

**SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1**  
**Board of Commissioners**  
**Regularly Scheduled Meeting**  
**Wednesday, February 25, 2015**

**Commissioners Present:**

Commissioner Michael Edwards - Chair  
Commissioner Lenore Bayuk  
Commissioner Mark Schwinge  
Commissioner Rosanna O'Donnell  
Commissioner Mike Taylor

**Others Present:**

Pamela Hutchins  
SJCPHD#1 Superintendent  
  
EMS: E. James Cole  
SJIEMS Administrator

**By Phone:**

**Absent:**

**CALL TO ORDER:**

Commissioner Edwards called the meeting to order at 5:00 pm.

**CONSENT AGENDA:**

➤ **Approval of January 21, 2015 Regular Meeting minutes**

➤ **IIMC Warrants**

<b>A/P Warrants</b>	<b>total \$</b>	<b>41,501.43</b>
<b>Payroll</b>	<b>total \$</b>	<b>222.78</b>
<b>Payroll Liabilities</b>	<b>total \$</b>	<b>17.04</b>
<b>Electronic transfers for payroll taxes</b>	<b>total \$</b>	<b>18.15</b>

➤ **SJIEMS Warrants**

<b>Payroll</b>	<b>total \$</b>	<b>109,936.35</b>
<b>A/P Warrants</b>	<b>total \$</b>	<b>111,282.43</b>

**Commissioner Edwards asked for a motion to accept consent agenda items, Commissioner O'Donnell --- so moved, seconded by Commissioner Schwinge ---, unanimously approved.**

**IIMC FINANCIAL AND OPERATIONS REPORTS:** Pamela Hutchins presented her financial and operations report.

## Financial Reports

- Cash Report – January total receipts were \$5,922 of which \$5,922 were tax revenues.
- Disbursements totaled \$41,724 which included \$41,483 payables, \$223 payroll, and \$18 in payroll taxes. Payroll consisted of commissioner wages and Pamela Hutchins 6 hours of work done on the Northwest Washington and Southeast Alaska telemedicine grant. The total cash available at the end of January with cash on hand was \$753,130.
- Review of Financial Performance in February, 2015: Please see attached Financials for the month of February.

## Operational Report

PeaceHealth Peace Island Medical Center is going to submit a Letter of Understanding stating that they are in agreement with the San Juan County Public Hospital District #1 that their reports for the Semi Annual Subsidy will take place in July and January when they have their mid-year and yearend figures. From those reports the payments for the Semi Annual Subsidy will also take place in July and January instead of June 15 and December 15 as stated in the Subsidy Agreement. This change in dates will allow proper budgeting of the payments.

Commissioner Edwards asked for a motion to approve the PeaceHealth Peace Island Medical Center Letter of Understanding. Commissioner Taylor voted in favor of the Letter of Understanding; Commissioner Schwinge seconded the motion; all were in favor.

After 13<sup>th</sup> month entries by the county, tax revenues closed the year 2% under what was budgeted for 2014 instead of 5% under budget.

Andgar Corporation had to come out to service the heating and a/c at the Inter Island Medical Center. One of the units developed ice on the outside of the unit. A new part had to be put in to solve the problem. They did regular maintenance on all the units.

## **EMS FINANCIAL AND OPERATIONS REPORTS:**

EMS had 121 calls. This was quite a busy January with it being the second busiest January by 1 call. Average call from page out to ambulance out the door is about 1.5 minutes. August 1 through the end of January is more in EMT stipends by \$16,000 but worth it for assured response. It still stays within the budget. A little over budget in spending because of upfront payments to insurance and etc. Our exact beginning cash from county will come in March. We have about \$340,000 more in revenue for 2014. We look to put money in the capital asset fund for use on vehicles and some in a building and maintenance fund. State Auditors would like 2 months of operating cash which is about \$700,000 and we will be under that. We identified in the new budget the ground and air components to make it easier to understand our budget. We look at historical costs for shared costs. The 2015 budget needs to be an extremely open budget for internal use and external for community. The bulk of the roll over came from the sale of old EMS building. Hopefully at some point we will sell the IIMC building. We have to remember that we have to get through 2016 with our cash. The EMT association put out their press release to ask for public assistance to match their funds for a new ambulance. A few weeks later the additional cash total was given from the county and because of budget cuts and unexpected revenue we had an additional \$340,000. It would be helpful for the budget to still receive the \$80,000 of the Dodie Gann funds. In past budgets the roll over amount had not been designated to have fluidity. The public is calling for the roll over amounts to be more designated to tell what they are being used for. In 2015 budget revision it established paying for the ambulance and put \$150,000 into the vehicles and apparatus fund and add approximately \$50,000 to it a year. It would give a good balance for the next ambulance to be purchased. At some point would like to put a third ambulance bay on the building. Island Air Ambulance operations is in the black and uses no tax dollars. Recommendation is to identify an outside healthcare CPA to assist us in our budget line items and financials. After the budget is reorganized then would like the community to come to an open house and look at the budget and give feedback on it. Commissioner Edwards asked when the 2015 revised budget will be presented. Jim Cole wants to present it in the March meeting and final passed in April. This will depend on work with the accountant. A/R is tracking normally. A group is working on the specifications of the new Ambulance to be here by end of year. June 29 is the deadline for new EMT class starting on September 2, 2015. Our county has the only certified EMT instructor in Wayshawn Koons. The new Cessna 208A tested flight in known icing conditions and passed. Two pilots for now are flying the new plane.

On occasion two planes have been in use to get patients off. Advanced Trauma Class will be here in March. Larry Wall procured a grant for the class. Normal class cost has been \$500. Lainey Volk helped steer the grant to completion. Montana and Alaska students and instructors from all over will attend. Airlift and EMS continue to build a relationship. April 21 for the crash and April 22 for the funeral for the Every 15 Minutes event. This is the fourth time that it has been put on. It is really a community event and takes a lot of resources to pull it off. Commissioner Taylor stated that he has heard a lot of Friday Harbor graduates look back and reflect on it in a positive way. Lainey Volk does a terrific job with it.

### **Island Air Update: Larry Wall**

Jackie and Will Hamilton of Island Air Inc. are making it as safe as possible with two pilots. Cascade Ambulance came over with two of their rigs to do training with San Juan Island EMS air portion. Moving the heavier patients is working well. Will Hamilton did excellent work with getting an air mac jet to help move the patients. It takes about 30 seconds to lift the patient up on the ramp and then you can just slide the patient over. Dan Bacon has put in a lot of time on getting the new plane ready inside. He built a rack system in the back of the aircraft that is remarkable. We owe Will and Jackie Hamilton and Dan Bacon a debt of gratitude for their efforts to get the new plane flight ready. The patient care platform in the new plane is great. The monitor and pumps are up on the rack. Island Air Inc. paid for the trip to Spokane for Safety Day put on by MedStar to see Military, Sheriff's Department, Fire Stations, and Med Star programs. There was an occasion that both planes were in use flying patients off the island. Commissioner Taylor commented that it was the first time we could handle two flights by ourselves without having to call in other agencies. CAMTS Program Information File showed up today. Arna Robins and Larry Wall started going through the demographic folders today. Somewhere around 180 folders of documents where each folder has up to 10 documents. Demographics are due by October 8 and December 8 rest of file. Site visit next year. Process should go well. They expect that you are building on what you have done previously. Commissioner Taylor asked about the Marine Response. For two years and we have been working with the Sheriff's Department and Fire Department on getting a process for the new boat. There is a collective group working on this process. We require our EMT's to pass the Washington Boater Safety Education Class and have their Marine Rescue Tech card. Then each year they have continuing education for the water. Commissioner Taylor is very interested in this process since we have been without a program with the

Sherriff's Department for a while. EMS will be offering a Marine Rescue Tech class the end of March. We have been using vessel assist when necessary. When the new boat program is ready to launch maybe could do a presentation for the board.

**OLD BUSINESS:** Reconsideration of Video Streaming

Looking at the last board minutes the biggest concern was the \$400 a month of cost it would cost the district. With our tight budget the video streaming idea was put off for a year to reconsider. But now the County Council has offered their equipment and room to us for free. Ingrid Gabriel is here tonight from the County Council to answer questions about the process. The last concern is to make sure it is legally permissive to use the room and equipment for free. Commissioner Edwards has contacted Randy Gaylord, Prosecuting Attorney, to make sure this process would be legal. Commissioner Edwards stated the upside of this new process is more than its downside. He counted 18 people here and likes as many people as possible to come to the meetings and have a face to face contact. The commissioners like to have reflection on what is said. Commissioner Edwards wants each to state their opinion on this potential new process. Commissioner Taylor stated if this will help the community understand District business he is for it and it does not add expense to the budget. A technician will also be provided at the meeting. Commissioner Schwinge wanted to know about how the audience would feel about relocating the meeting. Bill Williams stated it would be good to be able to watch the meeting if he could not get to the meeting himself. Cady Davies said the staff would probably show up and it was a good idea. Jim Cole stated that for the next few months we needed to make ourselves as visible as possible. It is his hope that people would still attend the meeting. If this new process would have more people look at the meeting information more it is a plus. Commissioner O'Donnell thinks it is a great idea. She wondered what would happen when there was an executive session. Ingrid said there were other rooms that could be used for that. The main room accommodates 48 people. Commissioner Bayuk wanted to hear from the EMS people. Wayshawn Koons said the EMS people will be there. Cady Davies thought that if more people watch and were a part of getting the information out there that this new process might be good. Commissioner Edwards said EMS response times are important and right now are about 2 minutes. Jim Cole stated that this move would not affect our response. Commissioner Edwards said that sense there is a positive consensus that they

could move forward with this process. Jim Skoog stated that since we were a public entity and funded with tax dollars that this would be a good process to enact. The Board had deferred this process due to expense, but since there is no expense we can try this new process. The Commissioners called for a vote to go ahead with the moving of the meeting to the legislative building contingent on approval by Randy Gaylord. Commissioner Schwinge voted for a motion to accept moving the meeting to the legislative building contingent on approval by Randy Gaylord. Commissioner Taylor seconded the motion. All were in favor.

### **Consideration of Listing Inter Island Medical Center Building with Real Estate Agent**

Commissioner Taylor suggested to get some proposals for the Inter Island Medical Center. January and February were months where a lot of people take some time off so he will get some more information next month.

### **Joint Survey between PIMC and SJCPHD#1**

There are 19 questions on the survey. It is by a professional survey company. Commissioner Schwinge has spent many hours on this survey. The survey is trying to capture accurately what the community thinks. This is a joint survey between PeaceHealth Peace Island Medical Center and San Juan EMS. There were 3 outside consultants involved in this survey. It is to have 95% confidence rate.

### **New Business:**

### **Semi-Annual PeaceHealth Peace Island Medical Center Report July through December, 2014**

### **Report Submitted by Beth Williams Gieger, Director of Administrative Services**

**Refer to Exhibit "A" for the report.**

Commissioner Edwards wanted to know why the numbers for colonoscopies had gone down yet there is a long wait to get one. Beth Williams Gieger said that there were seasonal variations in the volumes. The Cancer Care Center has really grown and seeing more people. Commissioner Taylor said that the Eagle Program list has been lower than it has been in the last few years.

Commissioner Taylor had a question for speculation. If there is an increase of orthopedic surgeries will there be additional resources to help patient through the healing process of those services? Merry Anne of Peace Island Medical Center stated it is the ultimate goal. Commissioner Bayuk said she had a three week out physical therapy appointment. Commissioners wanted this report put on the District website. It will be added to the District website.

Commissioner Bayuk stated that she is thankful PeaceHealth opened the hospital and clinic and it has more services than the old clinic. Commissioner Edwards stated the old Inter Island Medical Center was going broke and could not have continued to operate and now we have this new facility that offers expanded services to our community. Commissioner Edwards made a motion to accept this report to pass on the funds to PeaceHeath Peace Island Medical Center. Commissioner Bayuk accepted the motion. Commissioner Schwinge seconded the motion. All were in favor.

### **AUDIENCE PARTICIPATION:**

Ronnie Metcalf wanted to know if it would be only 300 people surveyed. Survey will have to have 300 people surveyed. Beth Mayhew with PIMC helping with this. Randomized list of numbers. There are three survey company working on this. What is the number of responses? They are looking at 300. Sharon Kavisto asked about cell phone numbers. Many people just have cell phones. Will get back to her about this. Jim Skoog wants to know if they will stop at 300 answers. Yes they will stop at 300. Looking at Patient Bill of Rights what do the board think of it? Board has yet to meet collectively and will do that regarding that issue. Possibly a joint meeting with the Board of Health will take place to discuss it but somehow it will be discussed. Bill Williams said Dr. Sullivan wanted EMS to adopt how Orcas Fire and EMS does their budget. Jim Cole stated we are working on explaining our budget to the community. Explanations on budget line items would be most helpful said Bill Williams. Commissioner Taylor commented on state requirements for bar numbers. The integration of those state requirements and an easily understandable document is not always easy to do. Chief Jim Cole stated that sometimes there are multiple budgets in a year and not looking at why those changes were made can lead someone to a wrong conclusion. EMS will be doing a workgroup with full board and asking what are the community needs from EMS. Jim Cole stated 28% percent of EMS budget comes from taxes. Want to look at 5 years out and look at volume and revenue needed to run the organization.

**ADJOURNMENT:**

**Commissioner Bayuk ---moved to adjourn, seconded by Commissioner O'Donnell. All in favor.  
Meeting adjourned at 6:24---pm.**

**ALL EXHIBITS AND SUPPORTING MATERIAL AVAILABLE ON REQUEST.**

  
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**Signed By Chairperson**

  
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**Date**