**JEFFERSON COUNTY**

**EMERGENCY MEDICAL SERVICES DISTRICT**

360 SW Culver Hwy, Madras, OR 97741

**Board Meeting**

**Minutes**

February 8, 2021

*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/81533386161?pwd=WHJkVkcvSi9kak92dHhQTitRMWdOQT09>

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

**MEMBERS ABSENT:** John Curnutt, Chair

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

**GUESTS PRESENT:** Janet Brown, Rick Allen

**I BOARD BUSINESS**

**I.A. Call to Order**

Steve Heydon called the Jefferson County Emergency Medical Services District Board to order at 7:03 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**

Joe Krenowicz to present a plaque,

**I.E. Approval of the January 11, 201 board meeting minutes**

Steve Heydon pointed out a correction: Change the Call to Order from John Curnutt to Steve Heydon on January 11, 2021 minutes, otherwise all looks great.

A motion was made by David Budden to accept the January 11, 2021 Board Meeting Minutes as amended. The motion was seconded by Louise Muir. The motion passed unanimously.

**I.F. Approval of Payment of the Bills for January 2021**

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

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

March 8, 2021

**II PUBLIC COMMENT & CORRESPONDENCE**

**III REPORTS**

**III.A Staff Report:**

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

* + **American Ambulance Association:** The District joined the American Ambulance Association, which cost $900. The benefits definitely outweigh the cost of $900. Benefits include updated HIPAA and billing manuals. This was done because of the cost of a billing update course which included the changed in Medicare/Medicaid with COVID-19 and the cost of the updated Medicare manual was over $700.
  + **COVID-19:** The District assisted Jefferson County Public Health with COVID-19 Vaccinations January 27- 29, and a COVID-19 drive thru testing day that was held at the Jefferson County Fire District on February 5th. Makayla, JCEMS Volunteer made the front page of The Pioneer, assisting in giving vaccines.
  + **ASA Contract:** The County Commission has extended Crooked River Ranch’s and our District’s contract for another year due to the COVID-19 pandemic.
  + **State Politics**
    - **HB2931 – Medical Assessment to Arrested Persons:** requires anyone arrested to receive a medical assessment. Police & Sheriff’s Associations are against this due to a raise of the constitutional issue if medical assistance is forced. Who will provide this assessment, the jail nurse, EMS? If EMS, how assessments be reimbursed or paid for?
    - **HB 2891, Section 5 – Requires Public & Private Safety Agencies to maintain sufficient amounts of PPE for 120 days:** The District is currently working towards this but there are issues on current availability of supplies and expiration dates of said supplies.

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| --- | --- | --- |
| **Response Report** | | |
|  | **2020** | **2021** |
| **Total Responses for January** | **249** | **182** |
| BLS Calls | 28 | 21 |
| ALS Calls | 155 | 85 |
| Specialty Care Transports | 24 | 13 |
| Driver for AirLink/LifeFlight |  |  |
| **Non-Transport Calls** | **42** | **63** |
| Agency Assist | 2 | 2 |
| Agency Assist for WSF&S |  | 5 |
| Cancellation | 2 | 1 |
| Blood Draws |  |  |
| Fire Standbys | 2 | 7 |
| Lift Assist |  | 4 |
| MVC-Non Injury | 6 | 14 |
| Other | 2 | 4 |
| Welfare Checks | 28 (combined with life assists) | 26 |
| Billable Miles | 3091.4 | 1901.09 |
|  |  |  |
| **COVID-19 Inter-Facility Transports** |  | 16 |
| **ProMed Membership** | 498 | 431 |

* Calls in January have significantly decreased, this has happened before and could be part of the “slow” season.
* Chief has been a part of the Chamber Talks – and have discussed the plans and changes made due to COVID-19 and spreading the word regarding ProMed Memberships.

**III.B. Volunteer Report:** New volunteer, Kaylene has been voted in, she is a new EMT-B and would like to get experience in EMS.

* 5 volunteers have been suspended due not completing the mandatory harassment training. At least 2 Volunteers will be released due to not being active at all, letters will be mailed to individuals.

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

|  |  |
| --- | --- |
|  | **February 2021** |
| Checking Account | 99,146.65 |
| Equipment Fund | 600,900.07 |
| Investment Pool | 626,719.29 |
| **Total Balance** | **1,326,766.01** |

* Bills are in order for the month, see balance sheet.

**Budget Committee:**

Marian Ervin – Last year

Marc Heckathorn – 1 more year after this one

Chris Funk – 2 more year after this one

Ken Clark – 2 more years after this one

A motion was made by Pat Neff to accept the above individuals to the recommended positions on the Budget Committee. The motion was seconded by Louise Muir. The motion passed unanimously.

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

One employee was tested positive for COVID and has completed his isolation. He is back to work. (He did not receive vaccine.) Over 75% of staff did receive the COVID-19 vaccine.

**IV OLD BUSINESS**

**IV.A – JCEMSD-JCFD#1 Task Force:** Chief Lepin has been told by a colleage at the Fire Department that they are calling the original Task Force the ‘Above Task Force’ and Rick Allen’s community group the ‘Underground Task Force.” The ‘Underground Task Force’ has held a meeting with the Fire Department’s Volunteers and held a separate meeting with their staff. They also invited our staff and officers to their own meeting, which was supposed to exclude the Chief and Board Staff. One of the staff shared this with Chief Lepin, who did not pursue this.

**V NEW BUSINESS**

**V.A –** **JCEMSD-JCFD#1 IGA –** Inter Government Agreement between JCEMSD and JCFD. Chief Lepin and Chief Skaar, Acting Chief at JCFD#1 have revised the IGA to improve communication between EMS and Fire as well as improve response plans.

**VI GOOD OF THE ORDER**

**VI.A – District’s 35 Year Anniversary:** The District has purchased challenge coins and are having decals made for the ambulances at RipQ. Chief would like to have pictures done (looking for employees to model) to send into The Pioneer.

**VI.B – Shed:** The new shed is up and has heavy duty Huskey shelves put up inside. Instead of replacing the cage within the shed, the 3rd out crews are going to start scanning the old reports onto flash drives and those will be stored in the safety deposit box.

**VI.C – Annual Report:** The annual report is completed and posted to the website.

**VI.D – Joe Krenowicz:** Attended the meeting tonight to present JCEMSD a plaque for The District’s participation in the December 2020 Christmas Light Parade.

**VIII MEETING ADJOURNMENT**

A motion was made by Pat Neff to adjourn the Jefferson County Emergency Medical Services District Board of Director’s Meeting February 8, 2021 at 7:33pn. The motion was seconded by Louise Muir. The motion passed unanimously.

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Patricia Neff, Secretary

Secretary, Board of Directors

Jefferson County EMS District

Minutes were taken and prepared by Chelsie Beaver.