



## Kitsap County EMS

### Board of Directors Meeting

**Date:** January 13, 2026

**Time:** 9:00 AM

**Location:** Virtual (Microsoft Teams)

**Status:** Meeting opened without a quorum; quorum achieved later in the meeting.

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### 1. Call to Order

Chief Jim Gillard called the meeting to order. The Board initially lacked a quorum and proceeded with updates. Formal actions were deferred until a quorum was present.

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### 2. Announcements

- **No other additions except *Item A: Legal Counsel***

### 3. Approval of minutes

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

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### 4. Financial Update

Danielle Mackelwich reported:

- Checking account balance approximately **\$80,500**.
  - Savings approximately **\$202,000**.
  - The year began with approximately **\$250,000 in reserves**, reflecting a strong financial position.
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### 5. Staff Reports

#### Medical Program Director – Dr. Joe Hoffman

- Progress continues on Olympic College’s EMT training program application.



- Northwest Region protocol revisions were reviewed and submitted to the state.
- Significant planning underway related to **DMCC preparedness** in anticipation of increased regional activity associated with the upcoming FIFA events.
- Continued work on **Epinephrine pilot protocols** and **blood product program development**, acknowledging that the Peninsula region will utilize fractionated blood products rather than whole blood.

#### **Administrative Report – Danielle Mackelwich**

- Completed annual filings (B&O, nonprofit reporting, property tax exemption, insurance, and annual budget reconciliation).
- Business insurance increased slightly.
- Major update on **Washington State sales tax law changes** impacting “live presentations,” which may now require KCEMS to collect and remit sales tax on training programs.
- KCEMS is coordinating with its CPA and Department of Revenue and will seek legal guidance to ensure compliance.

#### **Training Coordinator – Tamarah Hoffman**

- Successful recertification cycle with minimal providers requiring remediation.
- Final Community EMT class launched with **29 students**; Academy EMT class currently has **6 students**.
- Significant workload related to state-required educational modules tied to protocol changes.
- Ongoing effort to resolve **DOH HELMS endorsement issues**, particularly missing airway endorsements, with notifications sent to all affected medical officers.

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## **6. Discussion Items**

### **A. Legal Counsel**

- The Board discussed the need to formally retain independent legal counsel for KCEMS, particularly regarding:
  - Physician delegate contracts.
  - Sales tax compliance issues.

• **MOTION** by Chief Faucett to pursue an engagement letter with legal counsel, as presented. **SECONDED** by Chief Moravec. The Motion was **PASSED** unanimously by all members present.

### **B. Physician Delegate Contracts**

- Chief Gillard reported ongoing work to modernize and formalize physician delegate contracts, using existing regional models as references.



- Draft updates are expected for Board review at a future meeting.

### C. County Operating Procedures

- Dr. Hoffman reported that work continues to develop county-specific sections within the Northwest Protocols to avoid inter-county confusion.
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## 5. Agency and Partner Updates

### St. Michael Medical Center

- Multiple new inpatient units opened in the new tower, with **51 beds currently operational**.
- Additional unit openings are planned.
- Despite expansion, the hospital continues to experience high ED boarding volumes.
- Emergency Department renovations and operational adjustments are ongoing.

### Virginia Mason Franciscan Health – Satellite EDs

- Port Orchard and Bremerton satellite EDs are averaging a combined **~150 patients per day**.
- Facilities are helping reduce low-acuity burden on St. Michael.
- Ongoing challenges include admission delays and ambulance turnaround times.

### Air Medical Services

- Life Flight Northwest and Airlift Northwest announced availability for 2026 training exercises.
- Harborview Medical Center is now accepting **all STEMI and post-ROSC cardiac arrest patients regardless of bed availability**, effective this week.

### Kitsap Public Health

- Significant increase in **influenza and RSV activity**; COVID hospitalizations remain low.
  - Public Health emphasized continued confidence in vaccine safety and effectiveness despite national-level messaging challenges.
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## 6. Good of the Order

### Information Technology and Security Update



- A potential email security breach involving a physician's account was discussed.
  - Actions taken included disabling the compromised account, notifying providers, and coordinating additional IT support from partner agencies.
  - Further investigation and remediation are ongoing.
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## 7. Adjournment at 9:50 AM

The next meeting will be held on February 10, 2026

### Attendees:

Chief Jim Gillard-PFD  
Dr.Hoffman-MPD  
Tamarah Hoffman-KCEMS  
Danielle Mackelwich-KCEMS  
Guy Earle-KCHD  
Lora York-LifeFlight  
Chief Pat McGanney-BFD  
Vanessa Palensky-Airlift  
Josh Herguy-KCEMS Treasurer  
Chief Jeff Faucett-SKFR  
Dr. Herbie Dubar-KPHD  
Chief Jared Moravec-BIFD  
John Viglo-SMMC  
Guy Earle-KCHD  
Chief Lagrdeur-NKFR