



Minutes
Kitsap County EMS and TCC
Board of Directors Meeting
February 8, 2022 9:00 AM – 10:30 AM
Microsoft Teams Virtual

1. ADMINISTRATIVE ITEMS

A. Call to Order at 9:01 am

Chair, Jeff Faucett verified a quorum was present on the video call.

B. Additions or Deletions to the Agenda

1. VPN- Dr. Hoffman-4a
2. Data Collection for Mental Health for Responders-4b

C. Announcements

1. None

2. CONSENT ITEMS

Minutes of BOD Meeting: January 11, 2022

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

A. Financial Update-

Danielle Mackelwich reported the balances in the checking and savings accounts.

Checking \$18,657.48

Savings \$ 80,840.64

B. MPD Report

Dr. Hoffman reported that last month he had a QI meeting where Supraglottic Airways were looked at. Dr. Hoffman mentioned he chaired the NW Region meeting where mental health resources were discussed. Dr. Hoffman sat in an EMT Class to evaluate Mike Kehl. He attended a Regional Advisory Committee meeting on Emergency prep. Dr. Hoffman has been working on policies for the EMS Office, and the renewal of the National Registry is coming up. He met with the Officers from BIFD last week to discuss how to back-fill some of the Paramedic spots with their vacancies and the process on onboard part-time Paramedics.

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 are up-to-date. Danielle reported that she has been working on getting the Cage Code renewed and finalized.

Tamarah reported Nation registry is coming up, she's been working on a National registry credential within Vector Solutions for anyone who is maintaining their National Registry. Discussion on why this is important was discussed. Tamarah spoke about another credential account she built explaining to the



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providers how many credentials they need in 2022. She spoke about the two Northwest-specific modules last month on Infectious Disease and Cardiac Arrest with great feedback. She reported that she will be working on getting the training program licensed. Discussion on the cost of licensing the training, data mining, and what this means to the office was discussed.

3. OLD BUSINESS

A. Behavioral Health Policy

Chief Faucett reported that the policy is in its final edit stage and is being reviewed by the Chiefs. Chief Faucett is hoping to have the final edits complete and have this policy blessed at the March Board meeting.

B. Non-Emergency Behavioral Health Transports

Jim Gillard reported that the discussion of who would be transporting the non-urgent, non-medical ITA's has slowed with most of those individuals still being transported to the ED at this time. Chad Melton reported he will follow up with his team on this topic.

C. Information into the CAD system

Chief Faucett reported that information will not continue to be put into the CAD system. In addition, Chief Faucett reported he had sent out an email to the Chiefs and Richard Kirton that Kitsap Mental Health is preparing for a shift from pandemic to endemic and some of the reporting will start to go away. We will not be impacted by this due to the information not being put into the CAD system.

D. KCEMS Onboarding update

Tamarah reported that the most efficient way to onboard providers would be to work directly with each district's HR representative. Discussion on having each agency give Tamarah a lead contact to work directly with or having the MO's continue to do it. The discussion will continue on the topic at the Chief's meeting tomorrow.

E. St. Michaels update

Chad Melton reported the hospital saw a record number of ED patients in January. He reported lower holds in the ED this week. He discussed staffing, the new staffing bill, and how fixed ratios will affect patients.

4. DISCUSSION / ACTION ITEMS

A. VPN

Chief Faucett reported that Dr. Hoffman has lost his VPN at his home office. Dr. Hoffman has a login and password but has lost the ability to get into ESO. Dr. Hoffman is asking the Board to have the ability to once again get into ESO.



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MOTION by John Oliver to approve Dr. Hoffman getting a VPN to allow him to get onto ESO, as presented. **SECONDED** by Pat McGanney. Motion **PASSED** unanimously by all members present.

B. Data Collection for Mental Health for Responders

Chief Faucett spoke about the discussions he and the Chiefs have been having on the future of EMS and the use of Kitsap Mental Health DCR's, LE, or our inability to get any help. A discussion on driving information from ESO was discussed. Chief Faucett asked the Boards permission to have help from Dr. Hoffman for a 60-90 day time period to look at calls our crews respond to, have a clear path when they request a DCR or other data the crew has put into ESO, so we can pull that information out and take a good look at it.

Dr. Hoffman reported that he works with data daily, lets look at data points on what information we want and have the ESO group get those data points into a report that the crews can fill out.

Chief Gillard said that he has spoken with Stephanie Lewis at Kitsap Mental Health, Kitsap Mental Health has some of these metrics in place. DCRs are managed there and the Board should look into their process to see if they have a reporting system in place. Discussion on data collection continued.

C. Policy Review Procedure/Process

Chief Faucett reported that the process that is in place for policy review needed to be discussed. Policy 1014, talks about how policies were put into place were discussed. Dr. Hoffman spoke about when he and Danielle started reviewing policies in 2018, we started looking at the list of training policies. Since Tamarah has come on, the office has added Administrated and Clinical policies. Today, the policies that require review have been tabled in the past for some reason and need to be reviewed and put in front of the Board. Typically, Dr. Hoffman would take the policy that needs reviewed to the MO meeting and have the Medical Officers review it first, before taking it to the Board. Discussion on procedure changes, the review process, and review of policies time frame continued.

D. Review and Adoption of New policy

a. 2020 Child Death or Injury

Dr. Hoffman reported that this policy is up for review. The supplemental form that is attached with this policy was old and outdated. A link in ESO has been added for Trauma activation with a child. Discussion continued on initial call information and reporting. Motion below:

MOTION by to approve the edit version of the Child Death or Injury policy and give ESO the go-ahead to link the supplemental form, as presented. **SECONDED** by. Motion **PASSED** unanimously by all members present.



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Attendees:

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