**JEFFERSON COUNTY**

**EMERGENCY MEDICAL SERVICES DISTRICT**

360 SW Culver Hwy, Madras, OR 97741

**Board Meeting**

**Minutes**

July 8, 2019

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

**MEMBERS ABSENT: All are present**

**STAFF PRESENT:** Chief Michael Lepin, BA, P; Capt. Ian Nelson; Capt. Brad Robertson, CP; Danielle Peckham, Administrative Assistant; Paul Sumner, Attorney; Oliver Tatom, Paramedic

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

**I BOARD BUSINESS**

**I.A. Call to Order**

* Order was called

**I.B. Roll Call**

* Roll call taken and recorded

**I.C. Visitors**

* No visitors at this time

**I.D. Approval of the June 10, 2019 minutes**

A motion was made by Louise Muir to approve the June 10th board meeting minutes as presented. The motion was seconded by Steve Heydon. The motion passed unanimously.

**I.E. Approval of Payment of the Bills for July 2019**

A motion was made by Pat Neff to approve the July accounts payables as presented. The motion was seconded by Steve Heydon. The motion passed unanimously.

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

* August 12, 2019

**II PUBLIC COMMENT & CORRESPONDENCE**

The District received a letter from SAIF, who is planning on reviewing our operations, payroll and accounting records. The District will be ready.

**III REPORTS**

**III.A Staff Report:**

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

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| --- | --- | --- |
| **Response Report** | | |
|  | **2019** | **2018** |
| **Total Responses for June** | **214** | **162** |
| BLS Calls | 20 | 47 |
| ALS Calls | 105 | 72 |
| *Specialty Care Transports* | 13 | 1 |
| **Non-Transport Calls** | **76** | **42** |
| Agency Assist | 1 | 2 |
| Agency Assist for WSF&S | 1 | 2 |
| Cancellation | 3 | 3 |
| Community Paramedic Visit |  | 1 |
| Blood Draws | 1 | 0 |
| Fire Standbys | 5 | 1 |
| MVC-Non Injury | 10 | 4 |
| Other | 9 | 2 |
| Welfare Checks/Lift Assist | 45 | 27 |
| Billable Miles | 2162.3 | 2008.2 |
|  |  |  |
| **ProMed Membership** | 610 | Not Listed |

* Non-transports increased partially due to some frequent calls to the same addresses; steps have been taken to eliminate the repeat calls.
* Promed memberships are now back in house and transition is going well.
* Post cards are being mailed out for reminders and general community outreach and communication.

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

* Community Paramedic draft report analysis for the Jefferson County and Prineville Community Paramedic programs to be reviewed.

(This report does not include the cost analysis benefit)

* Chief and Capt. Robertson will attend a data review meeting on July 16th for further information.
* Total of 4 home visits for June 2019
* Future of the program is contingent on findings from Pacific Source; Community Paramedic will cease at the end of September 2019 at this time.

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

* Roster is full; EMR graduates are doing standbys and shadow shifts with the crews.
* Volunteers and staff participated in the 4th of July parade and a BBQ afterwards with the Fire Department. The Volunteers are ramping up for the Fair. Relay for life will be serving breakfast on Sunday the 14th at 0700.

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

* Accounts Payables were verified and checked against report.
* Stryker Gurney Loading Systems are being purchased and will be installed in 2173 and 2174 at next staff meeting.
* Equipment Fund might also include new monitors and to replace ambulances every five years.
* Profit and Loss Budget vs Actual was reviewed and monthly 8.3% of budget will be reviewed after Accountant has entered the adopted budget.

|  |  |
| --- | --- |
| Accounts | July 2019 |
| Checking Account | $283,389.03 |
| Equipment Fund | $60,370.08 |
| Investment Pool | $172,910.55 |
| Total Balance | **$516,669.66** |
|  |  |
|  |  |

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

Report

* Personnel is doing well on the volunteer side.

**IV OLD BUSINESS**

**IV.A – Feasibility Study**

* Discussion ensued regarding concerns about merging between JeffCo Fire and Jefferson County EMS District.
* Concerns were brought up from the staff and discussion
  + Structuring of bringing both agencies together should be done at a foundation level so each agency comes out in a fair order between both agencies.
  + Concerns of inconsistencies in the final Matrix report were brought up and discussed.
  + District is already staffed 24/7; 365 with two ALS ambulances and in no way will anything less than that staffing will be tolerated.
* Email from JeffCo Fire and CDRI Proposal handed out regarding districts.
* A force merge could be put on a ballot regardless of the opinion of both agencies.
* Task force committee regarding merger:

A motion was made by Louise Muir, after full examination of the lengthy Matrix report it has become obvious that it is financially imprudent for this community to continue consideration of consolidation of the fire and EMS departments and the EMS District will not participate in the further lengthy consolidation consideration. The motion was seconded by Pat Neff. The motion passed unanimously.

**IV.B – SOPs**

* SOPs are being reviewed and will be discussed at next board meeting.

**V NEW BUSINESS**

**V.A –** No new business at this time.

**VI GOOD OF THE ORDER**

**VI.A – New Terms in Office** – Steve Heydon and David Budden to be sworn-in as Board Members, renewed.

* Chief Lepin administered the oath certificate election and oath of office took place and both officers were sworn in.

**VI.B – SDAO Training for Board Members & Admin Staff** – SDAO is hosting training for Board Members and Management Staff on August 13th at Eagle Crest Resort in Redmond. The District will pay for the training.

* Please sign up and enroll if applicable
  + Chief Michael Lepin, John Curnutt, Steve Heydon, Pat Neff (tentative), Dave Budden and Louise Muir will attend; please meet at the station at 0730.

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

**VIII MEETING ADJOURNMENT**

Meeting Adjourned at 08:30 pm.

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Patricia Neff, Secretary

Secretary, Board of Directors

Jefferson County EMS District

Minutes were taken and prepared by Danielle Peckham.