

# Northwest Region Ems Council Minutes

May 12, 2011

The Lodge at Sherwood Village

Sequim, WA

Approved 9/8/11

## REPRESENTATIVES IN ATTENDANCE:

### Clallam

Karen Blore  
Keith Bogues, At-large  
Cliff Wilson  
John Wright (excused)  
Greg Waters  
Bryan Swanberg (absent)

### Mason

Terri Gushee (absent)  
Kym Yates (absent)  
Tim McKern, Past-chair  
Denise Mcdevitt (absent)  
Jeromy Hicks (absent)  
Jess Fulkerson

### West Olympic Peninsula

Patricia Hutson (absent)  
Louise Smith (absent)  
Rebecca Wilson, At-large

### Local Law Enforcement

Vacant

### Local Elected Official

Leslie Scholfield

### Naval Region NW Representative

Terry Anderson (excused)

### State EMS Administrator, DOH

Scott Hogan (absent)

### Northwest Region EMS Staff

René Williams

### Jefferson

Jim DeCianne (absent)  
Robert Moser, Sec/Treas. (absent)  
Colleen Rodriques  
Tim Manly (absent)  
Gordon Pomeroy  
Jim Vaughen

### Kitsap

Kim Doyle, Vice Chair  
Joe Repar, (absent)  
Mary Flick  
Steve Engle, Chair  
Mike Wernet

### Medical Program Directors

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

### USDA Forest Service/Park Service

Tim Saskowsky (absent)

### Consumer Representative

Vacant

### Coast Guard Representative

Vacant

### Region 2 Public Health

Jessica Guidry (absent)

### Visitors

Coral Wheeler	Barb Lovato
Deborah Teuber	Chris Wayman
Frances Greaves	Sabrina Lyons
Scott Berry	Jim Vaughen

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Meeting called to order by Chairperson Steve Engle at 12:10 p.m.

I The CISM presentation has been postponed until September.

II Approval of Minutes

A. March 10, 2011

A motion was made to approve the March 10, 2011 minutes. The motion was seconded. Motion was called with a unanimous vote to approve the minutes.
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III Chair Report

Rene gave an update on her activities. Rene spent approximately 320 hours tying up loose ends, meeting with the auditor and filing a civil suit on March 10 against Anise.

Steve went out to Forks to help with their stroke protocols.

IV Treasurer's Report

During Executive Session, Becky and Moe audited the Treasurer's Report. The balance is \$19,952.43 and there is a \$33,032 payment pending.

The loan that was to be used for pay for vacation hours for Anise will not be used and the loan will be paid back.

The Visa card was turned off and Rene is looking at getting another Visa card.

V MPD Report

Dr Caffers (??). The stroke and stemi from state, continuing to work on protocols.

Dr. Smith-Poling reported that Neah Bay, Clallam Bay, Seiku will meet to figure out how to better serve that area and improve care.

VI DOH Report

Scott -- absent

VII Airlift Northwest Report

No report

- VII Region 2 PHEPR (Public Health Emergency Preparedness & Response) Update  
Jessica reported that they are meeting to update the Strategic Planning project. They are rethinking the coalition.

The Asper grant ends June 30. Asper cuts will be 1 – 3 %.

A comment was made that Jessica is doing an excellent job and everything is working very smoothly.

- IX Naval Region Northwest Report  
Scott Berry reported that all EMTs are moving up to A A-EMT level.

- X Coast Guard Report  
No Report

- XI Olympic National Park  
No report

- XII Correspondence

A. Rene encourages everyone to get on the “list” for voting rights and encourage others to become members.

B. Rene and Steve summarized a letter from the State Auditor.

- 501C3 to go to a quasi-municipal bars accounting system.
- Directors and/or Treasurers to attend monthly meetings for training
- Bring back 3 – 5 questions from the body

Karen Blore asked what benefit is this to our group?

Rene responded that we will be auditable. This will take about two years to convert.

Keith Bogues commented that the change out will operate like a county.

Gordon Pomeroy commented that the scenarios will cost money. Gordon would like to look at various fire department programs that uses bar codes such as Stewart Ganzer payroll reporting.

Cardiac and Stroke Conference is scheduled for May 17 all day at the DoubleTree Inn.

- XIII Unfinished Business

- XIV Staff Reports

- A. Rene reported that they are scheduled for an IRS conference call. We have a \$32,000 outstanding debt to the IRS.  
Rene reported that the office is almost moved out of the old office. They still need to dispose of many items (lap tops, furniture, etc.)
- B. Rene reported that a private person opened her own DUI panel and removed Kitsap's name from the providers list. Rene has since corrected this issue.  
During January-February-March there were 364 paying adults \$14,560. Speaker fees, mileage, and payment to have someone set up chairs for meetings were \$5,459.06.

Steve thanked Ron and Rene for their man hours to find out who this lady was and make corrections.

## XV Committee Reports

### A. TED Operations

The Committee met this morning and talked about stroke and stemi operating procedures. Rene needs copies of stroke and stemi MPD approved and state approved protocols. County operating procedures are part of Regional Care Procedures which is part of the Regional Plans.

Brian Swanberg is holding a paramedic refresher October 7, 8, & 9 and October 20, 21, and 22.

Protocol meeting May 20.

### B. QI Committee

Harrison Hospital will hold a fall conference, \$25 per person, and they will accept 70 people for the conference.

### C. IPPE Committee

No meeting

### D. Planning Committee

No meeting

### E. Local Council Reports

#### 1. Clallam

Keith reported that 14 people completed a recent EMT class

Expanding Olympic Memorial Hospital's Emergency Room has been put on hold.

#### 2. Jefferson

Completed EMT classes for the year. Discussion on recent unusual intubation procedure was held.

Gordon asked if training money can be used for equipment. Rene responded that training funds can be used for training and supplies and equipment.

3. Kitsap

Dr. Bennett will be resigning in June. They will be downsizing the EMS staff. An EMT class was completed with 95% pass rate.

Harrison feels they need a MOU with hospitals and EMS groups. Discussion on this issue was done. An MOU suggests that each county needs to sign a MOU. MOU needs to be revised.

4. Mason

Mason is helping Grays Harbor with stroke and stemi protocols. Their EMT has been completed.

5. West Olympic Peninsula

Held an EMT class in Forks and Clallam Bay

XVI New Business

A. A private company filed to add an EMS ambulance for MCFD #16.

A motion was made to table discussion until more information could be obtained. The motion was unanimously approved.

B. Operational Budget

A motion was made to table budget discussion. The motion was unanimously approved.

C. Training Budget

Rene distributed copies of the 2012 Proposed Annual Operations Budget and FY2012 RFP Training Requests. Much of the information was given by Susan Craft.

- Federal grant dollars, what comes in and what goes out.
- Program fees for three DUI panels per month including mileage and setting up fees.
- Payroll liabilities \$33,000 for back taxes; \$7,000 payroll
- State Auditor Janet Castle, charges for audit  
Approximately \$78.60 X 280 hours = could be as much as \$28,000
- Process server \$10,000 attorney; \$1,000 annual account; \$1,000 text support
- Council support  
\$300 X 6 mileage only to non-affiliated members  
\$500 council support to each county
- Meeting expenses – \$300 quarterly meeting at The Lodge
- Program Supplies – DUI panels, EMS, copies, miscellaneous
- Miscellaneous – water tank rental, past due bills
- DUI panel income – based on 70 people attending \$40 per person

A motion was made to approve the budget. Motion was seconded. The motion was

unanimously approved.

Keith Bogues made a motion to give each county \$8,000 each and let each county spend their budget at will. A discussion was held. Keith withdrew the motion to give each county \$8,000 for training. This will be discussed further at the next meeting.

Rene will develop a reallocation form for accountability as proof of spending.

A motion was made to move the \$40,000 equally across the five local counties. The motion was seconded and motion was unanimously approved.

XVII Good of the Order

Rene will work with Coral to send out the agenda in a timelier manner.

XVIII Other

No meeting will be held July 14

The next meeting will be held September 8, 2011 at noon at The Lodge in Sequim.

XIX. Adjourn

The meeting at 2:39 p.m. Cliff Wilson second the motion. The motion was unanimously approved.