



Minutes  
Kitsap County EMS and TCC  
Board of Directors Meeting  
April 13, 2021 9:00 AM – 10:30 AM  
Microsoft Teams Virtual

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## 1. ADMINISTRATIVE ITEMS

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- A. Call to Order at 9:00 am**  
Chair, John Oliver verified a quorum was present on the video call.
- B. Additions or Deletions to the Agenda**  
1. ER Wait times-4D
- C. Announcements-**  
None

## 2. CONSENT ITEMS

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Minutes of BOD Meeting: March 9, 2020- Chief Teran had an edit in the minutes.  
This was discussed and the motion was made to approve.

**MOTION** by Chief Mcganney to approve the consent items, as presented. **SECONDED** by Chief Faucett. Motion **PASSED** unanimously by all members present.

### A. Financial Update-

Treasurer, Dan Smith reported the balances in the checking and savings accounts. He made a transfer prior to the meeting and the new totals are below.

Checking \$ 30,561  
Savings \$ 235,000

### B. MPD Report

Dr. Hoffman reported that notices for quarterly training were out. He reported that not everyone made it to 100%. He reported he is working with the Medical Officers on compliance and provider assignments. Paramedic Skills will be on April 20<sup>th</sup>, at PFD. Emt class finished on April 3<sup>rd</sup>. He discussed some issues where the lead instructor did not have a final exam prepared or no grades were in the grade book, so and he and Tamarah created some scenarios and a written practical exam. The Emt class started with 23, 1 student dropped, ended with 22, and eligible for the final. One student did not show, but 21 students passed. Presently 14 have made accounts in the National registry and passes. Dr. Hoffman reported that he and Tamarah have been talking with the Medical Officers about acquiring new SEI's. A list has been submitted, and names are being discussed.

### C. Monthly Staff Report

Danielle reported that her and Tamarah's monthly summaries were included in the email that was sent out with the Board materials. Danielle also spoke on the new reports that were being generated in the office to help with accounts that regularly see money in



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and money out.

Tamarah reported that the reporting that is being done in the office will help with budgeting. Evaluations from the end of the course were consistent with the equipment that requires replacement. Dr. Hoffman needs to replace the CPR dummies at \$300 apiece. Budget for Fall EMT class. Looked at how many evaluators will be needed. The cost of the class will be raised to cover the extra SEI. The date of June 15, 2021, for all Fire Districts to get their people in. All paperwork on Supraglottic is turned in to DOH. She was happy with the Medical Officers working with the providers on their quarterly training.

### 3. OLD BUSINESS

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#### A. KPHD Vaccination ILA and Services rendered by EMT's

Chief Smith reported that last Friday the delegation was signed over the weekend and went active. He stated that for the first 30 days, everyone should bill their resources direct to state mobilization by putting in a request.

#### B. Yearly Council Meeting Date

Chief Oliver reported that the yearly council meeting will be held on May 11, 2021, at 10:00. The topic will be Covid 19. Chief Oliver asked Danielle to create an agenda and invite Jessica Guidry and Dr. Gib Morrow from the Kitsap Public Health Department. A Teams meeting will run from 9:00-11:00. Dr. Hoffman asked that we adjust the Medical Officers meeting due to the Council meeting running into the normal MO meeting time.

#### C. MCI Plan

Chief Oliver reported that B/C Moravec in the last Board meeting spoke on the re-write of the MCI plan. He spoke in length of the new DMCC going from S.t Michaels to Harborview and the intent on getting the DMCC back to St. Michaels soon. The bandwidth at St. Michaels can't function as the DMCC right now due to the recent opening of the new hospital. Dr. Hoffman will be reviewing the language in the plan and will be getting the draft copy back to the appropriate people as soon as possible.

#### B. CBD Committee

Chief Faucett reported that Chief Payne has been working on the committee. The committee had



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their first initial meeting. The committee will be having another meeting this Thursday to discuss QI and will bring the full committee back together afterward.

#### **4. DISCUSSION / ACTION ITEMS**

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##### **A. Region Chair Vacancies**

Dr. Hoffman reported that there are open spots in the Region for Kitsap. Dr. Hoffman reported that it helps to be well represented. Two primary spots are open, plus a pre-hospital spot as well. Recently, they've been discussing the budget at the Region meetings and it affects the amount of money coming into the different councils. Representation is very important. Discussion continued when the meetings are and who would best fit the positions. A few names were thrown out and the agencies would be getting back to the group if those people accepted the positions.

##### **B. EMT class agency affiliation deadline**

Tamarah reported that the June 15, agency deadline. \$100 off for the multi-state background check. The EMS office set up an account for background checks.

##### **C. Quarterly Training**

Dr. Hoffman and Tamarah spoke on this in his/her Mpd report.

##### **D. ER Wait times**

Chief Oliver spoke about the wait times his crews are experiencing at St. Michaels ER. He mentioned that the hospital ER is housing over 30 people in their ER. The hospital is full, with plans to expand the hospital in October. A new ER medical director of nursing has been appointed, and they have hired two new physicians. Dr. Davarn spoke about the move to the new tower. He spoke about the hospital having a staff shortage especially in the ER resulting in longer ER times while a room becomes available. Jenn Collins spoke about the onboarding that is happening at the hospital.

#### **5. GOOD TO THE ORDER**

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Kyle Danielson from Airlift Nw reported he's working with St. Michaels on the helipad for night landing. The pad needs paint around the landing pad for better night vision. He shared his screen that showed the Board a flight vector, it shows real-time flights. Chief Gillard asked Kyle if he would share the link to share with the crews.

Andrew Clemens from LifeFlight reported that they carry blood products and chest tubes.



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Jeff Menge from KCSO mentioned he will be watching the MCI Plan closely to see how regionally they want to go with it.

**Attendees:**

Chief John Oikver-CKFR  
Chief Pat McGanney-BFD  
Joey Rodrigues-Olympic Ambulance  
Chief Jim Gillard-PFD  
Chief Dan Smith-NKFR  
Chief Jeff Faucett- SKFR  
Danielle Mackelwich-KCEMS  
Jenn Collins-St. Michaels  
Andrew Clemens-LifeFlight  
Dr. Hoffman-MPD  
Chief Hank Teran- BIFD  
Bill Morris-St. Michaels  
Jeff Menge-KCSO  
Tamarah Hoffman-KCEMS  
Kyle Danielson-Airlift NW  
Jeff Richey-Airlift NW  
Scott Davarn-  
David Nuelle-Olympic Ambulance

**ADJOURNED 10:14am**

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**Next meeting will be held on May 11, 2021.**