



Minutes  
Kitsap County EMS and TCC  
Board of Directors Meeting  
July 11, 2023 9:00 AM – 10:30 AM  
Microsoft Teams Virtual

---

## 1. ADMINISTRATIVE ITEMS

---

### 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

1. Policy 1080-Funding Guidelines 4-B

### C. Announcements

None

## 2. CONSENT ITEMS

---

Minutes of BOD Meeting: June 13, 2023

---

*MOTION* by Chief Moravec to approve the consent items, as presented. **SECONDED** by Chief McGanney. A motion was **PASSED** unanimously by all members present.

---

### A. Financial Update-

Danielle Mackelwich reported the amounts in the checking and savings accounts. She also reported she transferred \$25,000 after payroll last month.

Checking \$ 31,755.70

Savings \$ 225,798.05

### B. MPD Report

Dr. Hoffman reported attending the Paramedic finals and an advisory meeting at TCC. He oversaw the National Registries exam for the Paramedic program. He reported that all TCC and Kitsap students passed their exams. He had a meeting with the Kitsap Falls group which he will go into more detail later. As the Region chair, he reported that the Executive Director, Rene, was terminated. He spoke about the restructuring within the office and the hiring of a new Executive Administrator. He reported he's been working with Tamarah and the Medical Officers on Policy as a review group for the Clinical and Training policies. Finally, working with Tamarah to finish up the last OTEP and a training module for the Falls Program.

### C. Monthly Staff Report

Tamarah reported recertifications are underway, she's currently finishing up BIFD and CKFR. She reported that she has already started recertifying in BFD and PFD. She spoke on end of the quarter training where 6 went to CME over 4 districts where a couple of those will remain on CME to go back to OTEP due to the lack of documentation that they failed to submit on time. She's been working on the academy starting with onboarding, and helping them reach their goal which is when they leave the academy class, they're ready for a Fire District to hire them. She also has been working on the Fall EMT course, meetings with SEIs, and currently has 24 students, with 6 on the waiting list for the January EMT class. She reported that since our program has been certified by DOH and passed the program with them, the one issue that needs attention is needing more rotations from the departments, not only for the academy but for community classes. What's needed? 10 hr rotation plus 10 patient contacts are needed. She reported she's been onboarding and making training plans, the Sepsis module went out



Minutes  
Kitsap County EMS and TCC  
Board of Directors Meeting  
July 11, 2023 9:00 AM – 10:30 AM  
Microsoft Teams Virtual

---

July 1, two delegate series went out for the Paramedics, and she created a Falls module for PFD and CKFR, module for their providers to watch.

Danielle reported all bills are up to date. She reported that her and Tamarah's timecards were included in the Board materials packet. Danielle reported that all quarterly taxes were filed. Danielle mentioned that she's been continuing to work on filing the old external hard drive into files as well as helping Chief Faucett with the budget. Finally, she reported that the yearly taxes would be completed this week and should be hearing from the CPA on those as soon as possible.

### **3. OLD BUSINESS**

---

#### **A. SMMC Task Force**

Chad Melton from St. Michael shared that last week's meeting was canceled. Below, he shared his 3 updates.

1. Working with Chief Gillard on the CARES Program which will provide clinical support for the program. They will soon be having a meeting to discuss what the trial of this program will look like.
2. Announced new tower, 74 new beds, an architect has been hired, as well as the general contractor. The goal is to start by the end of the year and have beds open by Dec 2025.
3. The design for the free-standing urgent care In Bremerton has been completed. Hoping to see patients starting in April 2025.

Chief Cristian asked about the terminal end of the Task Force, and a discussion on the progress that's been made.

Chad Melton discussed the meeting can continue until the group sees their needs.

Discussion on EMTALA, discussion points, what staff can say on call-ins, etc.

#### **B. Cares Unit Protocol**

Dr. Hoffman reported that he was looking at the 2 Cares programs, pivoted to the Falls program, and how it spins off our Cares program. Falls has a soft go-live at the end of the week. He reported a training module that Tamarah has constructed. The module is 12 min long and is being deployed out to Northend districts as well as CKFR.

Line crews are looking for folks who are challenged by gravity. They fall, can't stand on their own. The crews then follow up with ESO reporting, selecting falls for referral, and go to Cares programs assigned pt prescription.

Cares unit will check up on patients to see if they're using the service.

Dr. Hoffman reported that the next Base station in September will be on Falls. He reported that in 2022, roughly 2400 lift-assist, ground-level fall calls occurred.

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

---

#### **A. Mannequin Update**

Tamarah reported that the mannequin is on backorder, but ordered. Because it's on back order, a discount of



Minutes  
Kitsap County EMS and TCC  
Board of Directors Meeting  
July 11, 2023 9:00 AM – 10:30 AM  
Microsoft Teams Virtual

---

almost \$5000 was given. The total for the mannequin was \$27,374.55 vs +/-31,000. Storage for the mannequin was discussed.

**B. Policy 1080**

Chief Faucett shared his screen and explained how he and Danielle came up with the new Council dues for 2024. reported on policy 1080. He reported that he and Danielle have been working together trying to interpret the policy and how it applies to the council dues. Discussion continued on the policy and how the funding formula is used. Discussion on MPD and Physician Delegate fees, and annual costs per provider.

**5. GOOD TO THE ORDER**

---

Gabrielle Hadly from Kitsap County Health discussed Wildfire and smoke preparedness:

They have been spending a lot of time promoting wildfire smoke preparedness in the community.

They pushed out messaging last month and are disseminating thousands of printed postcards and fact sheets with critical smoke and heat preparedness information.

Kitsap County and city governments are helping to distribute these to seniors in the community with limited mobility. Information is also being shared by KRL, Meals on Wheels, among other organizations.

Materials are posted on our website and organizations can request resources by emailing [ready@kitsappublichealth.org](mailto:ready@kitsappublichealth.org).

Gabrielle will follow up with those of you with CARES teams via email - but we would love to provide your team with resources if they would like to provide them during their visits.

She reported on portable air cleaners:

they have procured 21 portable air cleaners from WA DOH that we will be working with KCDEM to distribute to high-risk populations this smoke season. These units will be deployed at locations across the county throughout the smoke season.

She mentioned If they need more units during smoke events, we can get request more from DOH for short-term events.

She reported requesting N95s for those in the community that can not avoid going outside on smoky days. This includes first responders and law enforcement partners. If you need these resources, please send me an email, and my team and I will get you the resources you need.

She hopes to get more resources next year - which might open the door to collaborating with CARE teams to provide resources to high-risk individuals who they see need support.

She reported on MRC:

They're starting interviews this week for the new staff member that will be joining my team to help manage the Kitsap County MRC.

She mentioned the Incredible applicant pool. Very excited to hit the ground running soon!

Finally, she reported on COVID-19 AAR:

She will be presenting the findings of this report at our Board of Health Meeting today - Key themes:

Collaboration

Incident Response Roles



Minutes  
Kitsap County EMS and TCC  
Board of Directors Meeting  
July 11, 2023 9:00 AM – 10:30 AM  
Microsoft Teams Virtual

---

Deferred investment

Dr. Morrow reported on the Health Board meeting, getting updates on the health security assessment. Process updates, findings, help with levers to pull to keep things moving forward in the future. The Health Board is presenting to the public a resolution of a 2+ year delay on permitting in unincorporated Kitsap County causing a crisis.

Board members that chose not to stay for the Council due discussion left the meeting. The meeting continued with 4B-Policy 1080 and the funding policy.

**Attendees:**

Chief Jeff Faucett-SKFR  
Chief Jared Moravec-BIFD  
Joey Rodrigues-Olympic Ambulance  
Tamarah Hoffman-KCEMS  
Chief Pat McGanney- BFD  
Claire Clark-Airlift  
Rick Lagrandeur-NKFR  
Gabrielle Hadly-KPH  
Chad Melton-St. Michael  
Dr. Hoffman-MPD  
Lori Danko-St. Michael  
Danielle Mackelwich-KCEMS  
Richard Kirton-Kitsap 911  
Jason Christian-CKFR  
Joey Rodrigues-Olympic Ambulance  
Gib Morrow- KPH

ADJOURNED 10:06 am

1. The next meeting will be held on September 12, 2023