**JEFFERSON COUNTY**

**EMERGENCY MEDICAL SERVICES DISTRICT**

360 SW Culver Hwy, Madras, OR 97741

**Board Meeting**

**Minutes**

April 13, 2020

**MEMBERS PRESENT:** Patricia Neff, Secretary; David Budden, Personnel Officer; Louise Muir, Budget Officer

**MEMBERS ABSENT:** John Curnutt, Chair; Steve Heydon, Vice-Chair

**STAFF PRESENT:** Chief Michael Lepin, P; Paul Sumner, Attorney

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

**I BOARD BUSINESS**

**I.A. Call to Order:** Meeting was called to order at 7:05pm.

**I.B. Roll Call:** John Curnutt and Steve Heydon were absent.

**I.C. Visitors:** Jeff Rasmussen was present to answer any questions regarding the letter from the County’s Board of Commissioners.

**I.D. Approval of the March 9, 2020 minutes**

A motion was made by Louise Muir to approve the March 9, 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 April 2020**

A motion was made by David Budden to approve the April accounts payables as presented. The motion was seconded by Louise Muir. The motion passed unanimously.

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

May 11, 2020

**II PUBLIC COMMENT & CORRESPONDENCE**

We received a letter from the Jefferson County Office that will be presented to the Board of Commissioners for signing, which extends our ASA contract for 1 year due to the current pandemic. If signed our ASA contract will then be extended till December 31, 2021.

**III REPORTS**

**III.A Staff Report:**

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

* **COVID-19** **Preparations:** Chief Lepin has implemented a Station Protocol and a Response/Treatment Protocol that includes recommendations set by the Oregon Health Authority and COFOG. PPE has been the thing of concern for all health care facilities, including EMS. We have been focusing on preserving what we have, obtaining things that can be reused and accepting donations.
  + Preserving inventory: we utilize our simple facemasks unless there is a suspicion of fever and respiratory illness, then crews switch to full PPE, including N95 masks. Toilet paper has been moved into the Chief’s office. We now have a source from Fred Meyer’s though, if we run low and can’t get any from our normal supplier.
  + Reusable items: 2 cases (24ct.) of Isolation gowns were obtained from nationalscrubs.com, safety face shields were obtained from AirGas in Bend and we have P95 respirators with a supply of filters.
  + Donations: we received 2 cases of exam gloves from Coastal store in Redmond. A group of grandmas led by April Lepin (the Chief’s wife) made enough cloth face masks for each full-time employee to have 2 and part-time employees to have 1.
  + **Other preparations**
    - * We have sealed off the cab and patient compartment of the ambulances with plastic sheeting.
      * We obtained an alcohol based cleaner from New Basin Distillery and we spray it with a small paint sprayer using the compressor to the patient compartment of the ambulance.
      * We purchased 2 non-contact thermometers

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| **Response Report** | | |
|  | **2019** | **2020** |
| **Total Responses for March** | **248** | **191** |
| BLS Calls | 60 | 22 |
| ALS Calls | 84 | 102 |
| *Specialty Care Transports* | 21 | 13 |
| Driver for AirLink/LifeFlight |  |  |
| **Non-Transport Calls** | **83** | **54** |
| Agency Assist | 1 |  |
| Agency Assist for WSF&S | 4 |  |
| Cancellation | 5 |  |
| Blood Draws |  |  |
| Fire Standbys | 8 |  |
| MVC-Non Injury | 4 |  |
| Other | 6 |  |
| Welfare Checks/Lift Assist | 55 |  |
| Billable Miles | 2329.2 | 4667.7 |
|  |  |  |
| **ProMed Membership** | 585 | 471 |

* **OSAA:** There has been a decline in call volume last month. There is a concern throughout the state that this decline may continue due to the pandemic; however, inter-facility transports may increase if there is a surge.
* **Oregon Office of Rural Health:**

**III.B. Volunteer Report:** All Volunteer activities have been suspended. Only Volunteers who are operational are allowed at the station. They have been helping with the CCT Ground transports and third out ambulance crews.Chief Michael Lepin

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

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| --- | --- |
|  | **April 2020** |
| Checking Account | 183,746.03 |
| Equipment Fund | 168,266.36 |
| Investment Pool | 664,474.89 |
| **Total Balance** | **1,016,487.28** |

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

Report

**IV OLD BUSINESS**

**IV.A – JCEMSD-JCFD#1 Task Force:** Meeting was cancelled to the COVID-19 crisis.

**IV.B – Air Link:** We are still waiting for them to correct the contract.

**IV.C – South Wasco County Crisis:** We have updated our mobile radios with the Southern Wasco County frequency. The only call this past month we responded to per Wasco County’s request was already in our area.

**V NEW BUSINESS**

**V.A – Ambulance Radios:** We will need to purchase two mobile radios that will be capable to operate in the new digital system. One for the station and one for a duty vehicle. We moved the station’s radio into 2172.

**VI GOOD OF THE ORDER**

**VI.A – Maternity Leave Policy:** One of our paramedics is on maternity leave. Our current policy states personnel can take up to 6 weeks off for maternity leave, but it does not state how that employee will be paid. This paramedic’s last month’s pay was done by using up her sick leave then vacation pay before taking out short term disability. The Chief still needs direction on if this is the way we want the policy read. The Department’s attorney, Paul Sumner, will research other agencies to see what the norm is.

Pat Neff moved to ratify the Chief’s decision to pay the paramedic on maternity leave by using up her sick leave and vacation pay before activating her short-term liability. The motion was seconded by Louise Muir. The motion passed unanimously.

**VI.B – SDAO Risk Management Training:** The training in August is not looking promising. We’ll keep you up to date on what is happening here.

**VIII MEETING ADJOURNMENT**

A motion was made by Pat Neff to adjourn the meeting. The motion was seconded by Louise Muir. The motion passed unanimously.

Meeting Adjourned at 7:33pm.

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Patricia Neff, Secretary

Secretary, Board of Directors

Jefferson County EMS District

Minutes were taken and prepared by Michael Lepin.