



**EMS Administrative Board
Strategic Planning
June 10, 2019**

1. Open the meeting

2. Introduction of attendees:

Board Members in Attendance:

Norm Childress, County Commissioners	Les Riel, Fire Commissioners
Dave Lynde, Ambulance Representative	Julie Schilling, Mayors
Tammy Pettis, Hospital Representative	

Alternate Board Members in Attendance:

Joel Byam Fire Chiefs	Nathan Craig Fire Chiefs
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Board Members Absent:

Gary Hanna, Fire Chiefs	Phil Nelson, Fire Commissioners
Ben Maltz, MD, Medical Program Director	Tom Sevigny, Fire Commissioners
Aaron Markham, Fire Chiefs	Tim Smith, Fire Chiefs

Department of Emergency Medical Services

Diane Koch, EMS Office Specialist	Tony Miller, ES Director
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Department of Emergency Medical Services Absent

Wendy Moudy, EMS Operations Manager

3. Strategic Planning

Last time we reviewed this was 2016. Take a look at the SWAT Analysis again.

Strengths:

- ✓ 5 years until next Levy – Funding Guaranteed for next 5 years
- ✓ Qualified/responsive director
- ✓ Excellent facility to accommodate the needs of the office
- ✓ Manageable, invested Administrative Board
- ✓ The group as a whole want the EMS office to have the best training in Washington State

Weakness:

- ✓ Director is shared between 2 departments
- ✓ Not having a current Strategic Plan/Mission/Goals and Objectives
- ✓ Participation of Board members have improved – we need to keep it here, as if we let up on it then we could slide back
- ✓ Cliff notes version of bylaws needed – Welcome/Orientation Packet (include terms/bylaws/strategic plan/meeting dates/overview or summary)
- ✓ Evaluations of board members. Not enough feedback. Lack of response.
- ✓ Need more feedback on training. Suggestion to build a survey and send with instructors when they go out to workshops and make it a requirement that providers/students must fill out a survey.
- ✓ Getting the experts in for training videos. Expert will say “yes” and then at crunch time it is hard to get them nailed down.
- ✓ Find someone to replace Alex when he retires 2 years. Alex does all of our filming and video editing and he understands EMS. Suggestions of other places to look: PNWU, Central, YV Tech, YVCC, YPac.



Opportunities:

- ✓ Passing another levy in 2022 (levy expires in 2024) with significant voter approval.
- ✓ Re-evaluate the levy formula. Should be on Admin Board agenda from now until passed. If we any changes are made to the amount or length of the levy, then a super majority will be required. If it stays the same at 0.25/1000 and 10 years, then a simple majority is needed. This also needs to be discussed at everything fire commissioner, fire chiefs and city council meetings.
- ✓ Expand the role/more involvement of the MPD (has never attended the Admin Board and local EMS Council)
- ✓ Review of bylaws – discussion on the best resource to find additional elected official representatives best place to find representatives and whether it could be someone appointed to the position by an elected official.
- ✓ Welcome Packet for new members that include bylaws and an over view of the board.
- ✓ Number of available instructors, workload of EMS office. Tony says he has not had to teach once this year. We have younger group of enthusiastic instructors.
- ✓ Continue to seek potential grants.
- ✓ Expand on our DEMS training/education programs – better training – easier access
- ✓ Provide a clear and concise performance evaluation of the Director
- ✓ Consider providing a couple of ALS training courses for a fee to offset costs.

Threats

- ✓ Not getting levy passed in the future
- ✓ Fire Districts leaving the DEMS program
- ✓ Loss or decrease of Revenue
- ✓ Unfunded mandates from Legislators
- ✓ Increasing the amount of training required for initial certification, having to take the NREMT exam
- ✓ Increasing amount of training required for maintain certification
- ✓ Loss of OTEP and the ability to produce our own
- ✓ Loss of our MPD or Director
- ✓ Lack of adequate staffing

4. Next Meeting: August 14, 2019, 9 am at the EMS Office.

5. Adjourned.