**JEFFERSON COUNTY**

**EMERGENCY MEDICAL SERVICES DISTRICT**

360 SW Culver Hwy, Madras, OR 97741

**Board Meeting**

**Minutes**

July 13, 2020

**MEMBERS PRESENT:** John Curnutt, Chair; Patricia Neff, Secretary; David Budden, Personnel Officer; Louise Muir, Budget Officer

**MEMBERS ABSENT:** Steve Heydon, Vice-Chair; Patricia Neff, Secretary

**STAFF PRESENT:** Chief Michael Lepin, BA, P; Chelsie Beaver, Administrative Assistant; Paul Sumner, Attorney

**GUESTS PRESENT:** Joe Krenowicz

**I BOARD BUSINESS**

**I.A. Call to Order**

John Curnutt called the Jefferson County Emergency Medical Services District Board to order at 7:08pm. The meeting was held at Jefferson County Emergency Medical Services, 360 SW Culver Hwy, Madras, Oregon.

**I.B. Roll Call**

Taken and recorded.

**I.C. Visitors**

**I.D. Approval of the June 8, 2020 board meeting minutes and June 24, 2020 budget hearing minutes**

A motion was made by Louise Muir to accept the June 8, 2020 board meeting minutes and the June 24, 2020 budget hearing minutes as presented. The motion was seconded by David Budden. The motion passed unanimously.

**I.E. Approval of Payment of the Bills for July 2020**

A motion was made by Louise Muir to approve the payment of the bills for July as presented. The motion was seconded by David Budden. The motion passed unanimously.

**I.F. Date of the Next Regular Scheduled Meeting**

August 10, 2020

**II PUBLIC COMMENT & CORRESPONDENCE**

**No updates at this time**

**III REPORTS**

**III.A Staff Report:**

**III.A.1 Chief’s Report:**  Chief Michael Lepin

* **COVID-19:** Stryker held an in-service training for all EMS staff, including Jefferson County Fire for the new LUCAS devices on July 6, 2020. This in-service training was required to have the LUCAS devices operational for the crews to use on 911 calls when needed. One of the EMT’s who was off shift for the training came in two days later and presented with a fever. The shift captain sent him home and shortly after, he presented with more symptoms. The EMT had a COVID-19 test done which resulted as positive. The EMT who sat next to him during the training presented with similar symptoms before her shift four days after the training. She is waiting for her COVID-19 test results. Dr. Michael Baker at the Jefferson County Public Health Department has been notified of event, as well as Chief Huff of Jefferson County Fire District. The crews are required to record their temperatures twice a day and fill out a questionnaire.
* Brightwood has had more positive COVID-19 cases. The Oregon Medical Board has changed the scope of practice for EMTs and Paramedics to allow EMTs and Paramedics do nasal and nasalpharyngeal swab testing. This will allow us to assist the Jefferson County Public Health with a testing of the COVID-19 virus. They would like us to help sometime with testing at Brightwood.
* Governor Kate Brown changed the requirements regarding COVID-19. Starting Wednesday, July 15, 2020, social gatherings are to be no bigger than 10 people indoors.
* Zoom meetings still offered during Board Meetings for the public and for any Board Member who does not want to come into the station.
* The crews have been using an air compressor with sprayer that contains sanitizer to decontaminate the ambulances after calls. Madras Medical Group has been doing a wonderful job with testing patients for COVID-19. However, it is difficult to have the test done for possible exposures. A patient must have a note from their primary care provider in order to be tested. Chief Lepin is in contact with our Medical Director, Dr. Parker, to have the procedure changed for EMS staff.

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| **Response Report** | | |
|  | **2019** | **2020** |
| **Total Responses for June** | **214** | **256** |
| BLS Calls | 20 | 31 |
| ALS Calls | 105 | 116 |
| *Specialty Care Transports* | 13 | 28 |
| Driver for AirLink/LifeFlight |  |  |
| **Non-Transport Calls** | **76** | **81** |
| Agency Assist | 1 |  |
| Agency Assist for WSF&S | 1 | 2 |
| Cancellation | 3 | 4 |
| Blood Draws | 1 | 1 |
| Fire Standbys | 5 | 11 |
| MVC-Non Injury | 10 | 14 |
| Other | 9 | 6 |
| Welfare Checks/Lift Assist | 45 | 43 |
| Billable Miles | 2162.3 | 2591.4 |
|  |  |  |
| **ProMed Membership** | 610 | 466 |

* When the pandemic started in March 2020, the number of emergency calls decreased. Since then, emergency calls have started to increase again.
* **OSAA:** There is a meeting scheduled for this Friday – Virtual meeting.
* **Oregon Office of Rural Health:** Focused on helping with how health care can reach out virtually to patients. Telemedicine – and healthcare providers can bill for those visits.

**III.B. Volunteer Report:** Brandon Thompson was arrested for failing to complete to requirements of his sentence. He did not pay back the money owed to the Volunteers.

The Volunteers did receive a check of $1,350.00 for the missing funds in the beginning of this month from the Justice Department of Oregon.

As of now, his court date is scheduled for August 13, 2020.

**III.C. Budget Report:** Louise Muir, Budget Officer

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| --- | --- |
|  | **July 2020** |
| Checking Account | $14,494.23 |
| Equipment Fund | $411,958.46 |
| Investment Pool | $497,022.94 |
| **Total Balance** | **923,475.63** |

Total revenue report for this past fiscal year is not accurate, the percentages on the report are not up to date. At the Board Meeting last month, there was a resolution to move $35,000.00 from Contingency Funds over to Materials and Services which is not listed on the revenue report.

Chief Mike Lepin reports The District did not put money into savings this month. This is because the District paid the required portion for GEMT ($60,169.38) and paid for the LUCAS ($21,270.70) CPR devices.

Before the District received the LUCAS CPR Devices, there have been 7 codes since January 2020. Most of these codes are overdoses (opioids) and the crews have been able to save the patient’s life. The LUCAS device does the compressions for the crew so they can focus on getting the patient connected to the Zoll monitor, starting an IV for medications, etc. Central Oregon Opioid Crisis also has grant money so Madras Police Dept is able carry Narcan to assist with opioid overdoses as well.

**III.D. Personnel Report:** David Budden, Personnel Officer

* The District seems to be doing well, until positive COVID-19 case within the personnel.
* EMT’s have been stepping up to help cover shifts when employees call in sick, as well as the volunteers.

**IV OLD BUSINESS**

**IV.A – JCEMSD-JCFD#1 Task Force:** July Meeting was cancelled.

**IV.B – Air Link:** Chief Lepin has been holding off pursuing the completion of this contract. The other transporting agencies are looking to finalizing the procedure with SCMC on CCT transports before finalizing the contract. We are honoring what the contract agrees to pay currently. The agreed payment is:

Ambulance: $50/hr, 2 hr minimum

Mileage: $18.00/mile

Driver: $24.17/hr

* Air Link is no longer dispatched out of St. Charles Bend nor the Transfer Center, they are now dispatched through their home base owned by Med-Trans out of Texas.

**IV.C – Life Flight Contract:** Chief Lepin met with Victor Walco of Life Flight. The way the contract is set up in comparison to Air Link, Life Flight will pay about $368 less than Air Link in transports to Bend. This is because Air Link pays more in mileage. However, the District’s transports with Life Flight to Bend is very minimal. The District is much more likely to transport the Life Flight crew to the Madras Airport than to Bend. In this case we will be reimbursed more by Life Flight than Air Link. Chief Lepin agreed to sign the contract, per the Board’s guidance, with the edit of changing the expiration date to the original expiration date, rather than renewing after signing. This will make the contract good for 6 months before needing to be renegotiated. The contractual payment is:

Trip: $410.00

Mileage: $4.00/Mile

Shannon who was in charge at the Transfer Center no longer works there, Chief Lepin is attempting to figure out who the new contact person is. Dianne out of Redmond has taken the lead on getting the contracts and communication locked down since Cascade East is no longer the CCO, there is a new company from the valley.

**V NEW BUSINESS**

**V.A – Bend Broadband Commercial Service Agreement – Dual ISP:** The District’s current internet server is through Sureline. The District would like to have a dual ISP in case one server goes out, we have a backup to keep operations running. The District can get faster upload and download times with Bend Broadband for comparable prices. Because of this, the District would make Bend Broadband our primary server used for administrative duties and Sureline will be the backup server used for crew members to write reports as well as stream online for research needed for training, etc. Our phone service we will keep with Sureline as they have a better deal than Bend Broadband for phone service. Having the back up server will allow the office staff to continue with their duties; billing, receiving payments, etc.

A motion was made by David Budden to allow The District to add Bend Broadband as the primary internet server with Sureline as the backup internet server. The motion was seconded by Louise Muir. The motion passed unanimously.

**VI GOOD OF THE ORDER**

**VI.A – Maternity Leave Policy & Harassment Policy:**

**Maternity –** A policy for maternity leave has been created. After review, Paul Sumner advised to specifically state that maternity leave can be included with short-term disability or long-term disability. Chief Lepin will add/reword the policy and present at the next Board Meeting.

**Harassment –** A policy for harassment has been presented, Paul Sumner reviewed as well as the Board Members. Paul Sumner advises to be sure to record who attends and completes harassment training. Chief Lepin will have a form for each employee to sign after the policy is reviewed and signed copy will be placed in employee’s file.

A motion was made by Louise Muir to add the Harassment Policy to the Standard Operating Procedures. The motion was seconded by David Budden. The motion passed unanimously.

**VIII MEETING ADJOURNMENT**

Meeting Adjourned at 7:42pm.

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Patricia Neff, Secretary

Secretary, Board of Directors

Jefferson County EMS District

Minutes were taken and prepared by Chelsie Beaver.