



Minutes
Kitsap County EMS and TCC
Board of Directors Meeting
November 14 , 2023 9:00 AM – 10:30 AM
Microsoft Teams Virtual

I. 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. Min/Max Numbers- IV D

C. Announcements

None

II. CONSENT ITEMS

A. Minutes of BOD Meeting: October 10, 2023

*MOTION by Chief McGanney to approve last month's minutes, as presented. **SECONDED** by Chief Lagrandeur. A motion was **PASSED** unanimously by all members present.*

B. Financial Update-

Chair Jeff Faucett reported the amounts in the checking and savings accounts. He reported that at the first of the Year, Danielle will be sending out Council dues invoices which will give the savings account a big boost.

Checking \$ 37,954.11

Savings \$ 130,803.10

C. MPD Report

Dr. Hoffman reported on the QI meeting in which the group looked at data quality for WEMISIS and some strategies that dovetail with ESO updates that come in which are included with WEMISIS. Met with Dr. Sayre, the medical director for Seattle Fire discussing the leave-behind Meloxicam program that they're starting in Seattle. Met with DOH Falls program for the Region and Kitsap's latest addition to the Regional program. He's been doing some Region work to acquire Meloxicam doses to create 1000 leave-behind kits. Reported that the DOH/QI project is good. State MPD meeting on the opiate crises and small changes in the State and National scope of practice. Attended the Strategic meeting and had the first protocol meeting for Kitsap County with Dr. Bennett and Dr. Brenner. Had a Bainbridge EMT with him in the ED for a few shifts, who is interested in attending Medical school. He and Tamarah building an educational module for the cadaver lab which will be held on Feb. 8th and 9th.

D. Monthly Staff Report

Tamarah reported on the 2 EMT classes going on. She's preparing the new OTEP schedule, new classes, and getting the credentials with the State. She reported that the cadaver lab is out to the region This lab is open to all providers and anyone else that might be interested. Morning slots are filled with 38 spots left in the afternoon. The cost of the cadaver lab isn't covered yet. She reported needing 30 more people to sign up and she will have the cost of the lab covered. She spoke about EPC classes the providers wanted to have. There will be a 12 lead class. This class will be sponsored for ALS and BLS free of charge. She did however mention that there will be a charge of \$50 for non-council members. This fee will pay for the food and is open to everyone. She reported she's working on the end-of-the-year training and cleaning up all of the outstanding classes. Finally, she's working on training plans for those providers that have been out of a LOA. Chief Faucett



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asked Tamarah if the training plans are the same for everyone. Answer: Training reports are all different.

Danielle reported that all bills are paid and up-to-date. Quarterly B&O and L&I taxes have been filed. She has been working on the 2024-1 EMT class contracts and invoices. She reported she has started going through each transaction and making sure each expenditure has been categorized properly. Finally, she reported that worker comp, unemployment, and payroll tax percentages have changed for 2024, and she's been updating Quickbooks to reflect those changes.

III. OLD BUSINESS

A. 2024 Draft Budget

1. Chief Faucett reported that the Budget has been reviewed and is ready for Danielle to import the budget on January 1, 2024.

MOTION by Chief Lagrandeur to approve the 2024 Budget, as presented. **SECONDED** by Chief McGanney. A motion was **PASSED** unanimously by all members present.

2. Strategic Plan-Membership Survey

Chief Faucett reported that 227 individuals responded to the survey. He mentioned that in the Strategic planning meeting, the group is starting to look at comments and has started building an outline. He's putting together a draft which will be ready at next month's meeting.

IV. DISCUSSION / ACTION ITEMS

A. Vector 2024-Budget increase

Chief Faucett discussed Vector solutions and how we could get the most out of it. One of the things that will help Tamarah is going from a paper platform to an electronic platform. This would be using the online evaluation tool.

Tamarah spoke about how the agencies have gone to a paperless agency. DOH didn't recertify some providers in Pierce County for not having the correct documentation on their OTEP. This includes their skills which state they're ready to be recertified. Vector has pre-built skill sheets by National Standards on the Fireside, except for Olympic Ambulance. The fireside would turn Vector on for the EMS side for the BLS OTEP, and eventually turning it on for all Paramedics who are BLS Evaluators, and any onboarding Paramedics. Tamarah has been working with Vector on true numbers, that need this paperwork. No printing of skills, scanning the skills, reducing the time, paper, and toner. Chief Faucet has asked the Board to look it over and vote on it at next month's meeting.

B. Infectious Disease requirements

Do we need to make any changes? Tamarah reported that on the EMS side currently, WAC 246976 requires that infectious disease is done in your OTEP program only once every 3 years. The WAC for Fire is requesting that you have infectious diseases every year. This is more of a policy review than a medical review.

The Consortium would like us to move the infectious disease requirement completely into the OTEP program.



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Tamarah explained that the EMS has their infectious disease built into their OTEP requirements. Some options were discussed.

1. Should we move the fire requirement into the OTEP requirement?
2. Do we want to double dip and make it into the OTEP requirement? If so, this would require changing the numbers within the OTEP program to keep track of it, which would cause the EMS office to develop more assignments and training.
3. Should we take the fire training and move it into the EMS world? **Answer:** Chief Faucett would like to keep it separate due to many factors. This will be discussed further in the next training consortium meeting next month.

C. Min/Max numbers

Dr. Hoffman spoke about the Northwest Region strategic plan for 2025, one of the deliverables is to look at the Min/Max numbers of pre-hospital verified services. The two tables showed both verified and unverified agencies. Kitsap has 1 nonverified non-transport agency which is KCSO. He shared that we have 7 ALS transporting services, which cover the BLS ambulance, and 1 private BIAA ambulance service that no longer exists. This spot is still open. Any modifications to the min/max table? Changes would be on a 2 year cycle with the steering committee.

Thoughts?

The discussion concluded with the Board agreeing that they're happy with the Min/Max numbers and wish to keep the numbers the same.

Dr. Hoffman will take the Boards decision to the Region

V. AGENCY UPDATES

A. SMMC

Chad Melton reported the tower is moving forward. In December, he will share with all the agency departments on entrances, and ambulance bays that will be blocked during the project. He's working on the permit process in Bremerton. Finalized an agreement with Olympic College on the first phase of the Poulsbo campus. The first phase will include an ultrasound program, Imaging program, phlebotomy, surge techs, and added 30 new slots in their nursing programs. Working with the county commission Olympic College, and the City of Poulsbo on how to get phase 2 funding. The ribbon cutting will be held in December.

Lori Danko spoke on the hiring of a new interim manager in the ED. She reported that the cadaver lab has been announced at St Michael's. Tamarah asked Lori about getting the EMT students back into St. Michael's for educational purposes. Tamarah asked about the students not only observing but vitals could be taken. Tamarah also noted that some paramedics come into the ED, for tubes and IV starts. Lori mentioned she would get an email scheduled between Tamarah and others who would need to be notified on this topic.

B. Life Flight

None



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C. Airlift

Steve Lemay reported on some successful training with BIID and Vashon FD. He also spoke about the new LZ video that is out for new hires. Finally, with the bad weather upon us, our GPS approaches included Silverdale, Bainbridge 21, and Vashon

Island. If the weather is really bad, they can get into Bremerton Airport. Let medics know, that we may have to let the crew know a different area for pick-up may be needed.

D. Kitsap Health District

Amy and Quinn from Kitsap County Health reported they are taking notes on the meeting for Brian

E. KCSO

None

F. K911

Richard Kirton reported on CBD starting the QA process with random QA and QA's that are upgraded in the field. They will report back to the CBD committee.

G. Olympic Ambulance

Joey reported on the pilot with St. Anthony on the Tella health waivers for the virtual health program. He also reported on the Bridge program happening now for RNs and EMTs. Finally, Olympic Ambulance had the busiest month yet out of St. Michael.

H. Fire Agencies

None

VI. GOOD TO THE ORDER

Executive Session started At 9.56

Attendees:

Chief Jason Christian-CKFR
Chief Lagrandeur-NKFD
Chief Jeff Faucett-SKFR
Chief Jim Gillard-PFD
Chief McGanney-BFD
Chief Rick Lagrandeur-NKFR
Chad Melton-St. Michael
Danielle Mackelwich-KCEMS
Dr. Hoffman-MPD



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Claire Clark-Life Flight
Steve Lemay-air
Richard Kirton-
Quynh sampe-KPH
Amy Anderson-KPH
Gib Morrow-KPH
Joey Rodrigues-Olympic Ambulance
Lori Danko-St. Michael
Tamarah Hoffman-KCEMS

VII. ADJOURNED 10:00 am

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