

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1
Board of Commissioners
Regularly Scheduled Meeting
Frank Wilson Memorial EMS Building, 1079 Spring Street
Wednesday November 28, 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 (WORK SESSION): Chair Michael Edwards called work session to order at 2:00 p.m.

WORK SESSION: The board held a work session from 2:00 p.m. to 3:00 p.m. Superintendent Hutchins began the session by discussing long-term planning for the district. The board also discussed the Community Long-Term Care Task Force and the hospital district's potential role in long-term care. Commissioner Schwinge raised the need to detail a commissioner job description, particularly as the board approaches 2020 with four seats open for election.

RECESS: The board broke for a fifteen-minute recess.

CALL TO ORDER: Chair Michael Edwards called the Regular Meeting to order at 3:02 p.m.

CONSENT AGENDA: October 24, 2018 Regular Meeting Minutes, November 7, 2018 Special Meeting Minutes, November 28, 2018 Regular Meeting Agenda, SJCPHD#1 Warrant Approval, and SJIEMS Warrant Approval.

- IIMC Warrants
 - Payroll total \$ 0.00
 - A/P Warrants total \$ 13,064.11
- SJIEMS Warrants
 - Payroll total \$ 86,136.80
 - A/P Warrants total \$ 22,676.99

- **MOVED by Commissioner Schwinge to approve the consent agenda as written; Seconded by Commissioner Smith. No Discussion. ALL AYES; MOTION PASSES.**

SJCPHD#1 OPERATIONS REPORT: Pamela Hutchins, Superintendent.

Superintendent Hutchins gave her financial and operational report for October 2018. October is a property tax month, received about \$300,000. Also received payment for the IIMC building sale, and will be turning over about \$825,000 to EMS to pay down the bond on their building. Said Hutchins, "It was a surreal experience to walk through the halls for the last time, remembering all the people who were treated there, and the excellent work that was done." Also discussed the status of long-term care discussions.

ACTION: Commissioner Schwinge moved, and Chair Edwards seconded that the board commend Butler, Hutchins, and Appleton for their work on the IIMC and express appreciation. ALL AYES; MOTION PASSES.

SJIEMS OPERATIONS REPORT: Jerry Martin, SJIEMS Chief. Chief Martin gave his financial and operations report for October 2018 with the assistance of Chris Compton, CPA. EMS has about 6 months' worth of expenses in cash. There have been 92 calls in October, for a total of 948 calls to date. No CID update, no fatigue to report. GEMT and ACH funding has boosted revenue significantly. Kaitlyn returning to duty in early December. Also received grant from the See Foundation for CPR mannequins. No update on protocols. Chief Martin answered questions from commissioners.

AUDIENCE PARTICIPATION:

The floor was opened to public comment, with comments limited to 3 minutes. Richard Grout and Sharon Kivisto both made comments.

UNFINISHED BUSINESS:

Superintendent Salary for 2019: This item carries over following her performance review last month.

ACTION: Chair Edwards proposed, and Commissioner Smith seconded a COLA increase for Superintendent Hutchins of 3.4%. Discussion. ALL AYES; MOTION PASSES.

Discussion of A/V issues: The board discussed with employees the issue of how to improve the audiovisual component of the board meetings.

Interim Chief Planning: The Board has received applications from three candidates. The committee plans to interview between now and the Dec 19th meeting.

Committee Reports: No CCC report and no EMS Training Cert report.

Citizen's Advisory Group follow up: Discussed the time frame for a report. The CAG is working to craft its final report. Estimated time to completion 2-3 months.

NEW BUSINESS:

Res 18-499 SJCPHD#1 2019 Budget: This budget has been out for over a month. The IIMC sold, so the budget without maintenance for IIMC is the budget being used going forward.

ACTION: Commissioner Schwinge moved, and Commissioner Edwards seconded that Res 18-499 be approved. ALL AYES; RESOLUTION IS ADOPTED.

Res 18-500 SJCPHD#1 2019 Tax Levy Resolution: If assessed values go up, the district is only allowed to take a 1% increase in collection despite the higher assessed values. That amount must be formalized by resolution, and the resolution form is provided by the Department of Revenue. In association with this, the SJCPHD#1 2019 Tax Levy Certification is automatically passed and signed by the chair.

ACTION: Chair Edwards moved that this resolution be put to a vote. 3 AYES, 2 NOES; RESOLUTION PASSES.

Res 18-501 SJIEMS 2019 Budget: The board discussed which budget to pass – the budget with two new full-time EMTs or the one without.

ACTION: Commissioner Appleton moved, and Commissioner Lindstrum seconded, that all members of the board disclose whether they have a financial interest in the 2019 EMS budget. Commissioner Appleton stated that he was concerned Commissioner Smith's husband would be hired as a full-time EMT and thus have a financial interest in the 2019 budget. Commissioner Smith replied that her husband was not applying nor would apply for the job. Chair Edwards stated, "I have no conflict of interest." Commissioner Schwinge called for the vote. **2 AYES, 3 NOES; MOTION FAILS.**

ACTION: Commissioner Lindstrum moved, and Chair Edwards seconded, that the board approve the budget with two new EMTs on the basis of Chief

Martin's past assurance that the two new full-time EMTs will be at the station improving response times. Discussion. ALL AYES; RESOLUTION IS APPROVED.

Res 18-502 SJIEMS 2019 Tax Levy Resolution Assessed values have gone up, the EMS Levy will take 1% of that increase and property tax from new construction. In association with this, the SJCPHD#1 2019 Tax Levy Certification is automatically passed and signed by the chair.

ACTION: Chair Edwards moved and Commissioner Schwinge seconded that the board approve Res 18-502. ALL AYES; RESOLUTION IS ADOPTED.

5:00 P.M. -- 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..." Executive session set for 5:00 p.m. to 5:20, extended once to 5:35 p.m. Public session resumed at 5:39 p.m.

ACTION: Commissioner Appleton moved, and Commissioner Lindstrum seconded:

Based on the multiple recommendations and requests by Ms. Cathryn Holstein (Supervisor for EMS and Trauma for the State of Washington Department of Health) to Chief Jerry Martin of San Juan EMS for primary documentation records as outlined below;

I move that Chief Jerry Martin submit his paramedic education and Paramedic skills maintenance documentation for the years 2014, 2015, 2016, 2017 and 2018 to Ms. Holstein for authentication and verification.

Further that these documents be submitted to Ms. Holsten by 10 a.m. on Wednesday December 7, 2018.

Further that Chief Jerry Martin inform SJCPHD#1 Superintendent Ms. Pam Hutchins by email of submission of above said records by 11 am on that day.

Further, if Chief Jerry Martin fails to submit these documents that he be suspended from the clinical practice of Paramedicine in San Juan County Public Hospital District #1 until such documentation is submitted, verified and accepted as factual by Ms. Holsten or her appointed representative.

Discussion. 2 AYES, 3 NOES; MOTION FAILS.

ADJOURNMENT:

Meeting adjourned at 5:48 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