**JEFFERSON COUNTY**

**EMERGENCY MEDICAL SERVICES DISTRICT**

360 SW Culver Hwy, Madras, OR 97741

**Board Meeting**

**Minutes**

March 9, 2020 – 1900

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

**MEMBERS ABSENT:** Patricia Neff, Secretary

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

**GUESTS PRESENT:** Rick Allen

**I BOARD BUSINESS**

**I.A. Call to Order**

**I.B. Roll Call**

* Roll call taken and recorded

**I.C. Visitors** –

**I.D. Approval of the February 10, 2020 minutes**

A motion was made by Dave Budden to approve the February 10, 2020 board meeting minutes as presented. The motion was seconded by Louise Muir. The motion passed unanimously.

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

A motion was made by Louise Muir to approve the March accounts payables as presented. The motion was seconded by Steve Heydon. The motion passed unanimously.

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

 April 13, 2020

**II PUBLIC COMMENT & CORRESPONDENCE**

**II.A** The District received a note from Barbara & Tom Manning cancelling their ProMed membership.

**II.B** The District also received a check back from the Special Districts Association.

**III REPORTS**

**III.A Staff Report:**

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

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| **Response Report** |
|  | **2019** | **2020** |
| **Total Responses for February** | **191** | **203** |
|  BLS Calls | **58** | 27 |
|  ALS Calls | **45** | 97 |
|  *Specialty Care Transports* | 20 | 25 |
|  Driver for AirLink/LifeFlight |  |  |
| **Non-Transport Calls** | **62** | **54** |
|  Agency Assist | 3 | 1 |
|  Agency Assist for WSF&S |  | 2 |
|  Cancellation | 1 |  |
|  Blood Draws | 2 |  |
|  Fire Standbys | 7 | 7 |
|  MVC-Non Injury | 9 | 9 |
|  Other | 5 | 4 |
|  Welfare Checks/Lift Assist | 35 | 31 |
| Billable Miles | 1754.1 | 2473.8 |
|  |  |  |
| **ProMed Membership** |  | 505 |

* **OSAA:**.
	+ Jefferson County EMS will be hosting a lecture given by Brian Werfel on billing and writing prehospital care reports. If the reports are not written right, insurance can deny payments. This lecture will give EMS billing and staff an idea on which terminology is accepted and which is not.
		- Most agencies who are signed up now are sending billing personnel. Both billing and EMS personnel are welcome to join.
		- Chief Lepin will send an email to The Board Members on how the lecture goes.
* **Oregon Office of Rural Health:** Chief Lepin received a scholarship to attend the National Rural Health Conference in Washington D.C. There he learned about challenges that are faced in rural health, such as the 121 hospitals that closed nationwide (critical access like Madras) OR lost clinics and EMS Agencies. Chief Lepin was part of a team from Oregon that met with Oregon’s Senators and Representatives to discuss issues faced in Rural Oregon.
	+ The Sheriff in Mitchell has recruited people to take classes for EMS.
	+ In DC, Chief Lepin had an opportunity to meet with Congressman Walden and Senator Merkley. During this meeting, Chief was able to discuss various topics and not feel rushed, the meeting was relaxed and felt listened to by Congressman Walden.
		- Topics of discussion: recruitment and educating. Distance issue – students who live in a rural area have a long way to drive which can make it difficult to attend classes.
		- Web based courses: students can go back to lectures and stay in touch with their instructors. One issue is that COCC contracts with St. Charles Medical Center, so their students have priority of clinical hours over students who take classes through a different program.Community colleges disagreeing with one another on who can teach EMS courses.
	+ Rural areas – members of the community coming closer to retirement cannot find the younger generation to replace them. Maupin, for example, members of the community are moving out of the area and cannot recruit local members to replace them.

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

* The Drag Strip in Madras bought their own ambulance without knowing the requirements and cost of licensing a new ambulance. Matt with Adventure Medics explained to the Drag Strip the requirements and Adventure Medics will cover the Drag Strip this year. Any transports from the Drag Strip will be done by Jefferson County Emergency Medical District.

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

|  |  |  |
| --- | --- | --- |
|  | **March 2020** | **March 2019** |
| Checking Account | 218,579.96 | 118,656.43 |
| Equipment Fund | 168,266.36 | 36,744.28 |
| Investment Pool | 664,474.89 | 102,591.60 |
| **Total Balance** | **1,051,321.21** | **257,992.31** |

(Chief will receive the Excel handout from Mick.)

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

We have 3 new volunteers total and 1 new part time EMT as well.

**IV OLD BUSINESS**

**IV.A – JCEMSD-JCFD#1 Task Force: Scott Aycock had been appointed the facilitator.**

* Refer to hand out from Chief Lepin: Questions are first part of hand out. It was the consensus of the Task Force group to use Scott as the facilitator. The proposed budget is on the 2nd to last page of the proposal. During the meeting, it was suggested that the Task Force should have a chairperson, but there was very little discussion on who that chairperson should be. Jerry Gerke was present, and it was suggested that he may be the person for that position. It was also suggested to increase the size of task force to having 2 board members from each JCFD#1 and JCEMSD. There was also a question of who should be voting members or is this an advisory board?

Paul Sumner: The Board could be advisory, non-voting. JCEMSD and JCFD#1 are both municipalities. Scott Aycock would be a great person to facilitate this situation. Now we need to find someone to be the chairperson.

* Will the process be delayed by bringing in new people with having to bring them up to speed?
* Payment for the COIC

A motion was made by Louise Muir to pay a quarter ($1890) of the cost ($7560) for the facilitator, the motion was seconded by Dave Budden. The motion passed unanimously.

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

**IV.C – South Wasco County Crisis:**

* Some ideas to help Wasco County keep EMS coverage: 1) create North Wasco County Agency and South Wasco Agency. 2) create one agency for both North and South Wasco County.
* As for now, Wamic Fire will cover the Maupin area with support from Dufur Fire. Southern Sherman will cover anything up to the north side of Shaniko. Jefferson County EMS District will cover Highway 97 up to Shaniko. It was suggested that Warm Springs Fire & Safety can cover Highway 216.
* Virginia from Maupin has been handling a lot of this crisis. She has talked to the mayor but has not spoke to the city council. Jefferson County EMS District is Chief Lepin’s priority and The District has mutual aid contracts with surrounding areas.

**V NEW BUSINESS**

**V.A – Maternity Leave:** There is now one full time employee on maternity leave.

 **V.A1 New policies –** Maternity leave is a new policy in the District; however, it does not state how it should be dispersed. It just states the person gets 6 weeks. We need to make a decision on does the person use all of the sick leave then go onto vacation time before going onto short-term disability or is there some other avenue to take. Using up sick leave then vacation time is a common practice.

 Chief Lepin was directed to investigate examples of how this is done by other businesses and not let the paramedic on leave go without getting paid.

**VI GOOD OF THE ORDER**

**VI.A – ProMed Coverage: Brochure covers information**

* Change “closet” to closest/nearest on front left panel of brochure.

**VI.B – Unit 2171:** The District would like to declare 2171 surplusso it can go on to another agency who can use it.

* Options for 2171: 1) donate to another agency who is in need of an ambulance, keep in mind that it will probably have transmission issues in the near future. 2) donate to Central Oregon Community College (COCC), Dufur was going to donate but the city changed their minds before their ambulance was given to COCC.

Paul Sumner –advise board to motion 2171 be donated to COCC if they accept or sell if they do not want.

A motion was made by Louise Muir to declare 2171 surplus and is to be offered as a donation to COCC, if COCC declines then 2171 can be sold to an agency in need. The motion was seconded by Steve Heydon. The motion passed unanimously.

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

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

The District will pay for the training for the board members. Let the Chief know and he will get you signed up. It’s well worth the training.

**VIII MEETING ADJOURNMENT**

Meeting Adjourned at 1952.

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Patricia Neff, Secretary

Secretary, Board of Directors

Jefferson County EMS District

Minutes were taken and prepared by Chelsie Beaver.