

**Northwest Region EMS Council Minutes**  
**May 8, 2003**  
**Olympic Memorial Hospital**  
**Port Angeles, WA**

REPRESENTATIVES IN ATTENDANCE:

Clallam

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

Mason

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

West Olympic Peninsula

Kim Gracey  
Jonni Trettevick  
Cora Fletcher (absent)  
Elizabeth Buckingham (absent)

Local Law Enforcement

Vacant

Local Elected Official

Leslie Scholfield (absent)

Naval Hospital Representative

Michael Danenberg

State EMS Administrator

Shane Sanderson (absent)

Northwest Region EMS Staff

Anice Grant  
Zita Wiltgen  
Ruby DeSantis  
April Borbon

Jefferson

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

Kitsap

Judy Van Hook (absent)  
Stan Plyler (absent)  
Cliff Wilson—Alt (absent)  
Sherrie Shafer (absent)  
Linda Potter (absent)

Medical Program Director

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

USDA Forest Service/Park Service

Dan Pontbriand

Consumer Representative

Edward Bentley (absent)

Coast Guard Representative

Art French (absent)

Department of Health

Julie Kitten

Visitors

Butch Lundin  
Aaron Espy  
John Szymanski

**Northwest Region EMS Council Minutes**  
**May 8, 2003**  
**Olympic Memorial Hospital**  
**Port Angeles, WA**

- I. Meeting called to order by Chairperson Tim McKern at 12pm.
- II. Approval of March 13, 2003 Minutes and Agenda

Robert Moser made a motion to approve the minutes as written. Kathy Langley seconded the motion. Motion was called with a unanimous vote to approve the minutes as written.
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- III. Treasurer Report

- A. FY'03 YTD Report (Attached)

The FY'03 Report, which details our year-to-date financial status, is attached. Please remember that all training for this fiscal year must be billed prior to June 30<sup>th</sup> so that payment can be made prior to the end of our fiscal year.

- IV. Chairs Report (Tim McKern)

The office has been very busy over the past two months with a variety of projects which will be detailed later in this meeting.

- V. DOH Report (Julie Kitten)

DOH recently held two successful recertification workshops. The decision on whether to have recert periods by birthdate or by agency is still pending but will be decided by January 2004.

Needs grant forms are being updated and will be completed in time for this next grant cycle.

The DOH is waiting for the state budget which should be approved soon.

A date for the official start of ALS/ILS OTEP has not been set however Julie will email this information as soon as it becomes available.

- VI. Region 2 Bio-Terrorism/Smallpox Update (Rick Gunderson)

Stage One of the smallpox vaccination program should be completed in Washington state by May 31<sup>st</sup>. Approximately 500 civilians have been vaccinated statewide, including 39 public health and hospital workers in Region 2.

At this time, Washington State has not determined if or when stage 2 of the vaccination program will be implemented.

The amount of the HRSA grant for next year will be \$10 million for Washington State. The amount of the CDC grant for Washington State will be \$70 million. It is the goal to have projects funded by this money be cooperative and interoperable. More details on this new round of funding will be provided at a later date.

Rick introduced John Szymanski who is now the Homeland Security Coordinator for Region 2.

## VII. Correspondence

### A. Neah Bay Public Safety Letter of Appreciation (attached)

A letter from the Neah Bay DARE officer is attached thanking Ruby for providing an Intoximeter to his agency.

## VIII. New Business

### A. FY'04 Funding/Executive Committee Recommendation Budget Approval (attached)

The FY'04 operating budget, including the FY'04 training budget, which was approved by the Funding Committee on April 11, 2003 is attached.

Robert Moser made a motion to approve the budget as presented. Kim Gracey seconded the motion. A vote was called and the motion was unanimously approved.
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### B. Data Summit

There is an EMS Data Summit scheduled for September 18 and 19 at the Coast Wenatchee Center Hotel in Wenatchee. A three-year grant is providing funding for this project which will focus on collecting all EMS data. Our region will send 12 people (three to four per county) and all rooms and meals will be provided. If you would like to represent our region at this summit, please contact Anice.

Joe Hoffman made a motion to give priority to hospital data personnel to attend this summit. Steve Hillman seconded the motion. A vote was called and the motion was unanimously approved.
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## IX. Unfinished Business

### A. Hospital Preparedness Plan Report

The final hospital plan draft will be completed and mailed to all participants for final review next week. Our final hospital meeting will be on May 27 for sign-off on the plan by the required agencies. Anice will email a MOU draft for possible use by the hospitals.

### B. RAED Grant

Our region will be receiving 17 AEDs by May 29<sup>th</sup>. The application for the second round of grant funding for AEDs is due by June 6<sup>th</sup>. A survey has been sent to the rural agencies in our region and should have been returned to the Regional EMS office already so that Anice can determine which agencies will be next in line to receive AEDs through the next round of grant funding. Anice has three public access AEDs available; contact her for more information.

### C. DOT/Hood Canal Bridge Closure

A meeting for all agencies, including DOT, DOH, the MPDs and Airlift will be scheduled in July to further discuss the bridge closure plans. Anice will send an email to all participants in late June about the meeting.

### D. Trauma Plan Update

The Trauma Plan has been reviewed and there are only minor format changes that need to be made. The staff will be attending a DOH plan format workshop this summer.

## X. Prevention Report (Ruby DeSantis)

Ruby has distributed 1008 helmets to fire and police agencies in the region through the Helmets for Youth program. She has some additional helmets left over so if you need any, give her a call. Ruby has also distributed 8500 15-minute calling cards to area seniors through the Sober Roadways program. She has additional cards left over, so contact her if you need these also.

Anti-DUI posters should be appearing in your weekly newspapers throughout the region soon.

Dave Sue and Dave Salmon did a wonderful job coordinating the recent Grim Reaper presentation at Sequim High School. This project required a lot of time and effort and was very well received.

## XI. Training Report

Zita's training report, which outlines the various projects she has been working on is attached. The new OTEP is completed. The new inventory system is working well. The protocol committee has had their first meeting; their next meeting will be May 14<sup>th</sup>. If there are any changes you would like to see made to the protocols, contact Zita and she will forward your requests to the committee.

An EMS instructor course has been scheduled for August 9-13 at the Seabeck Conference Center in Kitsap County. This course is required for all SEIs. Please let Zita know which of your instructors will be attending as soon as possible. Also, Zita would like all MPDs to send their list of approved SEI's to her as soon as possible.

## XII. Committee Reports

### A. Executive/Funding Committee

Minutes from the April 11<sup>th</sup> meeting are attached.

### B. TED Committee

Minutes from the March 13<sup>th</sup> meeting are attached.

### C. QI Committee

Minutes from the March 13<sup>th</sup> QI Committee are attached. Due to changes in the HIPPA regulations, items in the minutes about case reviews will not have any information that can identify the patient.

### D. Bio-Terrorism Work Group Report

They have not met recently. The name of this committee has been changed to the All Hazards/Disaster Work Group to more accurately reflect the nature of their work.

### E. Naval Hospital Report (Dr Mike Danenberg)

About 150 staff members will be returning to the Naval Hospital in the next few weeks. Currently transfers have been reduced and the hospital should be back up to full speed by the end of the month.

### F. Coast Guard Report (Dr Art French)

No report given today.

### G. Olympic National Park (Dan Pontbriand)

Dan is currently working on the EMS plan for the park; he is seeking input for the QA portion of the plan. Sam Baker is now the park's medical

advisor. The park service's goal is to have all park rangers be certified EMTs. Due to budget cuts, the park will be short staffed this summer.

### XIII. Local Council Reports

- A. Clallam—An EMT class is ongoing.
- B. Jefferson—A First Responder class is almost finished.
- C. Kitsap—Linda Potter has resigned from Olympic Ambulance so will no longer be a NWR council rep. The groundbreaking for the new emergency center in Bremerton will be June 6<sup>th</sup>. Harrison Hospital is continuing work on their ER expansion.
- D. Mason—They are hosting a RTLS course June 14 and 15 at MCFD #4 and they are expecting approximately 60 participants.
- E. West Olympic Peninsula—Training is ongoing. There was no meeting last month.

### XIV. Other

EMS Week is May 18-24. If you have any events scheduled for EMS Week, please let the NWR office know so we can publicize them on our website.

### XV. Adjourn

The meeting was adjourned at 1:00 pm.