

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1
Board of Commissioners
Regular Meeting Minutes
Frank Wilson Memorial EMS Building, 1079 Spring Street
Wednesday January 27, 2021
Held Remotely under COVID-19 Rules

SJCPHD #1 Commissioners Present:

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

Others Present:

Pamela Hutchins
Superintendent, SJCPHD #1

Nathan Butler
Interim EMS Administrator, SJIEMS

By Phone: None

Absent: None

CALL TO ORDER:

Chair Anna Lisa Lindstrom 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 and extended several times, 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. The meeting was still recorded, and audio made available to the public as with all meetings.

CONSENT AGENDA: December 16, 2020 Regular Meeting Minutes, SJCPHD #1 Warrant Approval, SJIEMS Warrant Approval.

ACTION: Commissioner Lindstrom moved, and Commissioner Loring seconded, that the Board amend the Consent Agenda to include resolution 21-540 to set the value of previously surplused ambulance. ALL AYES; MOTION PASSES.

➤ SJCPHD#1 Warrants			
○ Payroll	total \$		0.00
○ A/P Warrants	total \$		39,068.60
➤ SJIEMS Warrants			
○ Payroll	total \$	107,113.87	
○ A/P Warrants	total \$	84,933.56	

- **ACTION: Commissioner Lehman moved, and Commissioner Loring seconded, that the Board approve the amended Consent Agenda. ALL AYES; MOTION PASSES.**

AUDIENCE PARTICIPATION (15 Minute Limit total; comments max 3 minutes per person):

None.

UNFINISHED BUSINESS

Committee Reports and discussion:

Off Island Transport – No report

Community Collaborations Committee – did not meet, committee was asked to approve funding for head start via e-mail.

EMS and Trauma Care Council – Butler reported that the council added San Juan Fire and Rescue. The process for council voting was explained. Each island sends one voting member. Talked about updating the regional plan. Lainey Volk will send off the corrected list of members.

Finance committee – Anna Lisa Lindstrum and Everett Clary. Adjusted budget looks good. We had 6% more in property tax revenues than projected. GEMT was half of projected. Going forward we will be getting one lump sum at the end of the year. We had significantly lower amounts of Medicaid calls. Number of regular transports were a little above what was expected.

Long term care committee – Both the HRSA planning grant and the HRSA Hub Care coordination grants are up and running. Next meeting for the planning grant is February 5. Care coordination grant meets on the first Tuesday.

Community Relations Committee – Commissioner Lehman thanked EMS for their presence at the vaccine clinic.

Integration of EMS and Fire – Butler has met a few times with Fire Chief Collins. He is working on developing a working relationship and several agreements on urgent issues. Working on coming up with a plan that the boards can say yeah or nay in March.

Superintendent Contract - Superintendent Hutchins announced that she will be retiring on March 25, 2021. One of her biggest accomplishments was helping to get the hospital built. Chairman Lindstrum thanked Hutchins for her years of hard work. The commissioners expressed their thanks and congratulations.

ACTION: Commissioner Lehman moved to adopt the amendment of Hutchins contract, and Commissioner Leschine-Seitz seconded. ALL AYES; MOTION PASSES.

ACTION: Commissioner Lehman moved to accept Hutchins resignation, and Commissioner Lindstrom seconded. ALL AYES; MOTION PASSES.

Update on Hospice of the NW issue: Bristol, the company that was going to buy hospice of the NW, has announced their plan to sell. Commissioner Lehman feels like we dodged a bullet that hospice did not get purchased by this company.

NEW BUSINESS

Resolution 21-540 a resolution of San Juan Public Hospital District No. 1 to set the value of previously surplused assets including the 1997 E350 ambulance, the 2008 Ford Explorer Spring Rig, and the 2001 Ford f-150 pickup truck: Current administrators were unaware that they had to set the value of surplused assets. The F150 was set at market price and sold at a closed bid auction. The ambulance has issues so the District feels justified in setting a lower value.

ACTION: Commissioner Leschine-Seitz moved to adopt Resolution 21-540, and Commissioner Loring seconded. ALL AYES; MOTION PASSES.

Code of Ethics: Needs to be reviewed and resigned every year. Required by the bylaws. Please reread and resign and send to Superintendent Hutchins.

Election of Officers and Committees: Board members were asked to give nominations to Superintendent Hutchins. The only set of nominations were the existing slate: Chairperson – Anna Lisa Lindstrum, Vice Chair – Kyle Loring, Financial Officer – Everett Clary.

ACTION: Commissioner Lehman moved to adopt the slate of officers, and Commissioner Leschine-Seitz seconded. ALL AYES; MOTION PASSES.

Committee assignments were proposed as presently constituted:

- Off island transport – Kyle Loring and Everett Clary
- Community Collaborations – Trish Lehman and Gayle Leschine-Seitz
- EMS Trauma Council - Gail Leschine-Seitz
- Civil Investigative Committee – Kyle Loring
- Finance Committee – Everett Clary with Anna Lisa Lindstrum as backup
- Interisland Healthcare Foundation and Long-term Care Committee - Trish Lehman and Gayle Leschine-Seitz
- Community Relations Committee – Trish Lehman and Anna Lisa Lindstrum

ACTION: Commissioner Loring moved to retain the existing committee assignments, and Commissioner Clary seconded. ALL AYES; MOTION PASSES.

EXECUTIVE SESSION (6:30 p.m.): RCW 42.30.110 (1)(i) "discuss with legal counsel..." Chair Lindstrum announced the executive session to last from 6:30 to 7:15 p.m. Public session resumed at 7:15 p.m., with no action taken.

REPORTS:

San Juan County Public Hospital District No. 1: The ending cash balance in December was \$691,986.00, which was about \$12,000.00 over budget. There was revenue of \$24,293.00 which was mostly property tax or leasehold tax. Revenues for the years were \$1,392,807. Hutchins is waiting on the end of the years report for the county to finish their journal entries. Taxes for wages were off because of changing positions and salaries.

Hutchins stated that she was excited about the long-term care grants, but sad to be leaving before it is completed. Kyle Davies is working in the office with Pam. She explained how reporting on the HRSA grant will be handled. Operation is still in the middle of the audit. Hopefully will be done before Hutchins leaves. There have been no new requests for public records.

San Juan Island Emergency Medical Services (December 2020 and 2020 Review): Butler went over the December 2020 report. December was very low on calls with only 58 runs, the most substantial drop in the entire year. Response times were solid.

Vaccine clinics are currently being held on three islands. They are being run by the health department. This includes booster shots. As of next week, most of our agency will be vaccinated. It is costing a modest amount of \$100 per week in labor. Eventide and drug store have been approved. Peace Health is working on it.

The District needs to send a student to medic school thru Medic One, and the Board discussed this decision with Butler. Additionally, discussed the need to deal with the civil investigative demand, and the Board agreed to check into this issue.

We need to consider paying down our building. We have a lot of money in the bank and looks like we have more than we do. At the current rate we will pay it off by 2026. The finance committee will look into making a recommendation.

2020 Year in Review: We started the year with \$1,440,000 and no reserve. We ended the year with \$1,230,000 and \$303,000 in reserve. In addition, we have \$343,000 in investment fund. Total revenues for the year are \$2,393,471.

Statistical report: 1027 runs in 2020 a 12% decrease from 2019. Response time was 8 min and 52 seconds. We exceed or meet the state standards.

AUDIENCE PARTICIPATION (15 Minute Limit total; comments max 3 minutes per person):

None.

COMMISSIONER COMMENTS:

Commissioner Loring requested a staffing plan for after Superintendent Hutchins' retirement.

ADJOURNMENT: Chair Lindstrum adjourned the meeting at 8:25 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: Peggy Long, Recording Secretary