**JEFFERSON COUNTY**

**EMERGENCY MEDICAL SERVICES DISTRICT**

360 SW Culver Hwy, Madras, OR 97741

**Board Meeting**

**Minutes**

September 14, 2020

*Due to the Governor’s order, only Board Members and Staff will be allowed in the meeting room, to keep the physical attendance below 10 and to maintain social distancing. Members of the community are welcome to attend the meeting via ZOOM at the link below.*

Link to the Jefferson County EMS District Board Meeting:

<https://us02web.zoom.us/j/83679627238?pwd=c1hnYnhIWTZKMmk0UkZxQVdUUmdMZz09>

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

**MEMBERS ABSENT:**

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

**GUESTS PRESENT:**

**I BOARD BUSINESS**

**I.A. Call to Order**

John Curnutt called the Jefferson County Emergency Medical Services District Board to order at 7:00 pm. The meeting was held at Jefferson County Emergency Medical Services, 360 SW Culver Hwy, Madras, Oregon.

**I.B. Pledge of Allegiance**

**I.C. Roll Call**

 Recorded

**I.D. Visitors**

**I.E. Approval of the August 10, 2020 board meeting minutes**

A motion was made by Steve Heydon to accept the August 10, 2020 board meeting minutes as corrected \*\*. The motion was seconded by Louise Muir. The motion passed unanimously.

\*\*Dave’s name needs to be fixed on the August 10, 2020 Board Meeting minutes

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

A motion was made by Louise Muir to approve the payment of the bills for September as presented. The motion was seconded by Steve Heydon. The motion passed unanimously.

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

 October 12, 2020

**II PUBLIC COMMENT & CORRESPONDENCE**

 None

**III REPORTS**

**III.A Staff Report:**

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

* + **Employee Engagement Survey**
		- * Chief Lepin has completed free trainings through the Special Districts Human Resources. This particular training included topics such as: “Offensive Terminology” and “How Engaged are Your Employees.” An anonymous survey was sent to all staff and volunteers by Chief Lepin. This survey consisted of true/false questions as well as short answer questions that asked employees how they feel about their positions at Jefferson County EMS and positive vs negative feelings in the workplace.
			* 6 surveys have been turned in so far. Chief Lepin will review surveys along with the shift captains. Out of the 6 surveys turned in, there were similar answers regarding issues with communication. Not every feels like they are “in the know.” Chief Lepin has backed off from informing crews of too much information to not get hopes up if something does not work out. Chief Lepin does have an open-door policy and welcomes all questions, suggestions and/or concerns.
			* Surveys also mentioned employees are being micromanaged by their shift captain and 2 surveys mention they feel Jefferson County EMS is not a diverse company, which is odd since our agency is very diverse compared to others in the area.
			* One of the questions on the survey asks about changes within the District and there were negative feedback mentioning changes do not happen or employees do not take well to change. Wise words were said to Chief by one of the Captains, “you can make changes fast today then they’ll find something to complain about tomorrow.”
			* Each survey will be taken serious equally.
	+ **COVID-19:**
		- * The District obtained an ultraviolet light for decontamination of the patient compartments of the ambulances. The ultraviolet light is set in the patient compartment for at least 15 minutes after a COVID positive or suspected COVID positive patient. The ultraviolet light does not kill the virus but makes the virus “useless.” The shifts are still using the alcohol spray; however, this will reduce the amount of spraying they are doing which will save us on supplies and money.
			* The District has been fit-testing all staff for a new respirator. The District will be going to a full-face respirator which all full-time staff will be issued. The partial respirators and face shields will be used by part-time staff.
			* COVID transports have decreased, which is the same trend reported by the Dept of Public Health. Dr. Baker stated, although the amount of positive cases has decreased, so has the number of testing. So, this can be misleading. We will be joining the Dept of Public Health in October to do a mass COVID-19 testing and flu vaccination clinic. This testing/flu vaccine clinic will possibly be held at the Jefferson County Fairgrounds, depending if the wildland fire camp is still set up at the fairgrounds.

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| **Response Report** |
|  | **2019** | **2020** |
| **Total Responses for August** | **243** | **292** |
|  BLS Calls | 27 | 34 |
|  ALS Calls | 97 | 129 |
|  Specialty Care Transports | 16 | 14 |
|  Driver for AirLink/LifeFlight |  | 1 |
| **Non-Transport Calls** | **103** | **114** |
|  Agency Assist |  |  |
|  Agency Assist for WSF&S | 3 | 6 |
|  Cancellation | 2 | 1 |
|  Blood Draws |  | 1 |
|  Fire Standbys | 10 | 13 |
|  MVC-Non Injury | 15 | 17 |
|  Other | 7 | 9 |
|  Welfare Checks/Lift Assist | 66 | 67 |
| Billable Miles | 2411.5 | 2919.7 |
|  |  |  |
| **ProMed Membership** | 554 | 472 |

* The ProMed memberships have decreased. Public relations have been put on hold since the COVID-19 pandemic. This has made it very difficult to get information out to the community about the ProMed memberships. Brightwood is planning their health fair and informed Chief Lepin they will be sending the District an invite to set up a booth this year. The District will be able to take information about ProMed to Brightwood’s health fair.

**III.B. Volunteer Report:**

* 2 volunteers have been signed off as EMT-Basic operational: Zach Moore and Matt Fox. Both have been helping cover a lot of shifts for the District, including 3rd out coverage on the weekends.
* The Volunteers have received 2 more applications, both are certified EMT-Basics and are expecting at least 2 more applications.

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

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| --- | --- |
|  | **September 2020** |
| Checking Account | 387,691.44 |
| Equipment Fund | 418,254.95 |
| Investment Pool | 523,632.23 |
| **Total Balance** | **1,329,578.62** |

* The District will be receiving a grant that will cover some of the payroll for coverage during the COVID-19 pandemic. The District also plans to pay off 2173 and 2174 by December 2020. There is enough money in the savings account that will allow the District to do so.
* Patient Care Items shows it is way over budget already. Chelsie will look through the line item and move any items to the COVID grant expense line and those expenses should be back to normal. The crews have also been very busy, therefore more medical supplies have been used recently.

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

Report

* The District has been very fortunate that there has been no sickness within the shifts, and everyone has been doing well.
* Captain Penny Codemo’s paramedic student has been hired as a part time EMT-Basic.

**IV OLD BUSINESS**

**IV.A – JCEMSD-JCFD#1 Task Force:** September meetings was cancelled. Per JCFD#1’s Board Meeting, Chief Huff has been talking with Jeff Rasmussen, County Administrator, about this and stated Jeff would like to see this continue to at least find some resolution. JCFD Board would like to meet to at least find some resolution or outcome, whether the meeting be in person or virtual. Chief Huff sent out an email to the members of this committee after their last meeting.

* The Jefferson County EMS District Board agreed to have this topic dropped, as said before in previous Board Meetings as well.
* Paul Sumner: Jefferson County EMS District Board has been cooperative in this situation.

**V NEW BUSINESS**

**V.A –** **Public Notice on JCEMSD Website:** Since the District has been posting on our website, The District should make a statement in our Board Meeting that The District will post all public notices on our website.

A motion was made by Dave Budden to state the Jefferson County Emergency Medical Service District will post all public notices and Board Meetings information on the Jefferson County EMS website. The motion was seconded by Louise Muir. The motion passed unanimously.

**VI GOOD OF THE ORDER**

**VI.A –**The City of Maupin is in process of having at least 5 new EMTs for their ambulance service area (ASA). The EMT’s will be taking their final test very soon. Paul Sumner would like to communicate the Jefferson County EMS District Board and Chief’s congratulations and appreciation to the City of Maupin. The Board and Chief agree.

**VIII MEETING ADJOURNMENT**

A motion was made by Louise Muir to adjourn this Jefferson County Emergency Medical Service District Board Meeting at 7:35PM. The motion was seconded by Dave Budden. The motion passes unanimously.

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Patricia Neff, Secretary

Secretary, Board of Directors

Jefferson County EMS District

Minutes were taken and prepared by Chelsie Beaver.