

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

Karl Kuetzing
Interim Chief Administrator, SJIEMS

By Phone: None

Absent: None

WORK SESSION: A work session was held from 1:00 p.m. to 1:50 p.m. to give potential candidates a chance to interact with the Board. Those members of the public present interacted with the Board and numerous subjects were discussed.

Chair Edwards excused the quorum to recess from 1:50 to 2:00 p.m.

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

ACTION: Commissioner Schwinge moved, and Commissioner Smith seconded, that the Agenda be approved as written.

CONSENT AGENDA: March 27, 2019 Regular Meeting Minutes, April 2, 2019 Special Meeting Minutes, SJCPHD#1 Warrant Approval, and SJIEMS Warrant Approval.

- IIMC Warrants
 - Payroll total \$ 0.00
 - A/P Warrants total \$ 537,069.63
- SJIEMS Warrants
 - Payroll total \$ 73,619.37
 - A/P Warrants total \$ 103,415.14

- **MOVED by Commissioner Schwinge moved, and Commissioner Smith seconded, that the Board approve the consent agenda as written. No Discussion. ALL AYES; MOTION PASSES.**

SJCPHD#1 OPERATIONS REPORT: Pamela Hutchins, Superintendent.

Superintendent Hutchins gave her financial and operational report for March 2019. She reported that the biannual subsidy to PIMC had been paid, reported on the findings of the Citizen's Advisory Group regarding integration of EMS and Fire services, as well as the District's efforts to publicize the need for commissioner candidates. The Board discussed the District's yearly letter to PIMC regarding requests for new services.

ACTION: Commissioner Smith moved, and Commissioner Edwards seconded, that with the inclusion of the discussed revisions that the Board approve the letter to Peace Island Medical Center regarding District requests for new services. Discussion. ALL AYES; MOTION PASSES.

The Commissioner Job Description document that the Board has worked on for the last several months was discussed. Commissioner Appleton suggested the inclusion of certain sections from the AWPMD Legal Manual.

ACTION: Commissioner Smith moved, and Commissioner Edwards seconded, that the Board approve the Commissioner Job Description with Commissioner Appleton's submission of pages from the AWPMD Legal Manual. No Discussion. ALL AYES; MOTION PASSES.

SJCPHD#1 has solicited the services of an accountant, Teresa Johnson, to assist with financial reporting for the WA State Auditors and requested Board support in moving forward. This firm was selected after thoroughly researching multiple firms.

ACTION: Commissioner Edwards moved, and Commissioner Schwinge seconded, that the Board approve the agreement as written with Teresa Johnson. No Discussion. ALL AYES; MOTION PASSES.

SJIEMS OPERATIONS REPORT: Karl Kuetzing, SJIEMS Chief. Interim Chief Kuetzing gave his financial and operations report for March 2019 with the assistance of Chris Compton, CPA. There have been 89 calls through March for 2019, and response times are within rural benchmarks. He reported that a new Administrative Assistant, Diane Carlshagen has been hired. 2019 EMT class approaches graduation, CODAN continues to be explored, helipad committee has been meeting, and staff/volunteer training is ongoing. The Integration Steering Committee is being formed with representatives from stakeholders. SJIEMS is also updating their policies and procedures.

ACTION: Commissioner Edwards moved, and Commissioner Smith seconded, that the Board accept revised policy "Requirements for Maintaining Employment with SJIEMS." Discussion. ALL AYES; MOTION PASSES.

AUDIENCE PARTICIPATION

UNFINISHED BUSINESS:

Committee Reports: Commissioner Smith reported on the Regional EMS and Trauma Care council meeting.

Audiovisual RFP responses and next steps: Superintendent Hutchins and Board Recording Secretary Butler discussed with the Board the two bids received by the District in response to the Request for Proposal. The Board requested some additional information from the companies in question to allow for better comparison. Commissioner Lindstrum and Hutchins will meet with the county regarding use of their legislative offices.

Parameters of the Steering Committee for Integration of EMS and Fire: In discussions with the Fire District and the Town of Friday Harbor the executives of the Agencies have proposed rules and parameters for the Integration Steering Committee in a written report to the Boards. Meetings will be public, with topical exceptions by approval of the Board, and multiple means for reporting back to the Boards and the public to ensure open communication.

ACTION: Commissioner Edwards moved, and Commissioner Smith seconded, that the Board accept as written the recommendations regarding the EMS and Fire Steering Committee as follows:

- (1) The Board supports the open inclusion of Board and Council as well as the Public as presented by Staff.
- (2) The Board also supports when and how specific discussions of the Committee be excluded as presented by Staff.
- (3) The Board also supports that all final recommendations of the Committee will be open to the public.

Discussion. ALL AYES; MOTION PASSES.

Res 19-504 Authorizing Release of legal advice by Steering Committee delegates: In order to allow hospital district delegates to share legal advice with Integration Steering Committee members, the Board must pass a motion permitting them to do so.

ACTION: Commissioner Edwards moved, and Commissioner Schwinge seconded, that the Board adopt Res 19-504. No Discussion. ALL AYES; RESOLUTION 19-504 IS ADOPTED.

Delegate Selection for Integration of EMS and Fire Steering Committee: Commissioner Lindstrum, Commissioner Smith, and Commissioner Appleton expressed interest in being a delegate on the Integration Steering Committee. Each discussed their qualifications and motivations.

ACTION: A plurality vote to determine a delegate was held. 3 Votes for Smith, 2 for Lindstrum. Commissioner Smith was appointed to the Integration Steering Committee.

NEW BUSINESS:

Use of Social Media for the District: In an effort to better reach the public the District discussed how and whether to utilize Facebook. This is increasingly common.

ACTION: Each Commissioner agreed to move forward with Facebook for six months and to make Nathan Butler the Public Information Officer, operating with oversight from Superintendent Hutchins.

Res 19-505 Surplus of SJIEMS Furniture Categorized as Asset-Building/Facility: SJIEMS is retiring several items of furniture and this requires a resolution.

ACTION: Commissioner Schwinge moved, and Commissioner Edwards seconded, that Resolution 19-505 to surplus furniture be adopted. No Discussion. ALL AYES; RESOLUTION 19-505 IS ADOPTED.


Res 19-506 To Void an Unclaimed Warrant: This resolution is necessary by law to void unclaimed warrant #169607 to OASI for \$25 dated May 12, 2016.

ACTION: Commissioner Smith moved, and Commissioner Lindstrum seconded, that the Board adopt Resolution 19-506 to void an unclaimed warrant. No Discussion. ALL AYES; RESOLUTION 19-506 IS ADOPTED.

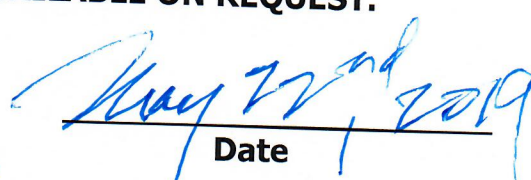
ADJOURNMENT:

Meeting adjourned at 4:35 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