

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1
Board of Commissioners
Special Meeting Minutes
Held remotely under COVID-19 emergency rules

Wednesday April 8, 2020

SJCPHD #1 Commissioners Present:

Commissioner Everett Clary
Commissioner Anna Lisa Lindstrum
Commissioner Trish Lehman
Commissioner Gail Leschine-Seitz
Commissioner Kyle Loring

Others Present:

Pam Hutchins
Superintendent, SJCPHD #1

Karl Kuetzing
Interim Chief Administrator, SJIEMS

By Phone: None

Absent: None

CALL TO ORDER: Chair Anna Lisa Lindstrum called the meeting to order at 5:30 p.m., in a fully remote MS Teams meeting, with the public participating via phone. Governor Inslee's order, Proclamation 20-28, issued March 24, 2020, temporarily prohibits public agencies from conducting any in-person meetings and requires all remote meetings to provide an option for public attendance via remote access. Roll call was made verbally of each commissioner for the benefit of the public. Meeting was still recorded, and audio made available to the public as with all meetings.

This meeting was a Special Meeting intended to complete business that would have been done at the cancelled March 25, 2020 Regular Board meeting. All motions and resolutions from this meeting were digitally signed by each commissioner by sending a confirmation email to Board Recording Secretary Nathan Butler regarding their votes.

OUTSIDE REPORTS

PeaceHealth Peace Island Medical Center representative: Chief

Administrative Officer Merry-Ann Keane. Keane read a brief statement: "...some of the steps we've taken to ensure that we are protecting our community while preparing to meet the current and anticipated surge in COVID-19 patients: implemented practices to reduce the risk of transmission for caregivers and community including visitor restrictions, symptom screenings and universal masking; added mobile screening and tele-visits; prepared external triage sites and readied internal areas for patient overflow; and cancelled or postponed elective procedures. PeaceHealth continues to implement a Personal Protective Equipment (PPE) conservation plan..." She answered questions that had been submitted in advance and interacted briefly with the Board.

San Juan County Emergency Operations Center (EOC) representative: Kyle Dodd, Incident Commander of the EOC. Dodd stated that the EOC is working very hard to deal with the COVID-19 pandemic in San Juan County. The Liaison Section is working with over 150 organizations in the county to get reliable information out. The Public Information Section has been pushing out press releases, social media posts, and producing videos. Medical surge planning has been completed, and isolation and quarantine facilities worked out for transient populations who may need it. Probers are testing but the county do not have enough to test as many people as desired. The State Department of Health determines that the priority is those who are sick. Some healthcare providers in the county are running low on Personal Protective Equipment. No sector of the economy has been unaffected. Dodd interacted briefly with the Board and was thanked for the county's efforts.

AUDIENCE PARTICIPATION: Audience participation was by prior request. Those who may have missed the notification to send in requests in advance were offered the option to email Butler during the meeting and to participate at the end.

Karin Agosta made a brief comment.

CONSENT AGENDA: March 4, 2020 Special Meeting Minutes, February 26, 2020, Regular Meeting Minutes, SJCPHD #1 Warrant Approval (Jan/Feb 2020), SJIEMS Warrant Approval (Feb 2020).

- SJCPHD#1 Warrants
 - Payroll (1/2020) total \$ 0.00
 - A/P Warrants (1/2020) total \$ 36,334.52
- SJCPHD#1 Warrants
 - Payroll (2/2020) total \$ 0.00
 - A/P Warrants (2/2020) total \$ 7,970.83
- SJIEMS Warrants
 - Payroll (2/2020) total \$ 90,946.54
 - A/P Warrants (2/2020) total \$ 26,939.02
- **ACTION: Commissioner Lindstrum suggested that the Board approve the amended consent agenda and amended agenda. No Discussion. ALL AYES; MOTION PASSES. Vote taken by roll call.**

SJCPHD#1 OPERATIONS REPORT (JAN/FEB 2020): Pamela Hutchins, Superintendent. All operations reports are posted on the District website. January 2020 saw the establishment of a series of new Board committees, Board officers, and transitioned into the new year. February 2020 saw the return of the state Auditors, the PIMC report, and the beginning of the spread globally of COVID-19. Financials are stable.

SJIEMS OPERATIONS REPORT (FEB 2020): Karl Kuetzing, Interim EMS Chief.

All operations reports are posted on the District website. There were 77 runs for February, which is 11 fewer calls than during the same period in 2019, equaling a 7% decrease. Average chute time, or ambulance out the door, was 2:44, and the average response time was 8:10 with 96% of calls under 20:00. Cash and reserves remain very strong. Town annexation has been delayed. SJIEMS has multiple people involved with the county EOC. Community paramedicine program continues.

Chief Kuetzing has implemented numerous safety measures during the COVID-19 pandemic. Personal Protective Equipment (PPE) is worn and ambulances are cleaned after every run. Currently Volunteer response is being limited to reduce exposure. SJIMES is working with the Fire District to ensure plenty of responders are available. The entire EMS office building is cleaned daily and is closed to the public and off-shift responders.

UNFINISHED BUSINESS

Committee Reports and discussion: None.

NEW BUSINESS

COVID-19 Related Issues:

- **Eventide Health:** Commissioners expressed concern about the well-being of Eventide Health.
- **County Response:** Commissioners indicated satisfaction with the county response. Commissioner Lindstrum said, "Kyle Dodd did a great job [earlier in the meeting], it was very reassuring."
- **Hospital District Role:** This was discussed more elsewhere.
- **SJIEMS needs** Chief Kuetzing indicated that there were no specific needs from SJIEMS at this time: "At this point in time I think we're okay... for PPE we're in the green."
- **SJIEMS Chain of Command:** As Superintendent, Pamela Hutchins would be in charge if something happened to Chief Kuetzing, with assistance from Heather Vogel. Operational assistance would be anticipated from the Fire District and SJIEMS medical staff.

Res 20-519 Emergency Declaration for SJIEMS: This declaration of a districtwide emergency is necessary for funding assistance. A short amendment to the current text was made in the first section clarifying that anybody can get COVID-19.

ACTION: Commissioner Loring moved, and Commissioner Lehman seconded, that the Board adopt Resolution 20-519 Emergency Declaration for SJIEMS as amended. ALL AYES; MOTION TO ADOPT RES 20-519 PASSES. Vote taken by roll call.

Res 20-520 Request for Emergency funding from FEMA: This resolution requests funding from FEMA and other agencies to deal with the COVID-19 pandemic within the boundaries of the hospital district.

ACTION: Commissioner Lehman moved, and Commissioner Leschine-Seitz seconded, that the Board adopt Resolution 20- Request for Emergency funding from FEMA. ALL AYES; MOTION TO ADOPT RES 20-520 PASSES. Vote taken by roll call.

Discuss Deferment of projects: Integration, employee review, strategic planning: The Board agreed by consent to defer Integration of EMS and Fire, its review of Chief Kuetzing, and strategic planning. These projects will be resumed later, with no time specified.

Cost of living adjustment for Interim EMS Chief: The Board discussed whether it should give the budgeted 2% cost-of-living increase to Chief Kuetzing.

ACTION: Commissioner Leschine-Seitz moved, and Commissioner Clary seconded, that the Board approve the budgeted 2% cost-of-living for Chief Kuetzing. 4 AYES, 1 NO (Lehman); MOTION TO APPROVE A 2% COST-OF-LIVING INCREASE FOR CHIEF KUETZING WAS PASSED. Vote taken by roll call.

AUDIENCE PARTICIPATION: None.


COMMISSIONER COMMENTS: The Board discussed when and whether to do strategic planning and agreed to discuss it in two weeks.

ADJOURNMENT: Chair Lindstrum adjourned the meeting at 7:45 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, Recording Secretary