



Minutes  
Kitsap County EMS and TCC  
Board of Directors Meeting  
January 10, 2023 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, Jeff Faucett verified a quorum was present on the video call.

### B. Additions or Deletions to the Agenda

None

### C. Announcements

None

## 2. CONSENT ITEMS

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Minutes of BOD Meeting: December 13, 2022

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***MOTION** by Chief Pat McGanney to approve the consent items, as presented. **SECONDED** by Chief Jason Christian. Motion **PASSED** unanimously by all members present.*

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### A. Financial Update-

In the absence of Chief Smith, Chief Faucett reported the amounts in the checking and savings accounts.

Checking \$ 45,715.74

Savings \$ 136,788.78

### B. MPD Report

Dr. Hoffman reported he attended the new recruit academy and the SMMC Task Force meeting. He reported that he's been helping Tamarah with the end of the year training as well. He reported that he has finished the stroke module for EMT's. He stepped in at Pierce college as well as the EMT class which started this week. He mentioned that all BLS and ALS training has been completed for 2023 and providers can see the training calendar on the website. Finally, he's been working on the Regional goals for 2023, where he and a few other providers have been meeting and working on this.

### C. Monthly Staff Report

Tamarah reported that she created and sent 300+ individual letters out to those providers letting them know they need to complete their training for the year. She finished up the EMT class where she reported that 11 students have already passed Nationals and would be looking for work. She reported that currently there're 7 Paramedics with expired PALS and CPR cards. Other expired training numbers were discussed. She reported that all EMT's should now have CPR class training, but, she is still waiting on 23 which are outstanding. Finally, the end of the year training, 4 EMT's and 1 Paramedic went to



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CME.

Danielle reported that both her and Tamarahs timesheets were included in the Board packet. She reported that all bills and taxes have been paid, with one outstanding invoice from Olympic Ambulance. Danielle reported she has been continuing to work on the “how to” manual for her replacement as well as helping Tamarah by running background checks for the new EMT class.

### 3. OLD BUSINESS

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#### A. CBD Committee Update

Tamarah reported that she and Chris Law have been exchanging drafts with each other. The final draft will then go to Dr. Hoffman for review and the CBD meetings will likely start again.

#### B. SMMC Task Force

Chad Melton from St. Michaels Hospital reported that they have made great progress in tech positions adding 37 new travelers which will be starting soon and will work through February. He reported that the hospital is fully staffed. He reported that the SMMC Task Force meeting will be held this Friday. This meeting they will be discussing the connection between mission control and Kitsap 911.

#### C. Budget

Chief Faucett reported that the 2023 budget was approved in last month’s BOD meeting. He reported That a new updated budget was sent out this morning. He asked the Board to please review the Budget and he would like to vote on it in February.

#### D. Business Insurance update

Danielle reported that the invoice has come in and is ready to be paid. She also reported that the 2023 business Insurance went up \$21.

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**MOTION** by Chief Jim Gillard to approve the Business Insurance invoice, as presented. **SECONDED** by Chief Pat McGanney. Motion **PASSED** unanimously by all members present.

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### 4. DISCUSSION / ACTION ITEMS

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#### **A. Hiring Update**

Chief Faucett spoke about the hiring process for Danielle's and all positions. He would like to start a strategic plan, looking at the business side and what it all looks like.

#### **B. Strategic Planning**

Chief Faucett spoke about the new faces that will be joining the Council this year. He reported on the couple of retirements happening and he would like to start a group to help the Council with a strategic plan. He reported that this strategic plan would look at the next 2-3 years. He mentioned Fire, Olympic ambulance, St. Michaels, and KCSO will all be represented. He reported that Kitsap County is growing at a fast rate and as a Council, direction and looking forward is important.

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

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Joey Rodrigues thanked Chad Melton and his staff for working hard. Joey and his team can see and feel a more positive atmosphere in the ED.

#### **Attendees:**

Chief Jeff Faucett- SKFR  
Chief Christian-CKFR  
Joey Rodrigues-Olympic Ambulance  
Chief Jim Gillard-PFD  
Danielle Mackelwich-KCEMS  
Tamarah Hoffman-KCEMS  
Chad Melton-St. Michaels  
Dr. Hoffman-MPD  
Pat McGanney- BFD  
Claire Clark

ADJOURNED 9:54 am

1. Next meeting will be held on February 14, 2023