





## Funding Guidelines Policy

CHAPTER:	1000	Number:	1080	REVIEWED	6/09/2026
ENACTED	8/08/2021		NEXT REVIEW:		6/09/29
APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:			Jim Gillard, Chair		

### I. Purpose:

To establish the responsibilities of the contributing agencies for the funding of the Kitsap County emergency medical services and trauma care council and its approved programs, including the position of the medical program director, and the corresponding obligation of Kitsap County emergency medical services and trauma care council to provide a medical program director and support services to the contributing agencies, consistent with state law.

### II. Policy:

The Kitsap County emergency medical services and trauma care council shall distribute a proposed budget by September 1st of each year for the next calendar year to all contributing agencies. The proposed budget shall detail the expenses of each case of the EMS and trauma care council program.

### III. Procedure:

#### A. Invoicing

1. Contributing agencies shall be invoiced amounts as shown in the funding plan. The funding plan includes costs to government agencies, private agencies, and volunteer groups, all involved in the delivery of EMS in Kitsap County.
2. Invoices shall be issued every February and shall be payable within 60 days of the date of the invoice. Failure to timely pay and invoice shall constitute a default under the terms of this agreement.
3. If an agency elects to join at any point in time other than January 1st, the Kitsap County Emergency Medical Services and Trauma Care Council shall revise the funding plan and adjust the charges to different agencies to account for the contributions to be made by the new agency for the following calendar year.

#### B. Funding Plan



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### 1. Contributing agency (fire service and private ambulance)

**Physician delegate fee** - annual cost of physician delegates divided by the total number of providers, effective on January 1st before the billing cycle, to determine provider rate. Agency cost will be the number of providers multiplied by the provider rate.

**MPD Fee** - The annual cost of MPD service is divided equally among the number of contributing agencies.

**Council support fee** - alarm cost divided by the total number of EMS alarms to determine the rate per alarm. Agency cost will be the rate multiplied by the total number of agency EMS alarms.

**Council Support Data Schedule**

<b>EMS Alarms</b>	<b>Billing Cycle</b>
<b>2017</b>	<b>2019</b>
<b>2018</b>	<b>2020</b>
<b>2019</b>	<b>2021</b>
<b>2020</b>	<b>2022</b>
<b>2021</b>	<b>2023</b>
<b>2022</b>	<b>2024</b>
<b>2023</b>	<b>2025</b>

The alarm cost will be defined as the approved budget amount for the billing cycle of 100 personnel and 200 administrative expenditures minus the amounts allocated to two MPD services and contracted services delegates.

### 2. Contributing agency (Kitsap County Sheriff's Office and Kitsap 911)

**Base fee** - fixed cost as determined by the KC EMS Council Board of Directors.

**MPD Fee**- the annual cost of MPD service is divided equally by the number of contributing agencies.

### 3. Partner Agency (hospital-based station and airlift agencies)

**Base fee** - fixed cost as determined by the KC EMS Council Board of Directors.



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