**JEFFERSON COUNTY**

**EMERGENCY MEDICAL SERVICES DISTRICT**

360 SW Culver Hwy, Madras, OR 97741

**Board Meeting**

**Minutes**

December 10th, 2018

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

**MEMBERS ABSENT:** Steve Heydon, Vice-Chair; Louise Muir, Budget Officer

**STAFF PRESENT:** Chief Michael Lepin, BA, P; Capt. Brad Robertson, CP; Danielle Peckham, Office Assistant; Paul Sumner, Attorney

**GUESTS PRESENT:** Mick Knobel, CPA; Price and Fronk Assoc.; Elaine Budden

**I BOARD BUSINESS**

**I.A. Call to Order**

i. John Curnutt called the Jefferson County Emergency Medical Services District Board to order at 7:02 pm. The meeting was held at Jefferson County Emergency Medical Services, 360 SW Culver Hwy, Madras, Oregon.

**I.B. Roll Call**

i. Recorded

**I.C. Visitors**

i. Price & Fronk: Candy Fronk

Please see Price and Fronk Annual Financial Report

* Report regarding liability changes regarding PERS post employment benefits, financial statements show improvement in accounts receivable, users fees increased and overall fiscal year was a success.
* Grant expenses were accounted for against the bottom line, capital assets benefited from grant.
* Consideration for write off accounts to possibly dissolve these old accounts
* Debts are being paid down regarding Zoll, only outstanding will be the two new ambulance debts.
* PERS debt liability share was discussed and reviewed for agencies such as JCEMSD.
* Budget statements confirmed and reviewed.
* Schedule of expenditures and appropriations reviewed and discussion ensued.
* Recommendation changes are intact and being implemented.

ii. Mick Knobel, Accountant

* Regarding audit expenditures and appropriation discussion ensued.
* Additional revenue is increasing and next financial fiscal year forecasted to accumulate more revenue.
* Discussion ensued regarding profit and loss budget vs. actual.

**I.D. Approval of the November 12th, 2018**

i. A motion was made by Pat Neff to accept the November 12th, 2018 minutes as presented. The motion was seconded by Dave Budden. The motion passed unanimously.

**I.E. Approval of Payment of the Bills**

i. A motion was made by Pat Neff to approve the payment of the bills for November as presented. The motion was seconded by Dave Budden. The motion passed unanimously.

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

January 14th, 2019

**II PUBLIC COMMENT & CORRESPONDENCE**

District received an email from Victor Walco, station manager of LifeFlight, stating a FireMed/ProMed radio advertisement began to air Friday morning and will continue till the end of the month. The ad will be read by local and trusted radio personalities instead of a recorded ad.

**III REPORTS**

**III.A Staff Report:**

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

|  |  |  |
| --- | --- | --- |
| **Response Report** | | |
|  | **2018** | **2017** |
| **Total Responses for November** | **165** | **122** |
| BLS Calls | 37 |  |
| ALS Calls | 72 |  |
| *Specialty Care Transports* | 17 |  |
| **Non-Transport Calls** | **56** | **58** |
| Agency Assist |  |  |
| Agency Assist for WSF&S |  |  |
| Cancellation | 5 |  |
| Community Paramedic Visit |  | 5 |
| Blood Draws |  | 1 |
| Fire Standbys | 3 |  |
| MVC-Non Injury | 12 |  |
| Other | 5 |  |
| Welfare Checks/Lift Assist | 31 | 30 |
| Billable Miles | 1763.4 | 1917.8 |
|  |  |  |
| **ProMed Membership** | 564 | 532 |

* **OSAA vs TVF&R Initiative**
  + Chief Lepin addressed concern about ASA meeting development with the OSAA vs. TVF&R initiative.
  + ASA to remain objective, no new legislative news
* **Sleepers Quarters (Linen & Pest Control)**
  + Pointe pest control has serviced the station and will do routine maintenance.
  + Lt. Terrazas is looking for personnel lockers
  + New bed covers will be purchased
* **Internet** 
  + Major Internet issues have been relieved thanks to Madras Computers. Madras Computers will provide a budget for new online security and remote system for Internet services.
  + District would benefit immensely with double ISP, Shureline Internet carrier is working on issues.

**III.B.2 Community Paramedic Report:** Capt. Brad Robertson

* Community Paramedic report handed out, reviewed and discussed.
* 21 new patient referrals, 12 home visits, 9 enrolled, and a couple graduated
* Future of the program is changing. Program is now open to all for the next 6 months. Grant ends June 30th, 2019.
* Community Paramedic grant is open for funding. Pacific source will not be renewing.

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

* Christmas Party Friday,December 14th at JCFD
  + Changed from JCFD to Fairgrounds Mackie/Conroy building.
  + Happy Hour begins at 5pm, Dinner at 6pm

**III.C. Budget Report:** Louise Muir, Budget Officer (Absent)

See Financial Reports (Reconciliations/Unpaid Bills/Profit & Loss)

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

Report

* Still looking for open positions for part-time Paramedics.
* Volunteer numbers are increasing

**IV OLD BUSINESS**

**IV.A JCEMSD & JCFD#1 Feasibility Study**

* No further progress at this time

**IV.B Billing for WSF&S** – New amendment to contract to extend service.

A motion was made by Pat Neff to sign the WSF&S contract to extend billing service as presented. The motion was seconded by Dave Budden. The motion passed unanimously.

**IV.B Audit**

* Discussed under visitors

**V NEW BUSINESS**

**V.A:** Nothing to discuss

**VI GOOD OF THE ORDER**

**VI.A – Training/Meeting Room Overhaul**

* Lt. Terrazas did an outstanding job on the floor. Kim Morris will continue on painting and improvements to the room.

**VI.B – SDAO Conference (February 8th-10th)**

* Board member positions are available for attending the seminars. Location will be Sunriver Resort this year.

**VII THIS MEETING MAY GO INTO EXECUTIVE SESSION DEPENDENT UPON THE NEEDS OF THE BOARD**

**VIII MEETING ADJOURNMENT**

Meeting Adjourned at 8:15 pm.

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Patricia Neff, Secretary

Secretary, Board of Directors

Jefferson County EMS District

Minutes were taken and prepared by Danielle Peckham-Fuchs.