Holstein at 9:05am-** Call started at 9:05 am.

**a. MPD Vacancy Process-**

**i. Joseph R. Hoffman, M.D. Resume-**

Ms. Holstein stated that Dr. Hoffman is an ER physician and is well known in the field as being a fantastic doctor. Dr. Hoffman is currently the MPD for Mason County and is very involved with ER with a lot of EMS experience. Ms. Holstein explained that the State looks at three things in the assistance of finding a new MPD. **1.** They appoint them and contract with them. **2.** They facilitate a stipend of \$5000. **3.** The state certifies the program director. Ms. Holstein noted at the local level, the state helps in locating candidates. The goal is to find a candidate who can work with the Dept. of Health and the council. Ms. Holstein mentioned that if the BOD is in a hurry, they could appoint Dr. Hoffman and possibly have Dr. Diamond work under him.

**ii. Daniel E. Diamond, M.D. Resume-**

Dr. Diamond doesn't have any ER experience. Ms. Holstein mentioned that the State has never appointed a candidate for MPD without it. Chief Weninger stated he would like to reach out to Dr. Diamond for a possible meet and greet and possible interview. Chief Weninger would like to question Dr. Diamond if he has the time to take on the role of MPD.

Chief Weninger asked Ms. Holstein if she would send interview questions and interview forms to him. Ms. Holstein responded yes, and she would appreciate the board sending back the interview responses with the boards scoring of the interview. Ms. Holstein stated that the board can ask other questions besides what the State sends, but those same questions are required to be asked to all other applicants as well.

Chief Schmidt asked if we can have a broadening of the delegates.

Chief Weninger asked the board if they should interview Dr. Hoffman or should the board consider talking to Dr. Diamond. The board agreed we should move forward with Dr. Hoffman for an interview.

The Board said it would be a great idea to have our current Physician Delegates at the interview. Board agrees starting with Dr. Hoffman and see how the interview goes.

## **II. Review and adoption of May 17, 2018 meeting minutes-Chair**

A motion was made to accept May 17, 2018 minutes by Kim Droppert and seconded by Chief Schmidt. Motion carried without objection.

## **III. Financial update** (Dan Smith)

### **a. April statement of activity**

Checking Account - \$ 62,029.00

Savings account - \$ 192,701.20

**(Balances as of June 18, 2018)**

## **IV. Budget Update**- Dan Smith is working on a funding formula

## **V. MPD Update** – Dr. Roger

## **VI. Discussion/Action Items**

**a. Protocol/Procedure Update**-Chief Weninger told the Board that Jake Gillanders is doing a fantastic job. Chief Weninger would like to know from Jake if there is anything he needs help with and what if any are some challenges he's facing.

**b. Bylaw Change**-No Discussion

**c. ESO** -Do we need to take meeting minutes? Policy says that a sub committee will take notes. User group will take notes. Charlie mentioned that the hospital will be going live on the 20<sup>th</sup>.

### **d. Monthly EMS Staff Reports**

**i. EMS office update**-Danielle mentioned that applications are out for the September EMT class and the office has received two applications.

### **e. FDA drug shortage**

**i. Epinephrine protocol**

Protocol is ready for Dr. Roger to review and sign. Once Dr. Roger is back from his vacation, Danielle will be contacting him for signatures.

### **f. BIAA complaint-**

Ms. Holstein said that the formal complaint consisted of **1.** Time it takes to process apps. **2.** Mandatory of OTEP. **3.** Internship program that's unpaid. **4.** Dr Roger should have requested the patient care notes. Next steps will be discussed today at a meeting that Catie has and will talk about this. She will let the board know of a time line of a formal response on the claim findings. Catie stated that the State didn't find any apps that were held, or apps that were held over a long period of time. Moving forward the plan is to have a policy on an application process with a time line. OTEP County wide is pretty common.

**g. 2019 EMS board chair nomination-**

A motion was made to nominate Chief John Oliver as the 2019 BOD chair. A motion by Chief Wright and seconded by Chief Teran. Motion carried without objection.

Chief Wright also asked the Board to consider keeping the EMS office in the CKFR Admin office. Chief Weningers' goal was to stabilize the EMS office. His vision is to have EMS here at the admin building until 2020 until the new hospital is completed. The EMS office has more consistency since Danielle started in her position.

A motion was made to keep the EMS Office at the CKFR Admin office until the new hospital is complete in 2020. A motion by Chief Oliver and seconded by Chief Teran. Motion carried without objection.

**h. Update on the KC Paramedic Program-** Joe Schweiger met with Steve Cristman, CWU's program director. They discussed the possibility of having a 6 student cohort as a distance learning paramedic certification program starting in spring 2019.

**VII. Other Topics-**

Chief Schmidt asked how running the MO meeting has been going? The MO group do well with consistency and structure. Chief Weninger is providing the structure needed to support the work that yields value.

**VIII. Good of the Order**

**IX. Medical officer meeting today @ 10:30am**

**X. Future Agenda items**

**Next meeting: July19, 2018 @9:00am**