

**Northwest Region EMS Council Minutes**  
**November 11, 2004**  
**Olympic Medical Center**  
**Pt Angeles, WA**

REPRESENTATIVES IN ATTENDANCE:

Clallam

Karen Blore (absent)  
Keith Bogues (absent)  
Allen Knobbs (absent)

Jefferson

Jim DeCianne  
Rolf Schumann (absent)  
Robert Moser (absent)  
Cathy Langley

Mason

Steve Anderson (absent)  
Steve Grout (absent)  
Tim McKern  
Terry Anderson  
Bob Burbridge (absent)  
Aaron Espy

Kitsap

Judy Van Hook  
Stan Plyler (absent)  
Cliff Wilson (absent)

West Olympic Peninsula

Kim Gracey (absent)  
Jonni Trettavick  
Cora Fletcher (absent)  
Elizabeth Buckingham  
Dan Druge (absent)

Medical Program Directors

Mark Eisenberg, MD  
Joe Hoffman, MD (absent)  
Sandra Smith-Poling, MD  
Steve Churchley, MD (absent)

Local Law Enforcement

Vacant

USDA Forest Service/Park Service

Dan Pontbriand (absent)

Local Elected Official

Leslie Scholfield

Consumer Representative

Edward Bentley (absent)

Naval Hospital Representative

Phil Hunt

Coast Guard Representative

Vacant

State EMS Administrator

Vacant

Department of Health

Scott Hogan

Northwest Region EMS Staff

Anice Grant  
Zita Wiltgen  
April Borbon

Visitors

Rick Gunderson  
Kim Doyle  
Michael Smith

**Northwest Region EMS Council Minutes**  
**November 11, 2004**  
**Olympic Medical Center**  
**Pt Angeles, WA**

- I. Meeting called to order by Chairperson Tim McKern at 12:00pm
- II. Approval of September 9, 2004 Minutes

<p>Terry Anderson made a motion to approve the September 9, 2004 minutes as written. Judy Van Hook seconded the motion. Motion was called with a unanimous vote to approve the minutes as written.</p>
--

- III. Treasurer Report
  - A. FY'05 YTD Budget Report

The FY'0 YTD Budget Report, which details the amount of funds spent to date, was included in the Council packet. The report shows normal expenditures and that some training has been completed and paid for. Anice will send reminders when training classes are completed so that funding can be disbursed as soon as possible.

- IV. Chairs Report (Tim McKern)

Tim thanked everyone for attending Ruby's retirement reception and also thanked the Protocol Committee for all of their efforts.

- V. MPD Report

Dr Joe Hoffman—No report was given.

Dr Mark Eisenberg—Their Council held election recently; Stan Plyler is the new Chair and Kim Doyle is the new Vice Chair. The ACLS and PALS classes have been completed. The Protocol Sub-Committee has been meeting. There are five new paramedics in their mentoring program.

Dr Sandra Smith-Poling—No report was given.

Dr Phil Hunt—Naval Hospital has been working with military regional planners to upgrade their disaster management response. There is a proposal in the works for Naval Hospital to buy into the satellite phone system.

- VI. DOH Report (Scott Hogan)

The DOH is advertising for a new Injury Prevention Specialist. Their website has been revised. The DOH is working with Walla Walla Fire District to put

together a web-based distance learning program for rural providers. The Data TAC met and NEDARK did a SWAT presentation to look at the EMS data system's strengths and weaknesses. Dick Benjamin has returned to the DOH and is now working part time on projects and policy development.

Mike Smith provided a copy of the newly revised 'Scope of Practice for EMS Providers'. He is now working on MOUs and provided a handout of the definition of Mutual Aid Agreements. Mike handed out a copy of the WMD Awareness Course Online flyer. This is the first of five training classes designed by the Committee on Homeland Security which will provide online training access for EMS providers and others. Mike provided a handout which shows how these online training classes can be incorporated into the OTEP program. Please remember that if you want to receive backfill funding for your personnel who participate in these training classes, you must first get approval from your local DEM.

## VII. Region 2 All Hazards Planning Update (Rick Gunderson)

The recent flu vaccine issue has been a good lesson for general preparedness planning. The hospital region, which includes Kitsap, Clallam and Jefferson counties, will have a regional exercise in March that will focus on an infectious disease response. The drill will also focus on how key messages will be sent to EMS and law enforcement providers.

The Council discussed the best way to get these messages from the EOC to the providers. It was suggested the messages be sent from the dispatch centers to all responders but include limited information; the providers will then be directed where to call for additional information. It was also suggested that the messages be faxed or emailed to individual stations or to the largest station in the district which could then inform other districts in their county. In addition to how messages about incidents are passed from a central point to the providers, there was also a question about how providers can communicate unusual incidents that they notice. This may be included in our protocols.

## VIII. Correspondence

### A. DOH—Tim McKern Reappointment Letter

A letter from the DOH reappointing Tim McKern to the Regional Council was included in the Council packet.

### B. DOH—Terry Anderson Reappointment Letter

A letter from the DOH reappointing Terry Anderson to the Regional Council was included in the Council packet.

### C. Updated Northwest Region EMS Council Structure

An updated list of the Northwest Region EMS Council members which includes the name of their alternate and term expiration date was included in the Council packet.

IX. New Business

A. 2005 Council Meeting Schedule

A list of the scheduled Council meetings for 2005 was included in the Council packet.

X. Unfinished Business

A. DOT/Hood Canal Bridge Closure Meeting Update.

The next Hood Canal Bridge Closure meeting is scheduled for January 7<sup>th</sup> at Jefferson General Hospital in Pt Townsend from 1-3pm.

B. RAED Grant Update

The contract for the new grant cycle is in place; there will be further discussion on this topic at the upcoming RAC meeting. The AED Needs Assessment surveys will be sent out soon.

XI. Prevention Report (April Borbon)

The Prevention Programs are carrying on as usual. The office will be reevaluating their needs in this area.

XII. Training Report (Zita Wiltgen)

The sign-in sheet/training roster which is on our website is unable to be downloaded. This will be fixed later today. King County has a new online OTEP training program. NKFR is using this training program in a pilot study. When the actual cost is determined for using this program, Zita will forward the information to all agencies. Dr Smith-Poling requested that Zita ask about a discounted price for this program for the smaller districts in our Region.

A. Protocol Committee Update

A list of Protocol Committee members was included in the packet.

XIII. Committee Reports

A. Executive/Funding Committee

The minutes from the last Executive/Funding Committee meeting were included in the Council packet. Their next meeting will be December 17<sup>th</sup>.

B. TED Committee

The TED Committee has not met; no report was given. Their next project will be updating the Regional Patient Care Procedures.

C. QI Committee

The QI Committee has not met. Their next meeting will be on January 10<sup>th</sup> to reorganize.

D. Bio-Terrorism Work Group Report

It was determined that this committee will be disbanded since we now have a Region 2 Hospital Preparedness representative attending our Council meetings. This committee will be reactivated as needed.

E. Naval Hospital Report (Dr Phil Hunt)

This report was given above in the MPD section.

F. Coast Guard Report

No report was given.

G. Olympic National Park

The EMT Refresher course went well.

XIV. Local Council Reports

A. Clallam—Their EMT class is ongoing.

B. Jefferson—The EMT class finishes today. Their 911 levy passed. They are addressing the issue of updating their bariatric patient transport system.

C. Kitsap—This information was given in the MPD report above.

D. Mason—Training Coordinator Steve Grout has stepped down; Terry Anderson was recommended for this position. The next EMT class begins on February 15<sup>th</sup>. The LMA pilot project is going well. They are having three mandatory instructor trainer workshops which will focus on teaching techniques.

E. West Olympic Peninsula—Their Council Chair has accepted a new position in Anacortes.

XV. Other

## Election of Officers

Terry Anderson made a motion to keep the same slate of officers for the upcoming term. Sandra Smith-Poling seconded the motion. The motion was unanimously approved.

## XVI. Adjourn

The meeting was adjourned at 1:00pm.