

NORTHWEST REGIONAL EMS COUNCIL – REGULAR MEETING MINUTES

November 14, 2019, Approved 1/9/20



REPRESENTATIVES IN ATTENDANCE:

CLALLAM

1 Keith Bogues, *Secretary/Treasurer* excused
11A
85 Derrell Sharp absent
26 Branton Byers excused
11 Joseph Rodrigues
2 Trisha Duerr excused
2A Jake Patterson
1A Daniel Montana absent

MASON

13 Tim McKern, *Vice Chair*
6 Clint Volk
6A Tamarah Hoffman
5A Carly Bean absent
87 Brandon Searles
28 Sabrina Nelson absent
13A Greg Yates absent
28A Kristyn Criss absent
5 Michael Sexton

WEST OLYMPIC PENINSULA

10 Louise Smith, *At Large* excused
15 Timothy Wade

LOCAL LAW ENFORCEMENT

65 Sky Sexton absent

OLYMPIC NATIONAL PARK

60 Jay Shields absent

CONSUMER REPRESENTATIVE

70

STATE EMS ADMINISTRATOR

Hailey Green -

JEFFERSON

3 Brad Martin, *Chair*
4 Tim Manly
27 Sarah Schadler
86 Karl Hatton

KITSAP

7 Kim Droppert, *At Large*
8 Matt Million excused
29 Mary Flick
29A Kim Petersen

MEDICAL PROGRAM DIRECTORS

47 Dr. Sandra Smith-Poling
48 Dr. Joe Hoffman
49
46 Dr. Steve Churchly absent
Dr. Danielle Whitley

NAVY REGION NW

LOCAL ELECTED OFFICIAL

COAST GUARD

PUBLIC HEALTH/PREPAREDNESS

Elya Baltazar

NWREMS STAFF

René Ralston
Lori Coleman, minute taker

VISITORS

Casey Schein, Life Flight
Mikaela Hagberg, ALNW
Steve Engle
Cindy Kratochil
Jan Glarum

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Chair Brad Martin called the Northwest Regional EMS Council meeting to order at 12:03 p.m. at The Lodge at Sherwood Village, Sequim, WA.

APPROVAL OF MINUTES

Mary Flick moved and Tim Manly seconded to approve the September 12, 2019, Regular Meeting minutes with amendments. **MOTION CARRIED.**

REGULAR BUSINESS

Chair Report – Chair, Brad Martin reported that he and other council members have been working with the Department of Health (DOH) to balance the budget. The DOH mandates that the budget be split 50/50 between Administration and Program costs. Administration funds are such that this is not easily feasible without adding in administration fees into the training budget. They worked to find a solution to do so; the budget will be presented later in the meeting for adoption. He also reported that the DOH has put out training on the “Travis Act”; all EMS providers should have this done before the end of the year.

Treasurer’s Report – René Ralston reported on: Profit and Loss Statements for September and October, FY 20 YTD; Bank Balance as of 10/31/2019 was \$36,968.13, an audit will occur post meeting today by Kim Droppert and Tim Manly. Tim McKern moved and Jake Patterson seconded to approve the Profit and Loss statement as presented. **MOTION CARRIED.**

MPD Report – Dr. Whitley, the new MPD for Clallam County joined the meeting and was introduced. She gave a brief history of herself noting that she has been in the area for 5 years, coming from Virginia, she has worked for OMC 5 years; council members welcomed her.

DOH Report – Hailey Green distributed her written report with the agenda packet to everyone. Reporting that:

Rulemaking

- The DOH is conducting stakeholder meetings to update and develop proposed language for sections of WAC 246-976. The next meeting is November 13th, 2019 2:00-3:30pm. (They are forecasted to begin review on EMS Training and Training Programs)

Education Update

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DOH Projects

- *“The American College of Surgeons conducted an assessment of Washington’s EMS & Trauma System in April 2019. The written assessment report was released this summer and offered recommendations for improvement. The Department of Health has been holding forums across the state to engage stakeholders and gather community feedback on the assessment from EMS and Trauma care providers, community members, legislators, Tribes, and others.”* The most up to

date information about the forums can be found on our DOH website as well as the final recommendations from the ACS. The next forum is scheduled for November 19th in Spokane and by request from our stakeholders they have added one more forum December 12th in Wenatchee.

Airlift Medical –

Airlift Northwest reported that: their Open House in Arlington was successful. They will be attending a Trauma Conference on 11/15/19. In Tacoma.

Life Flight reported that: Casey Schein is the new Customer Service manager for the Port Angeles region. She reported that they have been doing training with local agencies and are open to helping any agency train; contact her if your department is interested.

Region 2 PHEPR Update/Northwest Healthcare Response Network – Elya Baltazar reported that: they have an Ebola workshop coming up, contact Jessica Guidry for more information at Kitsap Public Health. They do not have any more meetings planned this year; they will resume in January. Disaster Advisory committee will resume in February; MPD's are encouraged to attend those meetings. There is a communication exercise planned for December 11th, 2019.

Olympic National Park – No Report.

Law Enforcement – No Report.

Correspondence –

- a. **DOH** - René handed out the current council roster and asked everyone to review the council list. She noted that Keith Bogues' expiration date is 2022.

Unfinished Business –

- A. **Protocol Updates** – Dr. Hoffman is revising the final draft and anticipated that they will be published in December of 2019.
- B. **Budget** – Sandra Smith-Poling moved and Kim Droppert seconded. René reported that before the motion is voted on by the general membership that there needed to be discussion about how Training Finds are divided up. This year, the funds will be equally split amongst 5 local councils; this will equal \$11,500 for each county. If some local councils do not use their training funds, as has happened in the past, the council can look at changing the way finds are split for the next budget cycle. **MOTION CARRIED.**
- C. **2020 & 2021 Executive Board Elections** – Votes were tallied. The first vote for the Vice Chair position was a tie; a discussion was held as to whether or not Proxy votes can be accepted. The group concluded that they cannot as that is not written into the By-Laws and by default, if there is a dispute that is not addressed in the By-Laws, the council is to follow "Roberts Rules of Order", and they do not allow Proxy votes. The results of the second vote are as follows:

Chair – Keith Bogues

Past Chair – Brad Martin

Vice Chair – Kim Droppert

Secretary – Tim McKern

Current At Large – Joey Rodrigues and Tim Wade

Michael Sexton moved and Clint Volk seconded to approve all votes as final. **MOTION CARRIED.** Positions take effect 1/1/2020.

In an effort to update the NWREMS Council Bank Account Signer Card Tim McKern moved and Joey Rodrigues seconded to remove Brad Martin, Tim McKern and Terry Anderson from the NWREMS bank account as signers and add Keith Bogues and Kim Droppert as the new signers on the NWREMS bank account. **MOTION CARRIED.**

D. **Kitsap Min/Max**– René is working with the DOH to update this.

New Business –

- A. **Website** – René reported that she has been working to update the NWREMS website. She is now an admin on the website and has the ability to make changes or additions. She will look into whether or not calendars can be added to help with regional communication of events such as trainings and classes.
- a. **Grant Expectations**– Rene reported that it is a Grant recipient's obligation to communicate with her (as stipulated in the Grant materials) as to when classes are being offered; this usually does not occur. She asks that members be more aware of this obligation. Members in present today asked Rene to enforce that this happens; and to bring it back to this body when grant recipients are delinquent in this obligation.

Strategic Plan –

- A. **QI Programs** - René is working on this.
- B. **Budget** – Finalized.
- C. **Training and Education Requests** – Complete
- D. **Protocols** – On task for completion.

Committee Reports –

- A. **Executive Funding** – Met, report under Chair report and budget.
- B. **QI Committee** – Undecided if there will be a future QI conference at this time.
- C. **IPPE Committee** – No Report.
- D. **Protocol Committee** – Report under unfinished business.
- E. **TED Committee** – Met today. Tim McKern reported that the TED Committee moved to approve \$11,500 per 5 local councils in the budget for training funds for the FY20 budget; Mike Sexton seconded the motion. **MOTION CARRIED.** There was discussion about reviewing funds requested and possibly only allocating for 4 local councils in the FY21 budget if data supported it.
- F. **Nomination Committee** –Voting was held today. The group discussed reviewing the By-Laws before the next election to address tie and proxy vote procedures.
- G. **State TAC/Steering Committee** – Kim Droppert reported that she and a few others attended a trauma forum through DOH; Dr. Hoffman attended as well.
- H. **Local Council Reports/System Panning and Development Issues EMS & Hospital** –
- a. **Clallam** – Local District that had Levies on the Ballots this fall all passed! District 2 hired a Deputy Chief, Justin Grider and they are interviewing for a Volunteer Coordinator position that would be filled using grant funds; currently running an EMT class; Working on implementing a Instructor Cadre of local instructors; Clallam Fire 3 received a Grant from the Sequim Dungeness Hospital Guild in the amount of \$25,303.12 for EMS training supplies; Olympic Ambulance is hosting an Advanced EMT Class at their training center; an AAR was held for the September CMCI drill and work continues as the new MPD is on-boarded.

- b. Jefferson** – Has an EMT Class coming up in January; working to get more trainings brought to the Peninsula; the hospital participated in a “shake out” drill; the hospital has a new hand and plastics doctor; the hospital identified that they only have a 3 day supply of goods at any given time and are researching options in preparation for disaster Dr. Smith Poling added that there has been a lot of research to back up the viability of expired medicines and goods, event though the have a best efficacy date they are typically good for a long time after that date and if they do go bad, the efficacy is just decreased and they will not harm anyone. She relayed that many researched feel that expired medicines and good could be beneficial in disaster preparedness kits.
- c. Kitsap** – They are finishing up an EMT class; they had about 50 attendees at their resuscitation academy yesterday; they are working to update their Ebola response plan; QI met a few days ago and the hospital remodel is on schedule. The hospital has been working with the Navy to design procedure for landing their aircraft and transporting to their new facilities.
- d. Mason** – They had an EMT class underway; an IV Tech class is coming up; they are working to meet criteria for “Travis” education and the hospital has a medical office building under construction; the plan is to move in the summer of 2020.
- e. West Olympic** – Finished an EMT Class and they are looking to hire a Paramedic.
- f. Communications** – Karl Hatten from PenCom/JeffCom reported that: They are looking to move PenCom to a location at the William Fairchild Airport, may start early in 2020; there is a special meeting in Jefferson County on the 19th to discuss regionalization; he is instructing for a resuscitation academy; they are using new QA/QI software and hoe to have a good capture of date by mid-2020 that will hopefully show that service trends are improving; he advised that they use (as does some districts in Mason County) and app called ES Chat, this app allows you to use your phone like a radio. He believes this is a very valuable, inexpensive app and strongly suggests that other district use it. Brad Martin reported that this is the first year the legislature has looked at how 911 spends funds; there was a huge push for them to spend funds on data collection studies.

GOOD OF THE ORDER

- Tim McKern thanked Brad Martin for his term as Chair and noted that a 2 year term is a huge commitment.
- Brad Martin thanked the council for the opportunity to serve.
- Brad Martin then thanked Terry Anderson for leaving the council in good shape when he took over; because of that, he feels it was easier for him to be successful on the Chair position.
- Next meeting is January 9th, 2020.

ADJOURNMENT

Tim McKern moved and Joey Rodriguez seconded to adjourn the meeting at 1:54 p.m. **MOTION CARRIED.**