

**SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1**  
**Board of Commissioners**  
**Regularly Scheduled Meeting**  
**Wednesday, January 24, 2018**

**Commissioners Present:**

Commissioner Michael Edwards, Chair  
Commissioner Anna Lisa Lindstrum  
Commissioner Mark Schwinge

**Others Present:**

Pamela Hutchins  
SJCPHD #1: Superintendent

**By Phone:**

Commissioner Monica Harrington

Jerry Martin  
SJIEMS: Chief

**Absent:** None

**CALL TO ORDER:**

Chair Michael Edwards called the meeting to order at 5:00 pm. Superintendent Hutchins then read a statement from Commissioner Williams stating that he was resigning effective that morning, leaving a vacancy in the board. She also reviewed the guidelines regarding the resignation of the chair, which are that the next officer takes over as chair (which was vacated by the former secretary when she completed her term in 2017), and that lacking a secretary/financial officer the most senior elected commissioner becomes chair. The most senior elected commissioner is Commissioner Edwards, who will now serve as chair until a new chair is elected.

**EXECUTIVE SESSION:**

Chair Edwards then announced an Executive Session requested by the district's counsel, relating to RCW 42.30.110 (1)(g) for the review of the performance of a public employee, to last 30 minutes. Session lasted from 5:05-5:35, then was extended 5 minutes from 5:35-5:40. No action in public session.

**CONSENT AGENDA:**

**Chair Edwards asked for a motion to approve the consent agenda:** December 20, 2017 Regular Meeting Minutes, January 8, 2018 Special Meeting Minutes, SJCPHD#1 Warrant Approval, and SJIEMS Warrant Approval.

- IIMC Warrants
  - Payroll total \$ 1,150.00
  - A/P Warrants total \$ 46,793.75
- SJIEMS Warrants
  - Payroll total \$ 81,348.97
  - A/P Warrants total \$ 98,686.42



- **MOVED by Commissioner Schwinge to approve the consent agenda as written for January 24, 2018; Seconded by Commissioner Lindstrum. ALL AYES; MOTION PASSES 4-0.**

**SJCPHD#1 OPERATIONS REPORT: Pamela Hutchins, Superintendent.**

Superintendent Hutchins gave her financial and operational report for December 2017. She noted that the previous week she had announced her resignation and asked that she be permitted to withdraw her resignation. She answered questions regarding her plans going forward.

At this point in the meeting Commissioner Harrington signed off due to a family emergency. It was determined that three commissioners still constituted a quorum.

**ACTION: Commissioner Schwinge moved, and Commissioner Lindstrum seconded, that SJCPHD #1 accept Superintendent Hutchins' rescinding of her resignation. No discussion. ALL AYES; MOTION PASSES 3-0.**

Superintendent Hutchins also asked the board to authorize three appraisals of the IIMC building, and the commissioners were amenable.

**ACTION: Chair Edwards proposed that with the boards consent and with a \$3,000 per appraisal basis, suggested that we "do as we have in the past and operate on an as-needed basis and pull the trigger at that time." ALL AYES; MOTION PASSES 3-0.**

**SJIEMS OPERATIONS REPORT: Jerry Martin, SJIEMS Chief.** Chief Martin gave his financial and operations report with the assistance of Chris Compton, CPA, for December 2017 and for the entire year of 2017. Chief Martin thanked Lainey Volk for her Paramedicine work and noted that he believed it had improved patient outcomes meaningfully. 67% of calls were adults 55 years of age or older, demonstrating the importance of the Paramedicine program.

Chief Martin noted that the budget is much more stable, and that while revenue was slightly under budget, expenditures were also under budget. EMS/FD #3 merger talks continue.

IAFF Local #3219 submitted a grievance dated January 10, 2018, and "that has been answered back to them that we don't believe there is a grievance on that." Chief Martin also noted that the day previous he had received a Citizen's Complaint related to issues with the board, which may be submitted to the Washington State Board of Ethics.

Chief Martin proposed raising Administrative Assistant Tina Tielmann's hourly wage to \$25.99, and both her and Karl Kuetzing's PTO from 18 to 24. Commissioner Lindstrum asked if EMS could afford it, he noted that he hadn't taken a raise over the last two



years and that they could find the money. EMS will save some money due to a grant they received from the Inter Island Health Care Foundation to offset their training night meals, which. He asked that the board pass a motion acknowledge that it is a good idea.

**ACTION: Commissioner Lindstrum moved, and Chair Edwards seconded, that the board acknowledge that it is a good idea to give Tina Tielmann a raise, and to give both Kuetzing and Tielmann increased PTO. No discussion. ALL AYES; MOTION PASSES 3-0.**

The CID report has been postponed to February 12<sup>th</sup>, because the AG's office needed to postpone that. Kyle Davies is EMT of the month for December.

**ACTION: Commissioner Schwinge moved, and Chair Edwards seconded, that if counsel does indeed want commissioners to attend the meeting where CID findings from the Attorney General's office are revealed, then Chair Edwards be designated to attend. No discussion. ALL AYES; MOTION PASSES 3-0.**

Karl Kuetzing, Director of Operations SJIEMS, presented a plaque to SJIEMS Chief Martin honoring his service, noting that Chief Martin had "been our shield and our champion." Chief Martin replied, "Karl, I want to thank you, and members of SJIEMS, and members of the community – thank you."

#### **AUDIENCE PARTICIPATION:**

The floor was opened to public comment, with comments per person limited to 5 minutes. Dr. John Geyman said "for the record let me say how much a loss bill William's resignation is, I think he's done a great job." John Hingeclyff, "would like to thank Chief Martin for the work he has done here."

#### **UNFINISHED BUSINESS:**

**Contract for MPDD for Dr. Sullivan:** This item was tabled because the contract had not yet been drafted due to extenuating circumstances with Dr. Sullivan.

**Contract for SJIEMS Interim Chief for Richard Frazer:** In a previous meeting Commissioner Lindstrum and former Commissioner Williams were authorized to sign a contract with Richard Frazer. Commissioner Lindstrum stated that on the advice of counsel, the contract with Richard Frazer is not valid without her signature. "I recognize the talents of Mr. Frazer, and I also recognize the turmoil of this situation. In conversation with Chief Martin and the state of the board moving forward, and from what I understand to be the viewpoints of the other commissioners, Jerry has agreed to stay on as Chief. At this time that seems to be the best situation. I apologize." Richard Frazer replied that "I'm not going anywhere... I truly understand." Chair Edwards stated,



"thank you very much for your attitude and your spirit of cooperation." Chief Martin stated that he anticipated staying at least 3-4 months, with the goal of merging with Fire District #3, and offered to rescind his resignation.

**ACTION: Commissioner Schwinge moved, and Commissioner Lindstrum seconded, to accept Jerry Martin's rescinding of his resignation. No discussion. ALL AYES; MOTION PASSES 3-0.**

**ACTION: Chair Edwards moved, and Commissioner Lindstrum seconded that the district maintain Chief Martin's current salary and benefits for the duration of his extension. No discussion. ALL AYES; MOTION PASSES 3-0.**

**EMS/Fire #3 Meetings: Chair Edwards Report.** Chair Edwards reported on the meetings with Fire Department #3 regarding a potential merger.

**ACTION: Chair Edwards proposed, and Commissioner Lindstrum seconded, that the entire board meet with the board of Fire Department #3, and do so within 21 days. During discussion the board committed to transparency going forward. The board fielded some questions from the public. ALL AYES; MOTION PASSES 3-0.**

**ACTION: Commissioner Lindstrum moved, and Commissioner Schwinge seconded, that SJCPHD #1 form a public committee to advise on the proposed merger with FD #3.** During discussion it was noted that the white paper committee might make this redundant.

**Chair Edwards moved, and Commissioner Schwinge seconded, to amend the motion to include the white paper committee if they wish, or to form a new committee if they do not. ALL AYES; MOTION PASSES 3-0.**

**The amended motion was voted on; ALL AYES; MOTION PASSES 3-0.**

**SJCPHD #1/FD #3 proposed merger commissioners group:** Bill Williams left a vacancy on the commissioners committee to investigate the potential for a merger with FD #3. This vacancy needs filled.

**ACTION: Commissioner Schwinge moved, and Chair Edwards seconded, that Commissioner Schwinge take Bill Williams' seat on the FD #3/SJCPHD 1 commissioners committee to investigate a possible merger. No discussion. ALL AYES; MOTION PASSES 3-0.**

#### **NEW BUSINESS:**

**SJCPHD#1 Election of 2018 Officers:** Both a chairman for the SJCHPD #1 board and a secretary/financial officer must be elected.

**ACTION: Commissioner Schwinge nominated Chair Edwards to be the 2018 chair, and Chair Edwards accepted. No discussion. All AYES; MOTION PASSES 3-0.**

**ACTION: Chair Edwards nominated Commissioner Lindstrum to be secretary and financial officer to the board, and she accepted. No discussion. All AYES; MOTION PASSES 3-0.**

**Commissioners Annual Review of Code of Ethics.** Every year the Code of Ethics is reviewed and approved. Each commissioner must then sign it and submit it to the Superintendent.

**ACTION: Commissioner Schwinge called for a vote on the Code of Ethics. No discussion. All AYES; MOTION PASSES 3-0.**

**Resolution 18-479 SJCPHD#1 Authorized Auditing Officer.** The primary auditing officer was Jerry Martin, and the secondary officer was Kim Herrenkohl. Kim Herrenkohl has moved on to a new position, so we are replacing her with Jill Jacobs as the secondary officer. At the time the resolution was written the district did not know who the EMS chief would be, so the resolution reads that the "EMS Chief/Interim EMS Chief" as the primary auditing officer.

**ACTION: Chair Edwards moved, and commissioner Schwinge seconded, that Resolution 18-479 be approved. No discussion. All AYES; MOTION PASSES 3-0.**

**Resolution 18-480 SJIEMS Authorized Auditing Officer.** Primary Auditing Officer is EMS Chief/Interim EMS Chief, and Superintendent Hutchins is the secondary auditing officer.

**ACTION: Commissioner Lindstrum moved, Commissioner Schwinge seconded, that Resolution 18-480 be approved. No discussion. All AYES; MOTION PASSES 3-0.**

**Open Board Position:** The board invited the public to apply to join the board of SJCPHD #1 by submitting letters of interest as well as CVs over the next two weeks.



**ADJOURNMENT:**

Chair Edwards asked if there was any other business to discuss. There was not, so he adjourned the meeting. Meeting adjourned at 7:10 p.m.

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

  
\_\_\_\_\_  
Signed by Chairperson

  
\_\_\_\_\_  
Date

The original document is retained at the San Juan County Public Hospital District #1 Office at 849 Spring Street, Unit B-5, Friday Harbor, WA 98250 in San Juan County Public Hospital District #1 permanent proceedings file.

**Attest: Pamela Hutchins, Recording Secretary**