



Kitsap County EMS

Board of Directors Meeting

Date: July 14, 2026

Time: 9:01 AM

Location: Virtual (Microsoft Teams)

Status: Meeting opened with a quorum

1. Call to Order

Chair Jim Gillard called the meeting to order at 9:01 AM

2. Announcements

3. Approval of minutes

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

4. Financial Update

Danielle Mackelwich reported:

- Checking Account: **\$41,526**
- Savings Account: **\$484,319**
- Money Market: **\$63,420**

Budget expenditures are approximately **51% of the annual budget**, which is consistent with projected year-to-date spending.

5. Staff Reports

Medical Program Director Report – Dr. Joe Hoffman

Medical Program Director updates include:

- Ongoing OTEP development and training.
- Participation with Tacoma Community College EMS advisory activities.



- Northwest Region Executive Board meeting.
- Base Station activities.
- Regional blood program workgroup participation.
- EMT Academy pharmacology instruction.
- Department of Health verbal approval of the updated Kitsap County EMS protocols, with formal written approval expected shortly.
- Development of protocol implementation, testing, and associated training materials.

Administrative Report – Danielle Mackelwich

Administrative updates included:

- Only two invoices remain overdue.
- Administrative policy formatting updates have been completed.
- Approved policies and meeting minutes continue to be posted to the KCEMS website.
- Budget tracking is being updated daily in preparation for the 2027 budget process.
- Payroll, tax filings, bookkeeping, invoicing, records management, and other routine administrative functions remain current.

Training Coordinator Report– Tamarah Hoffman

Training accomplishments included:

- Second-quarter compliance letters produced strong results, with only three providers transitioning to the CME pathway.
- Agency recertification activities continue countywide.
- Work continues on implementation materials for the newly approved protocols, including extensive hyperlinking and electronic learning resources.
- New Washington Administrative Code (WAC) requirements continue to be incorporated into EMS training and recertification processes.

6. Agency and Partner Updates

St. Michael Medical Center – Rosie

Rosie introduced **Susan Price**, Interim Emergency Department Director, and announced that **Emma Kastenmeier** will assume the permanent director position later in July.

Additional updates included:



- Continued onboarding of traveler staff to improve emergency department staffing.
- Ongoing initiatives to improve EMS patient flow and reduce ambulance wait times.
- Additional information will be presented during the EMS Task Force meeting.

Virginia Mason Franciscan Freestanding Emergency Departments-John Viglo and Dr. Justice

John Viglo reported:

- Continued high patient volumes, including record activity at the Port Orchard facility.
- Implementation of the new EMS destination criteria is progressing.
- Agencies are encouraged to report any inappropriate feedback provided to EMS crews during patient transfers.

MultiCare Freestanding Emergency Department

Dr. Heather Justice reported:

- Increased ambulance traffic during periods of diversion at St. Michael Medical Center.
- Positive collaboration with EMS agencies.
- Operations otherwise remain stable.

Airlift Northwest-Vanessa Palensky

Operations remain normal despite a busy summer. Upcoming outreach includes landing zone training with local fire agencies and Fire Academy personnel.

Life Flight-Lora York

Operations continue normally.

Preparations are underway for FIFA World Cup-related activities.

Agencies were encouraged to contact Life Flight for assistance with chart linkage and transport documentation.

Public Health-Dr. Herbie Duber

Dr. Herbie Duber provided updates regarding:

- Successful public health operations during FIFA events.
- Increased bat exposure investigations and rabies prevention.
- Continued monitoring of the Ebola outbreak internationally.
- Hood Canal shellfish closure due to paralytic shellfish poisoning.
- Regional blood shortages.



- National Cyclospora outbreak associated with bagged salads.
- Concerns regarding synthetic kratom products containing concentrated 7-OH compounds and increasing opioid-related overdoses.

Kitsap County Sheriff's Office-Penelope Sapp

Acting Sheriff and Chief of Corrections Penelope Sapp reported leadership changes following recent retirements and outlined current command assignments. Routine operations continue without interruption.

Kitsap 911-Chief Lagrandeur

Chief Rick Lagrandeur reported that Kitsap 911 has extended a conditional employment offer to a candidate for Executive Director, with the goal of onboarding in September prior to Maria's retirement.

Olympic Ambulance-Jack Reynolds

Jack Reynolds reported:

- Transition of regional responsibilities following staff changes.
- Development of a High Consequence Infectious Disease transport program.
- Planning for a community blood drive.
- Acquisition of a new ambulance.
- Continued progress toward implementation of the behavioral health transport program.

Fire & Regional Updates

BFD-Chief McGanney

Bremerton Fire advised that the FIFA Fan Zone would reopen for semifinal and championship activities, with staffing plans in place.

Discussion/ Action Items ✓

A. COPS Implementation/Training:-Dr.Hoffman

Dr. Hoffman reviewed final updates to the County Operating Procedure supporting the new transport process, including:

- Gap analysis requirements for providers utilizing the CME pathway.
- Compliance with updated Washington Administrative Code requirements.



B. ITA Transport Meeting Update-Chief Faucett

Chief Jeff Faucett reported that the stakeholder workgroup will reconvene following additional coordination with participating agencies. The Department of Health has not yet provided formal feedback regarding the submitted white paper.

Olympic Ambulance reported all assigned training has been completed or is nearing completion. Agencies are actively monitoring transport data and auditing destination decisions to evaluate the effectiveness of implementation.

Discussion included:

- Current EMS transport patterns.
- Admission rates from freestanding emergency departments.
- Ongoing quality improvement reviews.
- Education for receiving facility staff to ensure consistent application of destination criteria.

The Board agreed that continued monitoring and data review will occur over the coming months.

C. 2027 Budget Process-Chief Gillard

Chair Gillard announced the start of the 2027 budget development process.

Budget priorities include:

- Maintaining the current funding formula.
- Providing greater flexibility within training budgets.
- Development of the proposed budget by EMS Council administrative leadership before presentation to the Council and Board for approval.

D. COPS/Training/Clinical Policies for approval-Tamarah Hoffman

Tamarah Hoffman presented several policies that have completed Medical Officer review.

COPS

Policy 2060-Destination for Cardiovascular Patients

The Board approved the County Operating Procedure related to cardiac transport and destination guidance.



MOTION by Chief Moravec to approve the COPS related to Cardiac transport and destination guidance, as presented. **SECONDED** by Chief Lagrandeur. The *motion* was **PASSED** unanimously by all members present.

Clinical Polices

Policy 2050-Controlled Substance
Policy 2080-Documentation in ESO EHR

MOTION by Chief Moravec to approve the Policies related to Controlled Substance and Documentation in ESO EHR, as presented. **SECONDED** by Chief Faucett. The *motion* was **PASSED** unanimously by all members present.

Training Policies Update

Policy 3020-ALS Training
Policy 3020-BLS Training
Policy 3050-EMS Onboarding
Policy 3060-Protocol Testing

MOTION by Chief Moravec to approve the Policies related to ALS, BLS training, EMS onboarding, and Protocol Testing, as presented. **SECONDED** by Chief Faucett. The *motion* was **PASSED** unanimously by all members present.

Policies that have been put in place as Inactive

The Board directed that Policies 3100 and 3110 be returned at a future meeting for consideration of retirement or archival, should community EMT courses remain inactive.

Policy 3100-Auditing
Policy 3110-Billing

7. Good of the Order

7. Adjournment at 9:48 AM

The next meeting will be held on August 11, 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
Dr. Herbie Dubar-KPHD
Chief Jared Moravec-BIFD
Rosie Apalisok-SMMC
Keirrie Waddington-SMMC
Chief Lagrandeur-NKFR
Suzan Price-SMMC
Chief Christian-CKFR
Chief Faucett-SKFR
Jack Reynolds-Oly Ambulance
Peneope Sapp-KCSO
John Viglo-VMFH-SED
Dr. Heather Justice-Multicare FSED

Approved 8.11.26