

**SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1**  
**Board of Commissioners**  
**Regularly Scheduled Meeting**  
**Frank Wilson Memorial EMS Building, 1079 Spring Street**  
**Wednesday, April 25, 2018**

**Commissioners Present:**

Commissioner Warren Appleton  
Commissioner Michael Edwards  
Commissioner Anna Lisa Lindstrum  
Commissioner Mark Schwinge  
Commissioner Rebecca Smith

**Others Present:**

Pamela Hutchins  
SJCPHD #1: Superintendent  
  
Jerry Martin  
SJIEMS: Chief

**By Phone:** None

**Absent:** None

**CALL TO ORDER:** Chair Michael Edwards called the meeting to order at 5:00 pm.

**EXECUTIVE SESSION:**

**Per RCW 42.30.110 (1) (b) to discuss lease or purchase of real estate if disclosure would increase price.** Lasted from 4:40 pm to 5:00 pm, followed by a ten minute extension. Returned to public session at 5:10 pm.

**ACTION: Commissioner Appleton moved, and Commissioner Edwards seconded to revise the sale price of the Inter Island Medical Center to \$995,402.**

**Commissioner Smith moved, and Commissioner Schwinge seconded, to amend the motion and set the sale price at \$985,000. Brief discussion.**

**ALL AYES; MOTION TO AMEND PASSED.**

**The amended motion to set the sale price at \$985,000 was then voted on, ALL AYES, AMENDED MOTION PASSES.**

**CONSENT AGENDA:**

**Chair Edwards asked for a motion to approve the consent agenda:** March 28, 2018 Regular Meeting Minutes, April 4, 2018 Special Meeting Minutes, SJCPHD#1 Warrant Approval, and SJIEMS Warrant Approval.

- IIMC Warrants
  - Payroll total \$ 2,850.00
  - A/P Warrants total \$ 12,298.05
- SJIEMS Warrants
  - Payroll total \$ 78,404.72
  - A/P Warrants total \$ 27,975.78

- **MOVED by Commissioner Schwinge to approve the consent agenda as written for March 28, 2018; Seconded by Commissioner Smith ALL AYES; MOTION PASSES 5-0.**

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

Superintendent Hutchins gave her financial and operational report for March 2018. She discussed the Long-Term Care Options Task Force, the HRSA Rural health network Planning Grant program, public records requests, the transfer of duties to the new board recording secretary, and the financial situation of the district.

**SJIEMS OPERATIONS REPORT: Jerry Martin, SJIEMS Chief.** Chief Martin gave his financial and operations report with the assistance of Chris Compton, CPA, for March 2018. Mr. Compton gave a financial review and discussed with commissioners the state of various accounts, while Chief Martin gave an update on the medical director position, the success of Every 15 Minutes, the delayed CID report, and more.

EMT of the month is Lainey Volk, for her work on Every 15 Minutes.

**AUDIENCE PARTICIPATION:**

The floor was opened to public comment, with comments per person limited to 3 minutes, but there was no formal comment.

**UNFINISHED BUSINESS**

**Committee report for Delegation of Powers document and bylaws, by Commissioner Appleton:** Delegation of Powers document for the superintendent is nearly done, many bylaws updates, Delegation of Powers document for EMS Chief to be dealt with after Chief Martin's return from vacation. Send comments to Nathan.

**Report for the Community Collaboration Committee (CCC) by Commissioner Appleton:** The CCC did not meet, but Commissioner Appleton discussed the role of the CCC in encouraging collaboration between different health care authorities on the island, and is made up of representatives from PIMC, SJCPHD #1, SJC Board of Health, SJC Health and Community Services and more.

**Report for preliminary EMS/FD #3 merger talks, by Commissioner Edwards:** Discussed the special meeting from April 4<sup>th</sup> and the establishment of a Citizen's Advisory Group.

**ACTION: Commissioner Schwinge moved, and Commissioner Edwards seconded, to put Commissioner Smith on the EMS/FD #4 consolidation talks committee. No discussion, ALL AYES; MOTION PASSES.**

**Select a member for the Citizen's Advisory Group (CAG):** The board received 12 applications to be on the CAG: David Balmer, Mike Close, Chuck Dalldorf, Brendan Cowan, Rick Frazer, George Johnson, John Miller, Dan Paulson, Maureen See, Barbara Sharp, Mitchell Shlosser, and Mark Tompkins. Each commissioner discussed their top two choices. Those who received more than one mention were voted on in a plurality vote.

**ACTION: The board held a plurality vote to narrow the selection. Brendan Cowan and George Johnson were the only two who received more than one**

mention. **VOTE: COWAN, 2, JOHNSON, 3; VOTE GOES TO JOHNSON.**

**ACTION: Commissioner Smith moved, and Commissioner Edwards seconded, that the board appoint George Johnson to the Citizen's Advisory Group. No discussion. MOTION PASSES, 3-1 with 1 abstention.**

**NEW BUSINESS**

**Resolution 18-483 to update bank signature cards:** Superintendent Hutchins explained that due to the change in the district's board that new bank signature cards are necessary.

**ACTION: Commissioner Edwards moved, and Commissioner Schwinge seconded, that Resolution 18-483 to update bank signature cards be adopted. No discussion, ALL AYES; MOTION PASSES.**

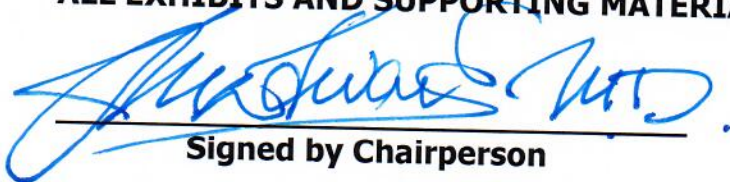
**Resolution 18-484 to change district finances from GAAP basis to CASH basis:** This resolution was explained by Chris Compton, CPA.

**ACTION: Commissioner Appleton moved, and Commissioner Schwinge seconded, that Res 18-484 to change all district finances to the CASH basis be passed. No discussion, ALL AYES; MOTION PASSES.**

**ADJOURNMENT:**

Chair Edwards asked if there was any other business to discuss. There was not, so he adjourned the meeting. Meeting adjourned at 6:40 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: Nathan Butler, Board Recording Secretary