**JEFFERSON COUNTY**

**EMERGENCY MEDICAL SERVICES DISTRICT**

360 SW Culver Hwy, Madras, OR 97741

**Board Meeting**

**Minutes**

March 11, 2019

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

**MEMBERS ABSENT:** All Members Present

**STAFF PRESENT:** Chief Michael Lepin, BA, P; Danielle Peckham, Office Assistant; Paul Sumner, Attorney

**GUESTS PRESENT:** No guests present 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 7:07 pm. The meeting was held at Jefferson County Emergency Medical Services, 360 SW Culver Hwy, Madras, Oregon.

**I.B. Roll Call**

1. Taken and recorded

**I.C. Visitors**

1. No Visitors at this time

**I.D. Approval of the December 10th, 2018 & January 14th, 2019 minutes**

i. A motion was made by Patricia Neff to accept the December 10TH, 2018 and January 14TH, 2019 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 March 2019 as presented. The motion was seconded by Dave Budden. A motion was made by Pat Neff to ratify prior payments for February 2019 account’s payables. The motion was seconded by Louise Muir. The motion passed unanimously.

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

April 8th, 2019

**II PUBLIC COMMENT & CORRESPONDENCE**

II.A. Theft Incident on District Property: A We received a letter from the Jefferson County’s District Attorney’s Office advising us that Gabriel Seth Espinola, the person who stole the District’s potted plants out front, has been convicted on Theft in the Second Degree and is sentenced to 7 days of Jail and 24 months of Bench Probation.

**III REPORTS**

**III.A Staff Report:**

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

* Chief Lepin is back to full duty after elbow injury and has been cleared by his physician; but information given to SAIF by the physician that will lead to possibly classifying the accident as a accident with disability.
* Specialty Care Transport billing has increased due to proper continuing education and billing service insight. This is in accordance and compliant with all Medicare Laws.
* What constitutes ALS service of care reviewed with board members.
* Response Report reviewed

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| --- |
| **Response Report** |
|  | **2019** | **2018** |
| **Total Responses for February** | **185** | **191** |
|  BLS Calls | 58 | 37 |
|  ALS Calls | 45 | 82 |
|  *Specialty Care Transports* | 20 | 1 |
| **Non-Transport Calls** | **62** | **71** |
|  Agency Assist | 3 | 3 |
|  Agency Assist for WSF&S |  |  |
|  Cancelation | 1 | 3 |
|  Community Paramedic Visit |  | 2 |
|  Blood Draws | 2 | 0 |
|  Fire Standbys | 7 | 2 |
|  MVC-Non Injury | 9 | 15 |
|  Other | 5 | 10 |
|  Welfare Checks/Lift Assist | 35 | 36 |
| Billable Miles | 1754.1 | 2367.2 |
|  |  |  |
| **ProMed Membership** | 587 | 524 |

* **NW Leadership Seminar**
	+ Chief Michael Lepin and Captain Ian Nelson both attended the Leadership program and felt the training was beneficial and brought insight that can be passed along to crew.
* **Special Districts Annual Conference:**
	+ (Information passed out) No major discussion ensued.
* **OSAA (Meeting 1/25/2019)**
	+ Eugene-Springfield Fire vs Hospital Diversion
		- Ambulances are being held up in the ER in Eugene-Springfield. This is not the only area of Oregon. In Salem ambulances have been held up for up to 3 hours to unload a patient. The District has not seen this here in Central Oregon but we have seen an increase of inter-facility transports and hospitals not having beds. Actually, hospitals do have enough beds; it is more of not having enough nursing staff. A possible reason for this is the decreased reimbursement from insurances.
		- OB patients are only being seen at St Charles Madras and St. Charles Bend at this time.
	+ HB 2620
		- This bill was removed from the House Committee. It won’t be officially dead until April 10th.
		- This bill is in regards to the ASA committee that stemmed from Tualatin Valley and Fire attempt to over turn the current ASA.
		- Chief will no longer need to testify in regards to the bill, it was removed.
		- OSAA voted 15 against and 5 for this house bill
	+ SB 204
		- Rural Volunteer EMS Tax Credit – The Senate Health Committee voted to move SB 204 to its next committee, the committee on Tax Expenditures.
		- This SB is a $250 tax credit and will remain in effect.

**III.B.2 Community Paramedic Report:** Capt. Brad Robertson (Absent)

* Program will cease June 30th, 2019
* Grant request for funds have been denied for further funding.
* Chief Kelly from Redmond Fire has been in contact regarding CP. CP program results will be produced roughly 6 months after the program is ceased.
* Capt. Brad Robertson will return to the field at this time.

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

EMR Course.

* Classes have began and so far a big success, 13 students enrolled.

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

* Since we started last year the budget is being closely watched especially for the large ambulance payments that are made in December for 2173 and 2174. Efforts were made to put money aside into the investment pool last summer in order to make that payment. In 2018 the district did not need to pull funds from investment pool. We were able to make that payment straight from checking account.
* $3500 is now being allocated to be put into Equipment Fund monthly with the projection of buying a new ambulance in 4 years with an auto load gurney.
* $20,000 has been deposited into Investment Pool again this month
* Soft goal of keeping 3 months operating fees in checking and continue allocated funds to Investment Pool and Equipment Fund.
* Current Budget percentage of 66.67%, the district is well within percentage limits.

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| --- | --- | --- | --- | --- | --- |
|  | **March 2019** | **Feb 2019** | **Dec 2018** | **Sep 2018** | **Oct 2017** |
| Checking Account | $118,656.43 | $114,912.41 |  |  |  |
| Equipment Fund | $36,744.28 | $33,244.28 | $33,181.16 | $33,025.80 | $71,268.02 |
| Investment Pool | $102,591.60 | $87,591.60 | $67,463.26 | $47,186.44 | $26,810.56 |
| **Total Balance** | **$257,992.31** | **$235,748.29 $235,748.30** |  |  |  |

Auditor’s Fee: $15,000 for 2017; $18,500 for 2018; $21,000 for 2019

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

Report

* We appear short-handed on part time staff.
* Currently hired 3 part time paramedics
	+ This will help with over time
* The District also received more applications in the mail

**IV OLD BUSINESS**

**IV.A – JCEMSD & JCFD#1 Feasibility Study**

* Meeting has been delayed due to illness and inclement weather
* Correction pages have been submitted to the Matrix company
* Feasibility recommends only 4 crewmembers on a shift; this is not an agreeable arrangement.

**IV.B – Critical Care Transports AirLink & Local EMS**

* Currently no contract has been created
* Meeting with AirLink has been arranged for the near future
* The District is open to a contract for these type of transports

**IV.C – Direct Deposit –** Our Auditors state that Direct Deposit can be done with Board Approving payroll in 2 Steps.

Step 1 – Chief will prepare payroll with Sharon (from our Accountant’s

Office), then initiate the direct deposit.

Step 2 – A payroll report will be presented to a Board Member who will

review the report and approve the payroll to the bank when they call to confirm transfer.

Note: Direct Deposit forms will be maintained in all employees’ file. A

direct deposit listing along with an approval log from a Board Member will be maintained with payroll reports.

* Auto deposit is time sensitive and has a 3 day prep window.
* Legally it is up the District to decide on this matter but the district will still offer a paper check; however staff may have to wait until Board Members can sign.

A motion was made by Steve Heydon that JCEMSD will offer direct deposit commencing with next payroll with the approval from employees. Employees who wish to receive a paper check will have to understand checks may not be available at 0700 anymore. The motion was seconded by Dave Budden. The motion passed unanimously.

**V NEW BUSINESS**

**V.A – Award’s Banquet**

* Stephanie and Danielle will check out New Basin for Award’s Banquet Venue this Saturday.

**VI GOOD OF THE ORDER**

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

* The Training/Meeting room is looking good. The following are what’s next for upgrades:
	+ Crown molding will be ordered this week
	+ Reclaimed wood will be put on the south wall in Spring
	+ A buffet table will be added
	+ Group photos will be done in Spring
	+ American and Oregon flags will be placed at the memorial wall
	+ lighting will be upgraded to LED

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

**VIII MEETING ADJOURNMENT**

Meeting Adjourned at 0802pm.

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Patricia Neff, Secretary

Secretary, Board of Directors

Jefferson County EMS District

Minutes were taken and prepared by Danielle Peckham.