



## Kitsap County EMS Council – Board of Directors Meeting Minutes

**Date:** November 18, 2025

**Time:** 9:00 AM

**Location:** Virtual Meeting

**Recorder:** Danielle Mackelwich

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### 1. Call to Order

Chair Chief Gillard called the meeting to order at 9:00 AM. The meeting was held one week later than usual due to the Veterans Day holiday. A quorum was confirmed.

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### 2. Approval of Agenda

- No additions or deletions requested.
  - Freestanding ED utilization removed from agenda.
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### 3. Approval of Minutes

**MOTION** by Chief McGanney to approve September meeting minutes, as presented. **SECONDED** by Chief Lagrandeur. The motion was **PASSED** unanimously by all members present.

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### 4. Financial Report – Danielle Mackelwich

- Checking: \$31,432
  - Savings: \$297,563
  - Ongoing issues with Bank of America/Intuit impacting Money Market access.
  - Payroll scheduled for next week; monitoring bank connectivity issues.
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### 5. MPD Report – Dr. Hoffman (Read by Danielle)



Activities included:

- Multiple regional/state EMS meetings
- Prehospital blood work group
- DOH updates (opioid education, KPI reports, DEA registration changes)
- Ongoing protocol & OTEP work
- Attended/attending TCC labs to support cadaver program preparation

## 6. Administrative Report – Danielle Mackelwich

- Budget preparation work completed.
- Bills paid; accounts reconciled.
- October EMT evaluations billed.
- Insurance application in progress.
- Back-end QuickBooks work continues (budget updates, payroll changes).
- Routine administrative tasks completed.

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## 7. Training Report – Tamarah Hoffman

### Training Program Updates

- Current EMT class finishing; next class begins Dec 6.
- Academy classes approved; SEI training underway.
- Nearly all **2026 classes submitted to the State** for approval.

### Regional WAC 246-976-161 Training Requirements

- Region requests cross-agency “braiding” of required DOH courses.
- Board supports sharing training resources.

### Evaluator Shortages

- 111+ evaluators listed, but only ~5 consistently participate.
- DOH WAC requires 1:6 ratio → **unsustainable for non-Academy (“community”) EMT classes.**
- Recommendation: **Discontinue 2026-2 non-Academy EMT course.**



- Concerns raised about whether Olympic College may face the same evaluator challenges.
- Chief Gillard will coordinate with the Olympic College steering committee.
- Motion to transition the 2026-2 community EMT course to Olympic College:
- Feb 12–13 Cadaver Lab is **full**.
- Billing begins Jan 1; unpaid participants removed after Jan 31.
- End-of-year provider standing report goes out Dec 1.
- Training invitation letters scheduled for Dec 15.

**MOTION** by Joey Rodrigues to approve transitioning the 2026-2 EMT Class to Olympic College, as presented. **SECONDED** by Chief McGanney. The motion was **PASSED** unanimously by all members present.

## 8. Discussion & Action Items

### 2026 Draft Budget Approval

- Training costs summarized (details remain in separate tab).
- Added **4th physician delegate** cost.
- Adjusted revenue formula to match actual contributions and prevent large surpluses.
- Bainbridge Island Fire and Rescue will now fund their own physician delegate.
- Olympic Ambulance costs corrected due to updated provider numbers.
- Funding guidelines will be updated for approval next month.

#### Motion to Approve 2026 Budget:

**MOTION** by Chief McGanney to approve the 2026 KCEMS budget, as presented. **SECONDED** by Joey McGanney. The motion was **PASSED** unanimously by all members present

### Prehospital Minimum/Maximum Numbers

- Must be submitted to the Region by January.
- Strategy: maintain current operational structure while meeting WAC requirements.
- Olympic Ambulance (ALS) & Bremerton Ambulance (BLS) included as providers.
- Draft will be presented next month.

### County Operating Procedures (COPs)



- Updates ongoing; will align with protocol book release.
  - Region only needs notification, not formal approval.
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## 9. Agency Reports

### St. Michael Medical Center – Carrie Waddington

- Slow but steady staffing approvals; several new nurses start early December.
- ED expansion and tower opening schedule progressing toward **Dec 10**.
- New roundabout anticipated to open **late December/early January**.
- ED wait times improved in October.

### Virginia Mason Franciscan Health – John Viglo

- Winter volume increasing.
- Port Orchard Freestanding ED opening **Dec 2**.
- Coordination continues on transport planning and staffing distribution.

### Life Flight – Lora York

- No updates.

### Kitsap County Sheriff's Office – Joshua Miller

- No updates.

### Kitsap 911 – Maria Jameson-Owens

- No updates.

### Olympic Ambulance – Rodrigues

- New centralized dispatch center opened in Bremerton.
- Technology upgrades completed.
- Approved for **26 additional autoloaders** (one per fleet unit).
- Fleet replacement plan underway: **15 trucks over next 15 months**.

## Agency Updates



- No major updates from Central or North.
- South Kitsap: Normal operations.
- Poulsbo:
  - **Station 76 opening this Saturday**, adding a 4th staffed station.

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## 10. Adjournment

Meeting adjourned at 52:14.  
Wishes exchanged for a Happy Thanksgiving.

### Attendees:

**Chief Gillard-PFD**  
**Chief McGanney-BFD**  
**Chief Faucett-SKFR**  
**Chief Lagrandeur-NKFR**  
**Lora York-LifeFlight**  
**Jack Reynolds-Olympic Ambulance**  
**Joey Rodrigues-Olympic Ambulance**  
**Guy Earle**  
**Maria Owens**  
**Keirrie Waddington**  
**John Viglo**  
**Josh Miller-KCSO**  
**Dr Herbie Duber-**  
**Danielle Mackelwich-KCEMS**  
**Tamarah Hoffman-KCEMS**  
**Josh Hurguy-Treasurer**

**Next meeting will be held on December 9, 2025 at 9:00 am.**