

**SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1**  
**Board of Commissioners**  
**Regularly Scheduled Meeting**  
**Frank Wilson Memorial EMS Building, 1079 Spring Street**  
**Wednesday October 24, 2018**

**Commissioners Present:**

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

**Others Present:**

Pamela Hutchins  
Superintendent, SJCPHD#1  
  
Jerry Martin  
Chief Administrator, SJIEMS

**By Phone:** None

**Absent:** None

**CALL TO ORDER:** Chair Michael Edwards called the meeting to order at 3:00 p.m.

**CONSENT AGENDA:** September 26, 2018 Regular Meeting Minutes, October 3, 2018 Special Meeting Minutes, October 24, 2018 Regular Meeting Agenda, SJCPHD#1 Warrant Approval, and SJIEMS Warrant Approval.

- IIMC Warrants
  - Payroll total \$ 3,072.00
  - A/P Warrants total \$ 33,528.06
- SJIEMS Warrants
  - Payroll total \$ 80,883.03
  - A/P Warrants total \$ 27,960.90
- **MOVED by Commissioner Schwinge to approve the consent agenda as written; Seconded by Commissioner Lindstrum. No Discussion. ALL AYES; MOTION PASSES 5-0.**

**OUTSIDE AGENCY REPORTS:**

**Mount Baker Planned Parenthood Subsidy Report: Linda McCarthy, Executive Director.** Discussed changes to electronic records, number of patients and visits, serves offers, rates, patient age distribution, Press Ganey responses, and other metrics. Director McCarthy answered questions from the commissioners, and the board agreed with her request to defer her next report to February or March of 2019.

**SJIEMS OPERATIONS REPORT: Jerry Martin, SJIEMS Chief.** Chief Martin gave his financial and operations report for September 2018 with the assistance of Chris

Compton, CPA, who dialed in by phone. Funding from Accountable Communities of Health (ACH) and the Ground Emergency Transport (GEMT) program has improved EMS financials; a large October influx of cash has not arrived yet, but revenue is still above expectations and expenses are below expectations. EMS is sitting on about 4.5 months' worth of operating expenses in cash. Agreement with Paramedics Union (IAFF #3219) has been signed. Twelve applicants have applied for the upcoming EMT class. The new Supervising Physician came yesterday and gave both BLS and ALS training.

Commissioners asked about the age of the Basic Life Support (BLS) and Advanced Life Support (ALS) protocols used by SJIEMS. Chief Martin replied that they were seven years old, and that the agency had been trying to get them updated for three years. MCI Plan is 9 years old, CQI plan is 9 years old, and dispatch system is from King County and is designed for an urban area. Chief Martin described his efforts to get the protocols updated. When pressed to explain who was responsible for the BLS/ALS protocols Chief Martin stated that "probably Dr. Sullivan" was responsible as the Medical Program Director (MPD) for the county.

**ACTION: Chair Edwards moved and Commissioner Appleton seconded to amend the agenda to allow for discussion and action regarding the ALS/BLS protocols. No Discussion. ALL AYES; MOTION TO AMEND THE AGENDA PASSES.**

Dr. Edwards made a motion which Commissioner Smith seconded, but then changed his motion. His revised motion as then voted on.

**ACTION: Dr. Edwards moved to ask Dr. Sullivan to finalize the ALS protocols by the Regular Scheduled Board Meeting in December 2018, and for the Department of Health to expedite processing of the BLS protocols.**

**EXECUTIVE SESSION: RCW 70.44.062 (2) "deliberations of the board of commissioners... to review the report or the activities of a quality improvement committee."** Due to the district legal counsel's schedule the board dismissed to executive session. Lasted from 4:05 p.m. to 4:50 p.m. with one extension to 5:05 p.m.

**ACTION: Commissioner Schwinge moved, and Commissioner Smith seconded, that the board conclude the investigation into the Quality Assurance matter that they have been reviewing. Discussion. 3 AYES, 0 NOES, 2 ABSTENTIONS; MOTION PASSES.**



**EMS Training Certification:** This agenda item carries over from the EMS Ops report which was interrupted due to the executive session.

Commissioner Smith made a statement regarding EMS Training Certification: "I've been reporting every month on the EMS training committee that was approved by this Board... most importantly, EMS is performing, as it always has, in an exemplary fashion, meeting and exceeding all requirements... the paramedics are all certified by the Department of Health and all have active paramedic certifications... includes... Chief Jerry Martin... DOH confirmed that there is no requirement that an EMS provider recertify under one method or the other [OTEP or CME]; it is their choice...."

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

Superintendent Hutchins gave her financial and operational report for September 2018. She discussed the closing of the IIMC (old medical center) which will improve the budget position of the district, discussed the long-term care task force, the grant given to the district by the WA State Archives for records management, and the Citizen's Advisory Group looking into merger of EMS with Fire.

Superintendent Hutchins read a letter from Liz Baxter and her team at the ACH thanking Chief Martin for his assistance: "After stepping into my current role at the Accountable Communities of Health two years ago, Chief Martin was one of the first to reach out and welcome me offering me any support that I might need... Chief Martin is a kindred spirit committed to improving the lives of people that he encounters... I am grateful for his leadership with colleagues and collaborators... and his support for me and my team... his generosity and humor have lightened us on many days..."

Commissioner Smith thanked Superintendent Hutchins and Nathan Butler for their work on the Washington State Archives grant which the district received recently.

**AUDIENCE PARTICIPATION:**

The floor was opened to public comment, with comments limited to 3 minutes. Sharon Kavisto and Barbara Sharp both made comments.

**UNFINISHED BUSINESS:**

**Report on CCC by Commissioner Lindstrum:** They did not meet, so no report was made.

**Discussion of A/V issues:** The board discussed with employees the issue of how to improve the audiovisual component of the board meetings considering where to meet, what priorities to set, and what equipment if any should be purchased. The Board

asked the district to do more research into talking with Town/County, new microphone system, and the A/V Capture technology.

### **NEW BUSINESS:**

**Interim Chief planning:** Board agreed to defer this discussion until a November 7<sup>th</sup> Special Meeting.

**Scheduling of Nov/Dec 2018 regular meetings, Schedule Budget Hearing:** The board agreed to have the November meeting as scheduled on Nov 28<sup>th</sup> but reschedule the December Regular Board Meeting to December 19<sup>th</sup>. A Special Board Meeting will be held on Nov 7<sup>th</sup> with the Public Budget Hearing at 3:45 p.m.

**Resolution 18-497 Reaffirming Commitment to Guiding Principles:** Superintendent Hutchins proposed a resolution reinforcing some of the bylaws and code of ethics of the district.

**ACTION: Chair Edwards moved, and Commissioner Schwinge seconded, that the board adopt Res 18-497 as written. Discussion. ALL AYES; RES 18-497 IS ADOPTED.**

**ACTION: Chair Edwards moved, and Commissioner Schwinge seconded, that the board meet on a trial basis for 1 hour proceeding the next Regular Board Meeting. ALL AYES; MOTION PASSES.**

**Resolution 18-498 Authorized Signatory on IIMC Sales Contract:** The escrow company for the sale of the Inter Island Medical Center has requested additional documentation. This resolution fulfills that request.


**ACTION: Commissioner Schwinge moved, and Chair Edwards seconded, that Res 18-498 be adopted as written. No Discussion. ALL AYES; Res 189-498 IS ADOPTED.**

### **ADJOURNMENT:**

**Meeting adjourned at 6:35 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**