

**SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1**  
**Board of Commissioners**  
**Regularly Scheduled Meeting**  
**Frank Wilson Memorial EMS Building, 1079 Spring Street**  
**Wednesday Sept 26, 2018**

**Commissioners Present:**

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

**Others Present:**

Pamela Hutchins  
Superintendent, SJCPHD#1

Jerry Martin  
Chief, SJIEMS

**By Phone:** Commissioner Michael Edwards

**Absent:** None

**CALL TO ORDER:** Chair Michael Edwards called the meeting to order at 2:00 p.m.

**APPROVE AGENDA: September 26, 2018 Regular Board Meeting Agenda.**

**ACTION: Commissioner Schwinge moved, and Commissioner Smith seconded, to amend the agenda by tabling Res 18-495 EMS Chief Job Description and Delegated Powers Document. Discussion. 3 AYES, 2 NOES; MOTION PASSES.**

Agenda otherwise remained as outlined.

**EXECUTIVE SESSION RCW 42.30.140 (4)(b) planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining.** Started 2:20 p.m. and ended 3:10 p.m. Public session resumed 3:15 p.m.

**ACTION: Commissioner Appleton moved, and Commissioner Edwards seconded, that the board ask the union for a 15-month contract. DISCUSSION. ALL AYES; AMENDED MOTION PASSES 5-0.**

Concerns were raised about the district drug and alcohol testing policy. Chief Martin agreed to talk to the union about it.

**CONSENT AGENDA:** August 22, 2018 Regular Meeting Minutes, September 11, 2018 Special Meeting Agenda, SJCPHD#1 Warrant Approval, SJIEMS Warrant Approval.

- IIMC Warrants
  - Payroll total \$ 0.00
  - A/P Warrants total \$ 537,133.99
- SJIEMS Warrants
  - Payroll total \$ 94,135.55
  - A/P Warrants total \$ 95,525.75
- **MOVED by Commissioner Schwinge to approve the consent agenda as written; Seconded by Commissioner Smith. Brief Discussion. ALL AYES; MOTION PASSES 5-0.**

**SPECIAL: Recognition of Fire District #3 Chief Brad Creesy's retirement and service.** Chairman Edwards thanked Fire Chief Brad Creesy for his years of service to our community as he retires in October. Commissioner Smith said, "Thank you for your long commitment to volunteer services and our community."

**SJCPHD#1 OPERATIONS REPORT: Pamela Hutchins, Superintendent.** Superintendent Hutchins gave her financial and operational report for August 2018. Gave a general outline of expenses and revenue, then discussed the IIMC sale and Citizen's Advisory Group proceeding as is the CBLTCN among other relevant district activities.

**SJIEMS OPERATIONS REPORT: Jerry Martin, SJIEMS Chief.** Chief Martin gave his financial and operations report for August 2018 with the assistance of Chris Compton, CPA. Chris Compton reported that they have about 4.5 months operating cash on hand and extra income from ACH has helped. Also discussed the negotiations with IAFF Local #3219 which are ongoing, noted that Narcan training has been completed, and a Supervising Physician has been signed for SJIEMS.

Commissioner Smith thanked Chief Martin, saying "I would like to thank Jerry for your many hours on the GEMT and the ACH and getting that money over to us, without your many hours of work and writing we wouldn't be getting this."

Chief Martin agreed to change his reports to accommodate the commissioners' wishes and suggested that the board collectively agree on what they want to see and meet to discuss.



## **AUDIENCE PARTICIPATION:**

The floor was opened to public comment, with comments limited to 3 minutes. Kaitlyn Johnson and Sharon Kavisto commented.

## **UNFINISHED BUSINESS**

**Inter Island Healthcare Foundation Update by Commissioner Smith:** Noted that Evan Perrollaz has been added as a member and they are working towards solutions for long-term care.

**Review of EMS Training Certification by Commissioner Smith:** Stated that the Department of Health has notified the district that (1) they would require Dr. Sullivan to provide his DEA license for the ordering of controlled substances if the situation requires it, and (2) that agency personnel are current with OTEP training requirements per the Department of Health. Commissioner Appleton made a statement regarding his experiences on the committee and shared his thoughts.

**ACTION: Commissioner Appleton moved and Commissioner Lindstrum seconded that Chief Martin supply to the board primary documentation of his continuing requirements under state law of his IV starts, intubations, and ICS completions for 2016-2017. Discussion. 2 AYES, 3 NOES; MOTION FAILS.**

Commissioner Smith offered to talk to the Department of Health to clarify what they need from Chief Martin. Chief Martin's 3-year certification was most recently renewed in 2017 and remains active and up-to-date, but records for his ongoing training are packed away per Martin.

**Committee Report: Needle Disposal Program by Commissioner Appleton:** It seems that the dump will take them if properly disposed of in a 2-liter bottle. There is some public education that needs given on this subject.

**Report on CCC by Commissioner Lindstrum:** Discussed the ongoing efforts of the Community Collaboration Committee.

**Res 18-492 Setting the Revised 2018 Budget for SJIEMS:** This had been tabled for one month at the previous month's meeting due to an email server issue that provided documents at very short notice to the commissioners.

**ACTION: Commissioner Smith moved, and Commissioner Schwinge seconded, that the board adopt Res 18-492 Setting the Revised 2018 Budget for SJIEMS. No discussion. ALL AYES; RESOLUTION IS ADOPTED.**

## **NEW BUSINESS**

**Supervising Physician contract:** Chief Martin reported that Olivia Haesloop and SJIEMS have agreed on a contract for a total cost of less than \$30,000/year. Chair Edwards said, "Congratulations Chief, and thank you Olivia for joining us."

**Discussion of A/V issues:** The board discussed while consulting with SJPHD #1 staff the different possible audio/visual objectives and how they might be accomplished.

**MOTION: Dr. Edwards moved, and Commissioner Smith seconded, that the board charge Board Recording Secretary Nathan Butler and Superintendent Hutchins to look into the A/V issues and make a report to the board approach the county about use of legislative chambers as well as cost for livestreaming and just audio alone. No discussion. ALL AYES; MOTION PASSES.**

**Res 18-496 Change of Primary and Alternate Auditing Officer for SJCPHD#1:** Good accounting practices require that the person submitting payments be separate from the person that approves them. Now that Nathan Butler is submitting payments through EDEN, Superintendent Hutchins can now approve them. Previously Hutchins submitted them and Martin approved them.

**ACTION: Commissioner Appleton moved, and Commissioner Edwards seconded, that the board adopt Res 18-496 Change of Primary and Alternate Auditing Officer for SJCPHD#1. No discussion. ALL AYES; RESOLUTION IS ADOPTED.**

**SJIEMS Draft 2019 Budget:** Chief Martin and Chris Compton introduced their draft budgets, one with two new staff EMTs, and one without.

**SJCPHD#1 Draft 2019 Budget:** Superintendent Hutchins introduced her draft budget. Superintendent Hutchins asked for no COLA or wage increases for the district budget. The district budget will change depending on the IIMC sale.



**ADJOURNMENT:**

**Meeting adjourned at 5:21 p.m.**

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

  
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**Signed by Chairperson**

  
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**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**