**JEFFERSON COUNTY**

**EMERGENCY MEDICAL SERVICES DISTRICT**

360 SW Culver Hwy, Madras, OR 97741

**Board Meeting**

**Minutes**

June 8, 2020

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

**MEMBERS ABSENT:** David Budden, Personnel Officer

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

**GUESTS PRESENT:** Rick Allen, Joe Krenowicz

**I BOARD BUSINESS**

**I.A. Call to Order**

1. John Curnutt called the Jefferson County Emergency Medical Services District Board to order at 7:26 pm.

**I.B. Roll Call**

1. Taken and recorded.

**I.C. Visitors**

1. Rick Allen and Joe Krenowicz.

**ITEM ADDED UNDER NEW BUSINESS,**

**I.D. Approval of the May 11, 2020 minutes**

A motion was made by Louise Muir to approve the May 11, 2020 board meeting minutes as presented. The motion was seconded by Pat Neff. The motion passed unanimously.

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

A motion was made by Louise Muir to approve the June accounts payables as presented. The motion was seconded by Pat Neff. The motion passed unanimously.

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

1. July 13, 2020
2. Chief Lepin will notify Board Members tomorrow (6/9/2020) of Special Budget hearing that will take place later this month.

**II PUBLIC COMMENT & CORRESPONDENCE**

**III REPORTS**

**III.A Staff Report:**

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

* **COVID-19:** Jefferson county has moved into phase II as of June 6, 2020.
* The Jefferson County EMS District office had a “soft opening” to the public. There is a glass window to protect the office assistant as well as anyone coming in to make payments, etc. Also provided is hand sanitizer.

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| --- | --- | --- |
| **Response Report** | | |
|  | **2019** | **2020** |
| **Total Responses for May** | **250** | **197** |
| BLS Calls | 38 | 21 |
| ALS Calls | 118 | 95 |
| *Specialty Care Transports* | 18 | 19 |
| Driver for AirLink/LifeFlight |  | 3 |
| **Non-Transport Calls** | **76** | **59** |
| Agency Assist |  |  |
| Agency Assist for WSF&S | 8 | 5 |
| Cancellation | 2 |  |
| Blood Draws |  |  |
| Fire Standbys | 6 | 13 |
| MVC-Non Injury | 7 | 3 |
| Other | 4 | 2 |
| Welfare Checks/Lift Assist | 49 | 36 |
| Billable Miles | 2626.7 | 1966.9 |
|  |  |  |
| **ProMed Membership** | 585 | 533 |

* **OSAA:** No updates at this time.
* **Oregon Office of Rural Health:** No updates at this time.

**III.B. Volunteer Report:** Chief Michael Lepin

1. The Jefferson County EMS Volunteers have approximately 6 volunteers who need one or two more shadow shifts to be signed off to become operational.

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

|  |  |
| --- | --- |
|  | **May 2020** |
| Checking Account | $117,781.99 |
| Equipment Fund | $401,310.10 |
| Investment Pool | $496,214.88 |
| **Total Balance** | **$1,015,306.97** |

1. A motion was made by Steve Heydon to move $35,000.00 from the Contingency Funds to Materials and Services as requested by Chief Lepin. The motion was seconded by Pat Neff. The motion passed unanimously.
2. **Budget Hearing Report –**

A motion was made by Patricia Neff to appoint Marian Morris-Ervin, RN; Undersheriff Marc Heckathorn; and Brandon Noack as Budget Committee Members and to ratify their prior appointment, no changes will be made. The motion was seconded by Louise Muir. The motion passed unanimously.

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

Report (Absent)

Chief Lepin: The District has hired one new part-time EMT-B.

**IV OLD BUSINESS**

**IV.A – JCEMSD-JCFD#1 Task Force:** No updates, meeting was cancelled.

**IV.B – Air Link:** The District is still waiting for Air Link to correct the contract.

**V NEW BUSINESS**

**V.A – Life Flight Critical Care Transport (CCT) Transport Contract**

Life Flight has requested the District re-sign the contract since Life Flight has not signed it on their end. Life Flight’s attorney would like the dates to be closer together, instead of 6 months apart.

Discussion: The contract has been in place for 6 months and the District has provided a driver for a number of calls for Life Flight since January 2020. Air Link has a contract with St. Charles and pays better than Life Flight for CCT. We signed the contract with Life Flight when Air Link has threatened to bring in their own ambulance for CCT, which they can since JCEMSD cannot provide the level of care that the air ambulance crews can. If the District chooses to re-sign the contract, the District can opt to renegotiate prices or the District can leave the contract as is and Life Flight can decide whether or not they will sign it on their end with the signature and date left as is.

A motion was made by Steve Heydon to appoint Chief Lepin as a ‘committee of one’ to make a decision for the Lift Flight Contracts. The motion was seconded by Pat Neff. The motion passed unanimously.

**V.B. – Contract with the Oregon Military Department, OEM**

Emmalee Thill, Paramedic is working on a FEMA Grant to reimburse the District for any supplies purchased or donated to use for PPE, cleaning, etc. for the COVID-19. This also covers wages if anyone is quarantined during this time.

The grant is a “living grant” which means this covers any supplies purchased or donated at the beginning of the COVID-19 outbreak and any supplies purchased or donated now and in the future.

The contract with the Oregon Military Department requires and inventory list as well as a signature by Chief Lepin.

Paul Sumner believes Chief and the crew members are more than capable of providing the information needed including the signature and recommends a motion in place.

A motion was made by Steve Heydon for Chief Lepin to provide the information necessary for the contract, as well as to sign the contract. The motion was seconded by Louise Muir. The motion passed unanimously.

**VI GOOD OF THE ORDER**

**VI.A – Maternity Leave Policy**

The District had one employee on maternity leave and is now back to work full time. Chief Lepin used the employee’s sick time then vacation time before placing employee on short term disability.

Paul Sumner advises to have a policy in place that best fits the District within what was recommended by SDAO (the steps that were taken with the employee listed above).

Chief Lepin will write a policy and present to The Board at the next meeting on July 13, 2020.

**VI.B – SDAO Risk Management Training:** August 12, Eagle Crest Resort, 1522 Cline Falls Rd., Redmond, Oregon. www.sdao.com/s4/programs/scholarship-fund.aspx

To register for this training, visit https://cvent.me/YgXYyd

**VIII MEETING ADJOURNMENT**

Meeting Adjourned at 1946 hours.

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Patricia Neff, Secretary

Secretary, Board of Directors

Jefferson County EMS District

Minutes were taken and prepared by Chelsie Beaver.