

# Northwest Region EMS Council Minutes "Special Session"

October 8, 2010

The Lodge at Sherwood Village  
Sequim, WA



## REPRESENTATIVES IN ATTENDANCE:

### Clallam

Karen Blore  
Keith Bogues  
Cliff Wilson  
John Wright  
Gregory Waters

### Mason

Terri Gushee (absent)  
Kym Yates (absent)  
Tim McKern  
Denise McDevitt (absent)  
Richard Knight (absent)  
Jeromy Hicks (excused)  
Jess Fulkerson (excused)

### West Olympic Peninsula

Patricia Hutson (absent)  
Louise Smith (excused)  
Rebecca Wilson  
Jim Lays (absent)

### Local Law Enforcement

Vacant

### Local Elected Official

Leslie Scholfield (excused)

### Naval Region NW Representative

Terry Anderson (excused)

### State EMS Administrator

Scott Hogan

### Northwest Region EMS Staff

René Williams  
April Borbon (excused)

### Jefferson

Jim DeCianne (absent)  
Robert Moser  
Colleen Rodrigues (excused)  
Tim Manly (absent)  
Gordon Pomeroy (excused)

### Kitsap

Kim Doyle  
Stan Plyler (absent)  
Mary Flick (absent)  
Steve Engle  
Mike Wernet  
Joe Repar (absent)

### Medical Program Directors

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

### Visitors

Bryan Swanberg	Cris Craig
Barb Lovato	Jay Lovato
Steve Vogel	Robert Low
Laura Jull	

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- I. Meeting called to order by Chairperson Steve Engle at 11:38am.
- II. Introductions
- III. Suspension of the Approval of past minutes
- IV. Summary of occurrences over the last 3 weeks

September 15, Steve received phone call from Mike Lopez, DOH regarding Fiscal Monitoring review of PHEPR grant. September 17, Steve had a conference call, he was told of Grant monies available and was told of finding to not be accountable to what PHEPR was available. Steve was not made aware of Grant Monies or that Anice was listed as a vendor of this grant money. Steve noted that Anice had complete and sole authority of how the grant was spent. The review process noted that Accounting procedures in the office were not what was expected by Federal Grant processes. Until the Grant could be reconciled it was decided that PHEPR monies would be suspended. September 20 Anice was asked to return to the office. Anice was asked to produce documents expected for the review, and Anice was placed on Administrative leave. Locks to the office were changed. September 23 Tim, Steve and Kim met with 6-7 DOH representatives to explain an overview of the PHEPR grant. Fiscal monitoring review, and results were also explained at this time. September 24 an Executive Meeting was held. It was decided to keep Anice on Admin leave, to remove Anice from any bank accounts. October 1, Steve, Rene, Laura, Peggy, Jennifer and Anne all met at Harrison Hospital to get better clarification of PHEPR grant, they also participated in a conference call explaining PHEPR fiscal monitoring processes and findings. There was a lot of discoveries in the office that raised red flags. October 6, Steve met with a Bremerton PD investigator. This DOES NOT mean that a crime has been committed. An investigation will be done and findings will be shared. PHEPR work HAS been done, the Accounting process is what is under question. Steve shared a document that states that we have to present a procedure of our bookkeeping process in order to receive the Grant money back to our region.

- V. Question and Answer Session

Laura Jull explained the process of the division of monies. Jessica reported that as of 2 years ago NWREMS contracted directly with DOH rather than thru Kitsap County Health District.

VI. Executive Session

Motion to move into executive session by Tim McKern for 30 minutes to discuss personnel issues. General session will resume at 1:00. General session reconvened at 1:05. Findings: Joe Hoffman made a motion to terminate Anice Grant, seconded by Karen Blore.

VII. Interim Position

Cliff Wilson made a motion to assign Rene' Williams as Interim Administrative position, seconded by Joe Hoffman. Keith proposed to retain her \$24.78/hour in addition to Health insurance. Overtime to be approved by Steve in advance. Review again January 1, 2011. An amendment to the motion at Rene's request to continue reimburse medical expense at the full value of \$637 per month during this interim time. Moe made the motion to approve and Keith seconded.

VIII. In closing

Steve stated that he will make a phone call to Anice to make arrangements to meeting her and another Executive Member will listen in on the call.

Steve asked that Anices termination be kept confidential until they have had time to speak to her directly.

IX. Good of the order

Nothing

X. Adjourn

Motion to adjourn by Moe Moser at 1:45, seconded by Cliff Wilson