



Kitsap County EMS Council – Board of Directors Meeting Minutes

Date: December 9, 2025
Location: Virtual Meeting
Recorder: Danielle Mackelwich
Quorum: Yes

1. Call to Order

Chair Chief Gillard called the meeting to order at 9:03 AM.

2. Announcements

- **The grand opening of St. Michael Medical Center North Tower** was moved indoors due to the weather. First units opening 12/10; more units to open based on census.
- No other additions except *Item E: Letter of Support for Olympic College Grant Funding*.

3. Approval of Minutes

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

4. Financial Report – Danielle Mackelwich

- Checking: \$31,432
 - Savings: \$297,563
 - **Money Market: \$63,000**
 - Spending at **85%** of annual budget; year-end preparations underway.
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5. Staff Reports



Medical Program Director – Dr. Hoffman

- Attended regional meetings, CME/OTEP work, and EMT finals.
- Continuing development of county protocols and state-required EMT Epi pilot documentation.
- Hoping for protocol publication in **Q1 2026**.

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

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.

Training Coordinator 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 a 1:6 ratio → **unsustainable for non-Academy (“community”) EMT classes.**
- Recommendation: **Discontinue the 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.

6. Discussion & Action Items

A. Prehospital Min/Max Application

- Updated to reflect current EMS agencies and remove outdated entities.
- Focus: **sustainability, system stability**, meeting RCW response-time requirements, and confirmation that all areas (including Blake Island) are covered.

B. County Operating Procedures Update Status

- Dr. Hoffman is presenting the remaining items at the Medical Officers Meeting.
- The new protocol book will include **county-specific versions** for local download (destination policies, etc.).

C. EMS Council Funding Policy (1080)

- Updates reflect 2026 budget model, clarify agency contributions, and remove structural surplus.
- Allows agencies to self-fund a physician

D. 2026 EMS Council Board of Directors Appointment

- One open rotating “at-large” seat.
- **Public Health (Dr. Herbie Duber)** nominated



E. Letter of Support – Olympic College Grant

- OC seeking ~\$100K from Rotaries for EMT/Paramedic program support.
- Council members prefer **individual agency letters**, not a single EMS Council endorsement.
- Joey will circulate a template for agencies.

7. Agency Reports

A. 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.

B. Virginia Mason Franciscan Health – John Viglo

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

C. Multicare-SED

D. Life Flight – Lora York

- No updates.

E. Airlift-Vanessa

F. Public Health-Dr. Duber

G. Kitsap County Sheriff's Office – Joshua Miller

- No updates.

H. Kitsap 911 – Maria Jameson-Owens

- No updates.



I. Olympic Ambulance – JoeyRodrigues

- 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.**

J. Agency Updates

- None

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

The next meeting will be held on January 13, 2026, at 9:00 am.