



KITSAP COUNTY EMS & TRAUMA CARE COUNCIL

EST. 1977

Driving excellence in pre-hospital emergency medical care throughout Kitsap County and Washington State.

Minutes
Kitsap County EMS and TCC
Board of Directors Meeting
November 10, 2020 9:00am-10:30am
Microsoft Teams Electronic Video

1. ADMINISTRATIVE ITEMS

A. Call to Order

Chairman verified a quorum was present on the video call-Start time 9:04am

B. Additions or Deletions to the Agenda

None

C. Announcements-

Chief Oliver announce that his department received the EMS application and posted it on the KCFR website.

2. CONSENT ITEMS

Minutes of BOD Meeting: October 13, 2020

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-Dan Smith reported the balances in both the checking and savings accounts as seen below.

Checking \$ 32,563.24

Savings \$ 125,824.63

B. MPD Report-

Dr. Hoffman reported that he has been working on getting everyone up to date on the protocol testing. He spoke about the email traffic that was taking place on Tamarah reaching out the Medical Officers due to the providers not responding to her. Base station is December 3rd, Chief of Trauma from Harborview will be attending for a two-hour presentation. This Base Station will be done via Zoom. November 17 will be a Paramedic Skills day which will be held at BFD Station 1. He mentioned he ordered some supplies needed for that training that the Board had approved in last month's meeting. 38 people have signed up so far. Health screening will take place prior to entry. \$35 a medic that will be invoiced to each department. Dr. Hoffman discussed the Supraglottic airway course. PFD needs to finish and Tamarah will be reaching out to them on getting all the endorsements completed. Met with a couple med officers about the Region Trauma Plan and patient care procedure plan. Kitsap part was on Emergency Preparedness. Draft is complete and he will be sending it off next week. Dr. Hoffman discussed the outstanding providers assignments in Target Solutions. Tamarah has organized Target in a way these providers can see what assignments are done and the ones that need action. Specialized training is an area that is lacking, and he plans on getting in touch with each department to get these individuals who need the training completed.

Tamarah spoke about the website. It is partially done, and she plans on speaking to others on what they would like to see so its user friendly. Looking for pictures, and needs each agency's logo.

C. Monthly Staff Report

Danielle was absent so Tamarah reported on Target Solutions and credentials.

3. OLD BUSINESS

A. Positive Covid 19 Data Transfer

Chief Teran reported that he heard from David Bailey that the communication between BIFD and the County is going well, and they have been receiving many exposers cases. Health District will not provide an address and is hoping that piece will be addressed soon.

Chief Teran asked about a St. Michael's rep since Amy Evers reassignment. He has had zero communication with St. Michael's. He is asking the Board to how they should reach out to them because it is imperative that a member be present on the Board meetings. Chief Oliver said he reached out, left a message, and has not heard back from them.

Chief Teran also took the time to speak about an update from last months meeting on the sharing of information through Kitsap 911. He reported that his council sees no issue with the sharing of information.

Dr. Hoffman said he will reach out to Dr. Morris about a missing member from the hospital.

B. FD Cares program update-

Chief Gillard reported that Kitsap County has a FD Cares Program. They received the money and found a Paramedic that would like to be part of the program. Now, they are trying to get the FD care social worker Firefighter linked with the City of Poulsbo navigator and have them work together. Hoping for sustainable funding for this program. Chief Gillard said he will need to work with Dr. Hoffman on a policy for the program.

C. KCSO Phlebotomist Program

Steve Duckworth spoke about how KCSO is exploring grants to have a phlebotomist program. He reported it is a spendy program and the curriculum would need to be written from scratch. Still on the table and is working with a company for blood draws. Mr. Duckwork also asked out the billing which Chief Oliver spoke on that topic being next on the agenda.

D. KCSO Membership Invoice

Chief Smith spoke about KCSO being a voting member of the Council with a yearly fee of \$5000. Chief Oliver discussed the two memberships of the KCEMS Board, and acknowledged that KCSO could really use the MPD and Boards services. Mr. Duckworth said to move forward the proposal.

E. DEM Training Equipment Grant

Chief McGanney submitted everything to Tamarah and Liz. Pricing and research has been done and is hoping the DEM has money left to help with the equipment. Chief Gillard mentioned he would bring this topic up at the meeting he would be attending the next day.

F. CBD Training

Tamarah reported that in the current budget we have always budgeted for two classes and hoping for a third class. At the last Board meeting we brought forth

the training supplies are old and out of date. We lost an instructor due to a retirement. The Board should look at replacing that person and hire a third instructor. Chief Teran has scheduled a meeting with Maria to look at the entire CBD program. The present class is done and certificates, invoices have been sent to Danielle, and she is assuming those invoices have been paid.

4. DISCUSSION / ACTION ITEMS

A. Review and Adoption of New Policies

- Legal Blood Draws

Discussion took place on the policy. Changes will be made to number 3 of the policy. Dr. Hoffman will be working with Steve Duckworth from KCSO on the language needed for the policy. The Policy will be tabled until changes are made and then be approved by an email vote.

- Controlled Substance

This is an existing policy and has been in the works of editing for a while. The changes are in section 2 of record keeping. Discussion took place on the policy.

MOTION by Joey Rodrigues to approve the Controlled Substance Policy, as presented. **SECONDED** by Patt McGanney. Motion **PASSED** unanimously by all members present

- Medication Shortages and Expired Medication Usage

New policy for KCEMS. Discussion took place on the policy.

MOTION by Chief Gillard to approve the Medication Shortages and Expired Medication Usage, as presented. **SECONDED** by Patt McGanney. Motion **PASSED** unanimously by all members present

Attendees:

John Oliver-CKFR-Chair

Dr. Joe Hoffman-MPD

Pat McGanney-BFD

Joey Rodrigues-Olympic Ambulance

Tamarah Hoffman-Training Coordinator

Jim Gillard-PFD

Hank Terran-BIFD

Jeff Faucett- SKFR

Steve Duckworth-SKSO

Dan Smith-NKFR

Julie Hoffman-AirLift

ADJOURN 10:05am

Next meeting will be held on December 8, 2020