**JEFFERSON COUNTY**

**EMERGENCY MEDICAL SERVICES DISTRICT**

360 SW Culver Hwy, Madras, OR 97741

**Board Meeting Minutes**

November 12th, 2018

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

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

**STAFF PRESENT:** Chief Michael Lepin, BA, P; Captain Brad Robertson, CP; Captain Ian Nelson, P; Danielle Peckham, Office Assistant; Paul Sumner, Attorney

**GUESTS PRESENT:** None At This time

**I BOARD BUSINESS**

**I.A. Call to Order**

i. John Curnutt called the Jefferson County Emergency Medical Services District Board to order at 7:04 pm. The meeting was held at Jefferson County Emergency Medical Services, 360 SW Culver Hwy, Madras, Oregon.

**I.B. Roll Call**

**I.C. Visitors**

There were no visitors.

**I.D. Approval of the October 8th, 2018 and October 11th, 2018 Minutes**

i. A motion was made by Patricia Neff to accept the October 8th, 2018 and October 11th, 2018 minutes as presented. The motion was seconded by Louise Muir. The motion passed unanimously.

**I.E. Approval of Payment of the Bills**

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

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

December 10th, 2018

**II PUBLIC COMMENT & CORRESPONDENCE**

* JCEMSD received a dividend (Primary and Safety Performance) check from SAIF of $8,469.00 for our safety performance for 2017.

**III REPORTS**

**III.A Staff Report:**

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

|  |  |  |
| --- | --- | --- |
| **Response Report** | | |
|  | **2018** | **2017** |
| **Total Responses for October** | **137** | **119** |
| BLS Calls | 58 |  |
| ALS Calls | 79 |  |
| *Specialty Care Transports* |  |  |
| **Non-Transport Calls** | **57** | **17** |
| Agency Assist |  |  |
| Agency Assist for WSF&S | 5 |  |
| Cancellation | 1 |  |
| Community Paramedic Visit |  |  |
| Blood Draws |  | 1 |
| Fire Standbys | 3 |  |
| MVC-Non Injury | 13 |  |
| Other | 5 |  |
| Welfare Checks/Lift Assist | 30 |  |
| Billable Miles |  | 1687.2 |
|  |  |  |
| **ProMed Membership** | 550 |  |

* **Promed Membership:** Renewal contract to be reviewed.
* **OSAA**
  + **ASA Control:** TVF&R has started an initiative to have ASA control moved from the County to the Fire Department. I brought up concern of self-regulating of Fire Departments who currently have ASAs and how this may affect other agencies where the ASA contract is held by a private, hospital based or third service. This top is early in the political realm no action has been filed yet. The OSAA; however, is keeping a close watch on this.
  + **EMS Agency Assessment:** AEMS Agency Assessment was recently conducted. According to the map discussed, Madras is currently set in green, which means good standing.
* **Billing Field Trip to Hillsboro**
  + Tina, Danielle and Mike had a successful meeting with Metro West’s billing department in Hillsboro. There will be a few adjustments within our training and protocols to increase our specialty care transports.
* **Rescue Task Force Teams for Active Threats/Mass Shootings**
  + Active shooter training and drills have increased within our agency and future training is planned.
  + Throw bags have been put together. Chief Lepin showcased the Rescue Task Force bags that Captain Nelson has assembled. Total of four kits.

**III.B.2 Community Paramedic Report:** Captain Brad Robertson

* October 2018 report was handed out and discussed.
* Referrals are increasing
* Pacific Source may not be renewing the Community Paramedic Program however it will be open to other insurances to provide funding.

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

* Christmas Party is scheduled for Friday,December 14th at JCFD; 5pm is Social Hour, dinner to follow.
* Please RSVP by December 1st and see email regarding sign up sheet.

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

See Financial Reports (Reconciliations/Unpaid Bills/Profit & Loss)

* Discussion ensued regarding budget things are looking positive.
* Ambulance payment was paid straight from A/P. Savings will not be touched this month to make that payment.
* Profit and loss budget VS actual are within target range.

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

Report

* Discussion ensued regarding new structure of personnel flow chart within the district.
* Volunteers are increasing each month.
* EMR Class to be held in January

**IV OLD BUSINESS**

**IV.A JCEMSD & JCFD#1 Feasibility Study:** Chief Lepin

* Feasibility is still ongoing and we are waiting for final data to be released.
* IGA between Fire and EMS for mutual aid has helped with responses.

**IV.B Billing for Warm Springs Fire & Safety**: Chief Lepin

* Chief Bagley-Tias emailed the signed agreement to JCEMSD on September 17th. Tina and Chief Lepin are moving forward with WSF&S billing.

**IV.C Audit – Price/Fronk & Co:** Chief Lepin

* Initial Report: Positive outlook, minor adjustments to make for future audits.
* Price/Fronk will be at the December 10th, 2018 Board meeting with results.

**V NEW BUSINESS**

No New Business

**VI GOOD OF THE ORDER**

**VI.A – Training/Meeting Room Overhaul**

* We are still in progress and making head way; huge thanks to Lt. Victor Terrazas and Volunteer Kim Morris for their work.

**VI.B – Christmas Bonus**

i. A motion was made by Patricia Neff to pay $100 for full-time staff and $50 for part-time Christmas Bonus to be included in December paycheck. The motion was seconded by Louise Muir. The motion passed unanimously.

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

**VIII MEETING ADJOURNMENT**

Meeting Adjourned at 8:15 pm.

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Patricia Neff, Secretary

Secretary, Board of Directors

Jefferson County EMS District

Minutes were taken and prepared by Danielle Peckham.