



Minutes  
Kitsap County EMS and TCC  
Board of Directors Meeting  
December 14, 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

None

### C. Announcements

1. None

## 2. CONSENT ITEMS

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Minutes of BOD Meeting: November 9, 2021

<p><b>MOTION</b> by John Viglo approve the consent items, as presented. <b>SECONDED</b> by Pat McGanney. <b>Motion PASSED</b> unanimously by all members present.</p>
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### A. Financial Update-

Chief Smith reported the balances in the checking and savings accounts.

Checking \$ 54,000

Savings \$ 110,839.00

### B. MPD Report

Dr. Hoffman reported he chaired the Regional Council meeting. Dr. Hoffman met with Mike Kehl the SEI Candidate for the up-and-coming EMT class in January. The three discussed the upcoming Fall EMT class and went over the schedule. He and Tamarah met with Matt Holt and his crew at station 41 where they took video for the cardiac arrest module for the BLS OTEP in 2022. Attending Steering Committee where the trauma fund was discussed as well as the States new QI plan. He reported that Base Station was held on December 2, 2021. Had a speaker on Stemi look a likes. The EMT final was held on December 4, 2021, and all students passed. He reported that he attended the TCC advisory committee and has constant communication with Tamarah on the status of training.

### C. Monthly Staff Report

Danielle reported both her and Tamarah's monthly summaries were included in the Board materials. She reported that all bills are paid, and invoices will be up-to-date. Danielle also reported that she's been working on the business insurance renewal. She noted that the premium will be reduced due to the employee payroll which reduces exposure.

Tamarah reported that she has been working on the training for the district. Looking at past training,



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duplicates, etc. She has sent out letters for outstanding training that has been overdue for a lengthy amount of time. Overall status reports went out to all Medical Officers, within the last month, a letter with all names of those who will be going to CME. She reported that the training numbers are changing daily. Currently, there're 43 EMT's, and 27 Paramedics that will be going to CME is they don't get their training done. Discussion continued with ways to get the training done, motivation, and where each provider can look to see what training is needed, or overdue.

### 3. OLD BUSINESS

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#### A. Pulse Point

John Viglo reported that he's still looking for approval. He reported that there's ongoing discussion still on the topic. John is hoping for news sometime this week. Richard Kirton spoke with Pulse Point, they're willing to be patient as St. Michaels is working it out.

#### B. Behavioral Health Policy

Dr. Hoffman sent out the final draft to the Board. Dr. Hoffman noted that the edits were made that the Operations group had. Dr. Hoffman is waiting on a few contacts for the individual program navigators. Chief Oliver asked Dr. Hoffman to send out the final draft to all the Chiefs, and Jeff Menge at KCSO.

#### C. KCEMS Logo Contest

Danielle reported that Northwest College of Art and Design is excited to have the opportunity to design the next logo. Danielle asked that all criteria be sent to her by next Thursday.

### 4. DISCUSSION / ACTION ITEMS

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#### A. KCEMS Budget

Chief Smith reported that he will be keeping the council dues the same in 2022. He reported that you will see a change in 2023 as he will readjust the formula. Chief Smith mentioned that Target solutions needs readjusted. He asked if there's a group that would like to look the funding formula in the future. The topic of training seats for the EMT class was discussed.

<p><b>MOTION</b> by Chief Oliver approve the consent items, as presented. <b>SECONDED</b> by the group. Motion <b>PASSED</b> unanimously by all members present.</p>
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#### B. KCEMS Business Renewal

Discussed in 2.C, Monthly staff report



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### C. KCEMS Chair Elections

Chief Oliver reported that he will be retiring in 2022 and as per the KCEMS Bylaws, a new Chair needs to be sworn in. Nominations took place and the Board nominated Chief Jeff Faucett.

**MOTION** by John Oliver to elect Jeff Faucett as the new KCEMS Chair starting January 1, 2022.  
**SECONDED** by Pat McGanney. Motion **PASSED** unanimously by all members present.

### D. Non-Emergency Behavioral Health Transports

Chief Gillard reported that he had a conversation with Chief Harding about ITA folks. He spoke about the typical DCR, when they're out in the field and they ITA someone. The question of who is transporting them was discussed. Chief Gillard spoke about what kind of information he received from LE. LE has no desire to transport someone because of an ITA. Medical emergency will transport if the person is safely restrained. Chief Gillard spoke about most ITA's go to the ER to be stabilized. The question is what happens when they need to go somewhere else? Dr. Hoffman spoke on the topic and discussed how most ITA's need to go to the closest facility first because they need medical clearance. Discussion continued on taking the patient to the closest facility, St. Michaels or St. Anthony's, from there, staff at those hospitals can work on getting the patient out of their ED to the patient's final destination.

Joey from Olympic spoke on the gap of service and how they just purchase a secure transport vehicle.

## 5. Executive Session Start time 9:53am

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### A. Employment Contracts

1. Danielle Mackelwich-Admin
2. Tamarah Hoffman-Training Coordinator
3. Joseph Hoffman-MPD

### Conclusion to Executive Session

The board met yesterday and approved the following increase in salaries for the KCEMS employees.

Danielle Mackelwich = 6.5% (5.5 CPI and 1% Market Adjustment)

Tamarah Hoffman = 6.5% (5.5 CPI and 1% Market Adjustment)

Dr. Hoffman = 6.5% (5.5 CPI and 1% Market Adjustment)

Physician Delegates = 1% increase



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## 5. GOOD TO THE ORDER

John Viglo reported that he will be leaving his position at the end of the month. We will continue to have Jenn Collins and Dr. Davarn.

### **Attendees:**

Chief John Oliver-CKFR  
Joey Rodrigues-Olympic Ambulance  
Chief Jim Gillard-PFD  
Chief Jeff Faucett- SKFR  
Danielle Mackelwich-KCEMS  
Tamarah Hoffman-KCEMS  
John Viglo-St. Michaels  
Jenn Collins-St. Michaels  
Dr. Hoffman-MPD  
Chief Teran-BIFD  
Chief McGanney-BFD  
Chief Smith-NKFR  
Richard Kirton-Kitsap 911  
Jeff Menge-KCSO  
Wynn Anderson-Airlift  
Scott Davarn-Westsound

**Main Meeting ADJOURNED @ 10:05AM went into Executive Session @9:53**

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