

**SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1**  
**Board of Commissioners**  
**Special Meeting Minutes**  
**Frank Wilson Memorial EMS Building, 1079 Spring Street**  
**December 18, 2019**

**SJCPHD #1 Commissioners Present:**

Commissioner Everett Clary  
 Commissioner Anna Lisa Lindstrum  
 Commissioner Trish Lehman  
 Commissioner Kyle Loring  
 Commissioner Mark Schwinge

**Others Present:**

Pamela Hutchins  
 Superintendent, SJCPHD #1  
  
 Karl Kuetzing  
 Interim Chief Administrator, SJIEMS

**By Phone:** None

**Absent:** None

**CALL TO ORDER:** Chair pro tem Anna Lisa Lindstrum called the meeting to order at 5:35 p.m.

Commissioner Elect Gail Leshine-Seitz attended the meeting as a non-voting member of the public but was invited to participate throughout the meeting by the Board.

**ACTION: Commissioner Lindstrum moved, and Commissioner Schwinge seconded, that the Board move to amend the agenda to allow Gail Leschine-Seitz to be sworn in as a San Juan County Public Hospital District No. 1 commissioner. ALL AYES; MOTION PASSES.**

Chair pro tem Lindstrum proceeded to swear Commissioner Elect Leschine-Seitz into office. Leschine-Seitz will take office on January 1, 2020. The law allows commissioners elect to take the Oath of Office either ten days before the start of their term or at the last regular Board meeting prior to the start of their term. She had previously taken the Oath of Office too early.

**CONSENT AGENDA:** November 20, 2019 Regular Meeting Minutes, December 4, 2019 Special Meeting Minutes, SJCPHD#1 Warrant Approval, and SJIEMS Warrant Approval.

➤ SJCPHD#1 Warrants		
○ Payroll	total \$	0.00
○ A/P Warrants	total \$	24,805.88
➤ SJIEMS Warrants		
○ Payroll	total \$	28,102.33
○ A/P Warrants	total \$	92,014.31

- **ACTION: Commissioner Schwinge moved, and Commissioner Clary 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 November 2019. Hutchins invited the public to find links for Premera LifeWise on the District website, discussed the ongoing audit, and noted that new commissioners had been sworn in.

**SJIEMS OPERATIONS REPORT: Karl Kuetzing, SJIEMS Chief.** Chief Kuetzing gave his financial and operations report for November 2019. Chris Compton, CPA, was not present. Kuetzing reported that he plans to do a year end summary for 2018 in January 2020. Financials are strong, with plenty of cash on hand. Advanced Life Support (ALS) protocols are in their final round of edits with the Medical Program Director for San Juan County, Dr. Joshua Corsa. The county council has approved a ballot measure to fund the countywide radio upgrade (CODAN).

Both the hospital district and EMS reports are available on the District website. Kuetzing offered to revise the format of his reports, if desired, to meet the needs of the new Board.

**AUDIENCE PARTICIPATION**

Warren Appleton  
Leslie Brennan

**UNFINISHED BUSINESS**

**Discussion of Integration of EMS and Fire:** Commissioners discussed the process of integrating EMS with the Fire District and how to proceed. The Board discussed generally how to handle reports and how to come up to speed on the many issues the District is working on.

**Letter to San Juan Island Fire and Rescue:** At the previous Special Board Meeting the commissioners discussed sending a letter to the Fire District. However, the parameters of the letter needed clarified.

**ACTION: Commissioner Schwinge moved, and Commissioner Clary seconded, that a letter of appreciation and support for the integration process be drafted by Chief Kuetzing and sent to the Fire District. No discussion. ALL AYES; MOTION PASSES.**

**Discussion of Long-term Care:** Commissioners asked for and received clarification on the Long-term care project. Hutchins indicated that the District was waiting on whether we get a HRSA grant for further planning. She committed to writing a summary report regarding the long-term care project.

**Committee Reports:** Each committee made reports and ongoing efforts were discussed, particularly how to handle quality assurance and questions regarding service from the public.

## **NEW BUSINESS**

**Election of Officers due to vacancy, terms to last until January 2020: Chair, Vice Chair, Secretary/Financial Officer:** Per District bylaws, vacancies in officer positions must be filled at the following Regular Board Meeting. Although new elections will occur in January, officers must be elected to serve until then.

**ACTION: Commissioner Lehman moved, and Commissioner Clary seconded, that Anna Lisa Lindstrum be elected Chair of the Board. No discussion. ALL AYES; LINDSTRUM IS ELECTED CHAIR.**

**ACTION: Commissioner Lehman moved, and Commissioner Lindstrum seconded, that Kyle Loring be elected Vice-chair. No discussion. ALL AYES; LORING IS ELECTED VICE-CHAIR.**

**ACTION: Commissioner Lehman moved, and Commissioner Lindstrum seconded, that Everett Clary be elected Secretary and Financial Officer. No discussion. ALL AYES; CLARY IS ELECTED SECRETARY AND FINANCIAL OFFICER.**

**Johnson CPA renewal of contract:** Hutchins introduced the accounting contract with Teresa Johnson, CPA. This is an existing agreement to be renewed for 2020. This firm has particular expertise in dealing with audits.

**ACTION: Commissioner Lehman moved, and Commissioner Schwinge seconded, that the Board accept the letter and contract. No discussion. ALL AYES; MOTION PASSES.**

**Appraisal of EMS Building:** The Board discussed whether it would be worthwhile to get a market appraisal for the EMS Building to get a rough estimate of its value going into integration with the Fire District.

**ACTION: Commissioner Schwinge moved, and Commissioner Lehman seconded, that the Board approve a market appraisal of the EMS building. No discussion. ALL AYES; MOTION PASSES.**

**Board letter of appreciation for outgoing supervising physician:** Commissioner Lindstrum discussed her desire to send a letter of appreciation to Olivia Haesloop from the Board.

**ACTION: Commissioner Schwinge moved, and Commissioner Lehman seconded, that the Board send a letter of appreciation to Olivia Haesloop, M.D. No discussion. ALL AYES; MOTION PASSES.**

**Upcoming meetings discussion:** The Board discussed upcoming meetings and agreed to have the District legal counsel Richard Davis come provide Open Public Meetings Act (OPMA), Public Records Act (PRA), and governance training to the Board. OPMA and PRA training is required under the law for new commissioners within 90 days of taking office.

**Commissioner Comments:** Board members thanked Commissioner Mark Schwinge for his service. Commissioner Lindstrum said, "I know these meetings haven't always been fun, but your service to the community is noted and appreciated." Board members also welcomed Commissioner Elect Leschine-Seitz.

**ADJOURNMENT:** Chair pro tem Lindstrum adjourned the meeting at 7:10 p.m.

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



Signed by Chairperson



Date

**The original document is retained at the San Juan County Pubic 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, Recording Secretary**