North Region EMS & Trauma Care Council  
325 Pine Street, Suite A, Mount Vernon, WA 98273  
(360) 428-0404 Office / (360) 336-9236 Fax

Regional Council Meeting

Thursday, April 21st, 2011  
Skagit 911 Center Training Room  
12:30pm-2:00pm

PRESENT:

<table>
<thead>
<tr>
<th>Name</th>
<th>Council Affiliation/Agency</th>
<th>County</th>
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<tbody>
<tr>
<td>Rick Kowsky</td>
<td>Council Chair/Washington Ambulance Association</td>
<td>Whatcom</td>
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<tr>
<td>Mik Preysz</td>
<td>Education Committee Chair/Orcas Island Fire Department</td>
<td>San Juan</td>
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<td>Paul Zaveruha</td>
<td>Island County MPD</td>
<td>Island County</td>
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<tr>
<td>Bob Eastman</td>
<td>Council Secretary/Snohomish County Fire District 1</td>
<td>Snohomish</td>
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<tr>
<td>Therese Williams</td>
<td>Regional Council Member/Bellingham Technical College</td>
<td>Whatcom</td>
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<tr>
<td>Roger Meyers</td>
<td>Whidbey General Hospital</td>
<td>Island</td>
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<tr>
<td>Marie Meyers</td>
<td>Whidbey General Hospital</td>
<td>Island</td>
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<tr>
<td>Jerry Martin</td>
<td>Prehospital Rep/Whatcom Fire District #7</td>
<td>Whatcom County</td>
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<tr>
<td>Anthony Christofferson</td>
<td>Northwest Ambulance</td>
<td>Snohomish County</td>
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<tr>
<td>Tyler Dalton</td>
<td>Skagit Valley Hospital</td>
<td>Skagit</td>
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<td>Dr. Sullivan</td>
<td>San Juan MPD</td>
<td>San Juan</td>
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<td>Dr. Slack</td>
<td>Skagit MPD</td>
<td>Skagit</td>
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NOT PRESENT:

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Earl Klinefelter</td>
<td>Treasure/Skagit County EMS Commission</td>
<td>Skagit County</td>
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<tr>
<td>Lainey Volk</td>
<td>1st Vice Chair/San Juan County EMS</td>
<td>San Juan</td>
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GUEST:  
NONE

COUNCIL STAFF:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Claus Joens</td>
<td>NREMS Executive Director</td>
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<tr>
<td>Martina Nicolas</td>
<td>EMS and Trauma Coordinator</td>
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<tr>
<td>Brittany Litaker</td>
<td>APR/WSHA Coordinator</td>
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CALL TO ORDER AND INTRODUCTIONS:

Rick Kowsky, Council Chair’s called the meeting to order at 12:40pm and introductions were made.

APPROVAL OF MINUTES & REVIEW OF HANDOUTS:

The Regional Council minutes from the February 17th meeting were approved with no changes. Handouts includes: Updated Deliverable Worksheet, Plan Change Proposal, Regional Retreat Registration, and NREMS profit/loss statement.

EXECUTIVE BOARD UPDATE:

The Executive Board met in Executive Session to follow up on some personnel issues which they agreed to go over in a final report which will be presented in June.
REVIEW OF PROFIT /LOSS
Martina presented the information in the profit/loss statement on behalf of Treasurer, Earl Klinefelter. Martina reported our professional service section has continued to be high due to additional bookkeeping costs related to the submission of our invoice to WSHA for work done July 2010- March 31, 2011. This has been submitted to DOH and we should receive $13, 954.89 directly deposit from WSHA in the next month. Food and Beverage was a little higher due to our QI Forum. Martina also reported we were on time with our April 15, 2011, Exhibit B report, which means we were approved for a payment of $32,032.00 from DOH for our EMS and Trauma Systems grant.

RAC/DELIVERABLES
Bob Eastman briefly highlighted the issues talked about at the RAC meeting. He explained the State Auditor and DOH talked about our Regional Offices and whether they were subject to the State Audits. It was stated in a letter from the Attorney General, they do have legal authority to audit the Regional Councils. What this means is this puts the Regional Council under the same category as Fire Districts, Conservation Districts, and Libraries. Bob stated we will most likely be required to use the BARS account structure but there is more to come. The RAC meeting for the next several meetings will focus on this subject of Regional Council’s being subject to Audits and what this mean for the structure of the Regional Offices and how they conduct business.

Martina reported we have one addition to our plan which is to submit an annual budget and a semi-annual report to DOH with our regular bi-monthly report.

DELIVERABLE WORK
- FY 2011-2012 Injury Prevention Mini-Grant was posted on the Website in the Injury Prevention Section of the Website.
- CBT grant reimbursements are being process and we are now currently accepting CBT grant proposals for FY2011-2012.

PLAN CHANGES
Martina reported on the plan change for the WEMSIS section of the plan. The plan change is to better align our timelines with the State Strategic Plan.

Motion: Therese Williams
Second: Mik Preysz
Approved

Whatcom County Plan Change brought forward by Rick Kowsky includes new identification. This is due to some consolidation of fire districts.

Proposed changes include:
- BLS Aid=Min=0, Max=2, current 2.
- AID ALS & ILS=0
- BLS= Min=10, Max 15, current 13.
- Ambulance ILS= 0
- ALS= Min=1, Max 2, current 1

Motioned: Bob Eastman
Second: Therese Williams
Approved
REGIONAL RETREAT MAY 23RD & 24TH
Martina reported we will be working on the NREMS Strategic Plan and updating it to add work for the 1 year Contract Extension given by DOH. We are required to add work to the plan so the purpose of the Retreat is to go through each section of the plan and decide what areas we need to focus on and what are needs for the Regional that we can address with next year’s funding.

REGIONAL EXERCISE
The Region 1 Health Care Coalition will be conducting its second phase of their 3 year disaster preparedness plan. This year’s exercise is also an earthquake drill the command center will be the Arlington Airport. This will be a functional exercise with each hospital participating simultaneously with table top exercises. We are supporting Public Health and the HCC in facilitating this exercise on May 18th, 2011. Pierce County will also be running a drill the same day but it is not part of our Regional Exercise.

FROM THE FLOOR:
Martina asked the board to clarify what should be brought forward to the board and what can just be approved by the Executive Director. The Board suggested all changes made to the Policy and Procedures Manual be made and sent out to the Council for review and electronic approval.

Approval of purchases under a specific amount can be made by the Executive Director. All other purchases such as computers or equipment, as stated in the policy and procedures manual must be brought forward to the Regional Council for approval. If it is not a budgeted item the Regional Council Chair must approve the purchased.

Nominating Adhoc Committee
Rick stated we need to form a nominating board for positions open on the board. The committee agreed to meet during the Regional Retreat and accept nominations at the time, and then conduct elections on June 16, 2011. The chair will appoint an adhoc nominating committee yearly. The duties will be the adhoc committee shall select a slate of office consisting of at least one nominee for each position for presentation to the council at the regular meeting prior to the end of the year meeting. The board shall nominate at least one nominee for any office vacated at least 15 days prior to the regular meeting at which the election is to occur.

QI Forum
Mik stated the QI committee is missing an important part of the trauma system which is the Prehospital side. There is a very functional group but they are missing key elements that come from the Prehospital side regarding patient data, and patient tracking information in the trauma registry. Mik wanted to encourage the council to attend these meetings so we can address issue that come up in the transition from Prehospital services to the hospital care.

NREMS Audit
Rick explained the State Auditor’s office is currently investigating some financial concerns at the NREMS office. The price of the audit will cost 6,500.00. There is an appearance of some financial inconsistencies and these will be released in a formal report by the SOA in June.

NEXT MEETING
Skagit Valley Casino
May 24th, 2011
8:00am to 12:00pm
GOOD of the ORDER:
Having no further business, the meeting was adjourned at 2:00 p.m.

Respectfully submitted by Martina Nicolas, Program Coordinator