**JEFFERSON COUNTY**

**EMERGENCY MEDICAL SERVICES DISTRICT**

360 SW Culver Hwy, Madras, OR 97741

**Board Meeting Minutes**

January 13, 2020

**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; Ian Nelson, P; Chelsie Beaver, Administrative Assistant; Danielle Peckham, Administrative Assistant; Paul Sumner, Attorney

**GUESTS PRESENT:** No guests at this time

**I BOARD BUSINESS**

**I.A. Call to Order**

**I.B. Roll Call**

* Roll call taken and recorded

**I.C. Visitors**

* No Visitors present at this time

**I.D. Approval of the December 9, 2019 minutes**

A motion was made by Louise Muir to approve the December 9, 2019 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 January 2020**

A motion was made by Pat Neff to approve the January 2020 Accounts Payables as presented. The motion was seconded by Louise Muir. The motion passed unanimously.

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

February 10, 2020

* Captain Nelson will be representing the District for the next Board Meeting as Chief Lepin will be in Washington, D.C..

**II PUBLIC COMMENT & CORRESPONDENCE**

The District received a refund of $251.00 from SDIS for the cancellation of coverage for 2171. 2171 is considered in storage and is out of operable service.

**III REPORTS**

**III.A Staff Report:**

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

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| --- | --- | --- |
| **Response Report** | | |
|  | **2018** | **2019** |
| **Total Responses for December** |  |  |
| BLS Calls | 51 | 21 |
| ALS Calls | 69 | 84 |
| *Specialty Care Transports* | 17 | 19 |
| Driver for AirLink/LifeFlight | 0 | 2 |
| **Non-Transport Calls** | **68** | **40** |
| Agency Assist | 2 |  |
| Agency Assist for WSF&S | 2 | 1 |
| Cancellation |  |  |
| Blood Draws |  |  |
| Fire Standbys | 9 | 1 |
| MVC-Non Injury | 9 | 9 |
| Other | 8 | 4 |
| Welfare Checks/Lift Assist | 38 | 25 |
| Billable Miles | 1984.1 | 1983.2 |
|  |  |  |
| **ProMed Membership** | 573 | 500 |

* **Response Report:** Reviewed and Discussed
  + Specialty Care Transports still increasing
  + Providing a single driver for the Air Ambulance crew on critical care transports is strengthening our relations with Air Link and Life Flight. It also allows for the ALS crews to be remain available in District.
  + ProMed memberships have declined; reasoning behind this is still undetermined.
* **OSAA**
  + On January 9th Chief Lepin was voted in as the Treasurer of the Oregon State Ambulance Association. He is now one of five officers in the OSAA.
* **Oregon Office of Rural Health:** 
  + Chief Lepin was nominated and selected to receive a full-ride scholarship to represent EMS in Oregon Rural Health at the National Rural Health Policy Institute in Washington D.C. in February.

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

* We now have transitioned three volunteers to full time positions for the District.
* New volunteers joining monthly and five of them should be District ready in the next few months to help with 3rd out calls.

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

* Financial reports dispersed and reviewed.
* Accounts payables reviewed and checked. Our Budget is on point.
* Audit adjustments have been done and recorded by the Accountant.
* Holiday pay will reflect on budget for December and January payroll.

|  |  |
| --- | --- |
| **January 2020** | **Funds** |
| Checking Account | $609,841.04 |
| Equipment Fund | $143,266.36 |
| Investment Pool | $239,474.89 |
| **Total Balance** | **$992,582.29** |

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

* Welcome Chelsie Beaver as a new hire in the office.
* Personnel doing very well, District keeps taking our volunteers.

**IV OLD BUSINESS**

**IV.A – Air Link**

* Contract still pending the District is still moving forward from the verbal and email communication regarding the contract.

**IV.B – JCEMSD-JCFD#1 Task Force**

* Mediator/Facilitator emailed the Task Force Committee and was discussed regarding further involvement.
* Chief Lepin will answer questions received from facilitator for a Dual Survey. Chief Lepin will have a designated time slot.
* Concerns were brought up about the data being inconsistent from the Matrix Report. Dispatch data report proven to be inaccurate. Concerns about this inaccuracy were addressed.
* Mediator/Facilitator’s goal needs to remain for the greater good, not purely to merge only option.
* Costs for the mediator/facilitator will need to be reviewed once amount is agreed upon.
* Louise Muir would like to be removed from the list of interview panel and would prefer to be replaced by Paul Sumner. Chief Lepin will discuss this with Scott Aycock.

**V NEW BUSINESS**

**V.A – No New Business at this time**

**VI GOOD OF THE ORDER**

**VI.A – Staffing in Culver**

* Crews have now been staged out at Culver City Hall. Crew’s head to Culver once training and chores are complete no later than 0900 until 1900.
* The District now rents out a bay and will look for a more permanent alternative to house a crew 24/7 to be in Culver in the future with the Board’s full support.
* Culver City Hall and JCFD #1 staff has been welcoming and accommodating.
* Third out crews are being exceptionally well used for Air Ambulance ground transports, when Air Ambulance crews cannot fly patients.

**VI.B.-SDAO Training**

* Board members show interest in SDAO training at Eagle Crest. Chief Michael Lepin will forward information once it is received from Special Districts.
* Chief Michael Lepin and Captain Nelson will be going to this year’s SDAO conference in February.

**VIII MEETING ADJOURNMENT**

Meeting Adjourned at 2005 hours.

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Patricia Neff, Secretary

Secretary, Board of Directors

Jefferson County EMS District

Minutes were taken and prepared by Chelsie Beaver.