



1. Call to Order 9:04 am

a. Chief Jim Gillard called the meeting to order at 8:31 AM. A quorum was achieved.

b. Additions or Deletions to the Agenda

- Added an action item: *Fourth Physician Delegate Position*.
- Added training policy item under staff reports (Item 5F).

c. Announcements

- None

2. Consent Items

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

3. Financial Update – Danielle Mackelwich

- Checking: \$34,000
- Savings: \$320,000
- Money Market: \$63,400
- **Total funds: \$441,200**
- Operating at approximately **70% of the annual budget**.

4. Staff & Committee Reports

a. Medical Program Director – Dr. Joe Hoffman

- Finalizing Q4 OTEP and protocol edits.
- Positive progress with **DOH** on *EPI for Cardiac Arrest by EMT* pilot and **buprenorphine** approval for NW Region.
- Collaborating with schools to establish **EMT programs** (North Kitsap).
- Continuing work on **pre-hospital blood administration** logistics.
- Participated in multiple regional EMS and advisory meetings.



b. Administrative Report – Danielle Mackelwich

- Budget preparation underway; reconciling accounts complete.
- Awaiting quotes from **Healthforce** and **business insurance providers**.
- **Sound Accounting** (QuickBooks support) closing; KCEMS to resume internal management of QB payments.
- **Q3 L&I taxes filed**
- All invoices billed and/or paid

c. Training Coordinator – Tamarah Hoffman

- Completed **BLS Airway** course and 4th-quarter delegate training rollout.
- Highlighted high compliance: **no outstanding third-quarter CME** completions.
- Requested agencies to **notify** KCEMS when providers are on leave or retired to reduce tracking issues.
- Reported challenges with **the Helms platform and the shortage of instructors**.

5. Discussion Items

a. Freestanding Emergency Departments – John Viglo

- Port Orchard FSED scheduled to open **December 2, 2025**.
- Utilization is slowly increasing; **37 EMS transports** last month.
- Ongoing evaluation of transport patterns with the EMS Task Force.

b. Fourth Physician Delegate-Chief Gillard

- Proposal to add **Dr. Mark Bellis** as the **fourth physician delegate** (Bainbridge Island Fire).
- Supported by Dr. Hoffman and Chief Jared Moravec.

MOTION by Chief Moravec to approve contracting Dr. Bellis as the 4th Delegate starting in 2026, as presented.
SECONDED by Chief McGanney. The motion was **PASSED** unanimously by all members present.

c. 2026 Budget & Funding Formula-Chief Gillard

- Adjustments include new delegate costs (~10% of budget).
- Simplification of **training line items** (aggregate rather than detailed).
- Revised **funding formula language** drafted for next meeting review.
Action: Chief Gillard to circulate draft for November adoption.



d. Min/Max EMS Agency Review

- Dr. Hoffman and Randi Riesenbergh presented an update on **county agency limits**.
- Recommended cleanup to remove obsolete **ILS** and **non-transport BLS** positions.
- Consensus to prepare updates for **November approval**.

e. County Operating Procedures-Dr. Hoffman

- Ongoing integration of **county-specific policies** into regional protocols for digital access.
Work in progress.

f. Training Policy Update – Tamarah Hoffman

- Revised to meet **WAC 246-976-1616** airway and skills requirements.
- Adds structured airway training (adult/pediatric) and a 10-hour teaching credit increase.

MOTION by Chief Moravec to approve the ALS Training policy 3020 as presented. **SECONDED** by Chief Christian. The motion was **PASSED** unanimously by all members present

6. Agency Reports

- **VM/FHSED**
 - Discussed in 5a
- **St. Michael Medical Center (Rosie):**
 - New hospital tower opening **December 10**; hiring in progress.
 - Census stable; observation unit intermittently closed.
- **Life Flight (Dawn Stobaugh):**
 - Operations steady.
- **Airlift NW (Vanessa Palensky):**
 - Update on **Sept 23 aircraft crash**: crew unharmed.
 - Emphasis on **LZ safety training** outreach.
- **Kitsap Public Health (Dr. Duber):**
 - Monitoring **federal shutdown** impacts on **WIC and insurance coverage**.
- **Olympic Ambulance (Jack Reynolds):**
 - 16 additional daily transports this summer.
 - Adding **1 ALS and additional BLS units** in preparation for winter and FSED opening.
- **Fire Agencies:**
 - No major updates;



7. Good of the order

- Chief Christian asked about the **CARES/Advanced Provider** program.
 - St. Michael continues hiring for program implementation.
 - Open Board of Health Seat: Seeking healthcare representative (Dr. Duber).
 - EMS Task Force Meeting: Virtual link to be distributed (Rosie).
-
- **Next Meeting:** Originally 11/11 (Veterans Day) — to be **rescheduled TBD in November.**
-

8. Adjournment

Meeting adjourned at 1:07 PM.

Attendees:

Chief Jim Gillard-PFD
Dr. Hoffman-MPD
Tamarah Hoffman-KCEMS
Danielle Mackelwich-KCEMS
Guy Earle-KCHD
Dawn Stobaugh-LifeFlight
Chief Pat McGanney-BFD
Josh Hurguy-KCEMS Treasurer
Chief Jared Moravec-BIFD
Dr. Herbie Duber-KCPHD
Chief Jeff Faucett-SKFR
Chief Dan Christian-CKFR
Kerrie Waddington-St. Michael
Rosie Apalisok -St. Michael
John Viglo-VM/FHSED
Jack Reynolds-Oly ambulance
Randi Riesenburger-Region