

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1
Board of Commissioners
Regularly Scheduled Meeting
Frank Wilson Memorial EMS Building, 1079 Spring Street
Wednesday January 23, 2019

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 Regular Meeting to order at 2:00 p.m.

WORK SESSION: The Board discussed the interim chief contract and job description. The Board dismissed for a 5-minute recess at 2:55 p.m. then reconvened at 3:00 p.m.

CONSENT AGENDA: December 19, 2018 Regular Meeting Minutes, January 10, 2019 Special Meeting Minutes, January 23, 2019 Regular Meeting Agenda, SJCPHD#1 Warrant Approval, and SJIEMS Warrant Approval.

- IIMC Warrants
 - Payroll total \$ 3,328.00
 - A/P Warrants total \$ 845,569.36
- SJIEMS Warrants
 - Payroll total \$ 79,552.99
 - A/P Warrants total \$ 85,114.92

➤ **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 December 2018. Hutchins gave an update on the Citizen's Advisory Group, the Long-Term Care Task Force, and work on the Interim Chief position. She also reported on revenue and expenditures, including estimated Public Records Request expenditures.

SJIEMS OPERATIONS REPORT: Jerry Martin, SJIEMS Chief. Chief Martin gave his financial and operations report for December 2018 with the assistance of Chris Compton, CPA. Martin reported a total of 1088 calls for 2018, which was 8 less than 2017. Expenditures for 2018 were 91% of budgeted, and 2018 revenue was 105% of what was expected. Cash and reserves are at \$1,022,761, which was \$347,600 above budget. The ACH reports that it will continue its funding for community paramedicine for the next two years. Chief Martin took questions and comments from the Board.

Commissioner Smith said: "I would just like to congratulate Jerry [Martin] on the tremendous amount of work you've done on getting the Agency a whole ton of money, it has taken a lot of time, with GEMT and ACH, and the whole collection issues which for two or three years were reported over and over again for being horrid before you even showed up, and now you have brought it down to what is usual and customary timeframe... You are responsible for starting the whole community paramedicine program, I would love to see all of this wonderful news out there... I thank you."

AUDIENCE PARTICIPATION:

The floor was opened to public comment, with comments limited to 3 minutes. Leslie Brennan commented.

UNFINISHED BUSINESS:

Interim Chief Job Description and Contract: This was discussed extensively during the work session. The Board determined that it would hold a special meeting to sign this agreement once Interim Chief Kuetzing has had a chance to review the proposal.

Committee Reports: BLS/ALS Protocols, CCC: In October 2018 the Board passed a motion to encourage work to be done on the BLS/ALS protocol update. The Board followed up on that motion. Board members presenting at the recent EMS and Trauma Care Council meeting noted that Dr. Sullivan, MPD, authorized the Trauma Council to update the protocols.

ACTION: Commissioner Appleton moved, and Commissioner Lindstrum seconded: Whereas the San Juan County BLS/ALS protocols are in the process of being updated and incorporated into a living electronic database by the San Juan County EMS and Trauma Council (SJC EMS and Trauma Care Council) and, there is approximately 150 hours of substantive work and State of Washington Department of Health facilitation work I motion that (1) The San Juan County Public Hospital District No. 1 allocate \$2,500 to the SJC EMS and Trauma Care Council for the purpose of expediting the work required to finalize the ongoing ALS/BLS protocol work and, (2) With acceptance of this

\$2,500 grant SJC EMS and Trauma Care Council agrees to use this grant exclusively to work on the ALS/BLS protocol development and implementation and, (3) Upon completion of the task the SJC EMS and Trauma Care Council report back to SJCPHD#1. During discussion Martin raised two concerns: one that the Auditors office was concerned that an unequal donation between the different agencies could be considered the gifting of public funds, and two, that there has been no treasurer's report for several meetings so the amount of money currently available to the Trauma council is not clear. The board decided to determine what funds the Trauma council currently had available to it before voting on this matter. **COMMISSIONER APPLETON DECIDES TO WITHDRAW MOTION UNTIL CONCERNS ARE RESOLVED.**

In other reports, Commissioner Lindstrum reported on her meeting with the Community Collaboration Committee (CCC).

Correction of Res 18-499 SJCPHD #1 2019 budget: There was a minor budget correction necessary on the 2019 SJCPHD #1 Budget. The Resolution and the budget itself had a \$70 difference due to a rounding difference. This record keeping item corrects the original resolution total budget amount. The actual 2019 line item budget amounts listed were correct.

ACTION: Commissioner Smith moved, and Commissioner Schwinge seconded, that the Board pass the Corrected Resolution 18-499 SJCPHD #1 2019 budget. ALL AYES; CORRECTED RESOLUTION PASSES.

Commissioner Job Duties: The Board discussed the current version of the commissioner job duties document. Hutchins has been checking with other hospital districts to get some examples, and this project is ongoing.

NEW BUSINESS:

Code of Ethics – review and sign for 2019: The Board discussed and agreed to individually sign the Code of Ethics, which is done each January on an individual basis. The Board agreed that the Code of Ethics does not need updated at this time.

Election of officers for 2019: Chair, Vice Chair, Secretary/Financial Officer: The floor was opened for nominations for officers. No nominations had previously been received by the Superintendent's office. No second is required for nominations.

ACTION: Commissioner Schwinge nominated Commissioner Michael Edwards as Chair. There were no other nominations.

ACTION: Vote whether to elect Commissioner Edwards as Chair. ALL AYES; EDWARDS IS ELECTED CHAIR.

ACTION: Commissioner Edwards nominated Commissioner Rebecca Smith as vice chair. There were no other nominations.

ACTION: Vote whether to elect Commissioner Smith as Vice Chair. ALL AYES; SMITH IS ELECTED VICE CHAIR.

ACTION: Commissioner Smith nominated Commissioner Anna Lisa Lindstrum as Secretary and Financial Officer. There were no other nominations.

ACTION: Vote whether to elect Commissioner Lindstrum as Secretary and Financial Officer. ALL AYES; LINDSTRUM IS ELECTED SECRETARY AND FINANCIAL OFFICER.

Scheduling of meetings for 2019: The EMT training class is Wednesday nights at 5:00 p.m. and will last until April 2019. This will conflict to some degree with currently scheduled meetings.

ACTION: The Board agreed by consent to move the Regular Meeting start time to 2:00 p.m. until April 2019 in order to allow adequate time for Board meetings.


The Board also briefly discussed whether to add or change how and when public comment is handled. Will discuss further at next meeting.

ADJOURNMENT: Meeting adjourned at 4:25 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