**JEFFERSON COUNTY**

**EMERGENCY MEDICAL SERVICES DISTRICT**

360 SW Culver Hwy, Madras, OR 97741

**Board Meeting**

**Minutes**

January 11, 2021

*Due to the Governor’s order, only Board Members and Staff will be allowed in the meeting room, to keep the physical attendance below 10 and to maintain social distancing. Members of the community are welcome to attend the meeting via ZOOM at the link below.*

Link to the Jefferson County EMS District Board Meeting:

<https://us02web.zoom.us/j/85937799859?pwd=UVBkYjdNQ3c4Z2ZPcXYzZTkvdlZ3dz09>

**MEMBERS PRESENT:** Steve Heydon, Vice-Chair; David Budden, Personnel Officer; Louise Muir, Budget Officer

**MEMBERS ABSENT:** John Curnutt, Chair; Patricia Neff, Secretary

**STAFF PRESENT:** Chief Michael Lepin, BA, P; Chelsie Beaver, Administrative Assistant; Paul Sumner, Attorney

**GUESTS PRESENT:** Joe Krenowicz (Virtually)

**I BOARD BUSINESS**

**I.A. Call to Order**

John Curnutt called the Jefferson County Emergency Medical Services District Board to order at 7:02 pm. The meeting was held at Jefferson County Emergency Medical Services, 360 SW Culver Hwy, Madras, Oregon.

**I.B. Pledge of Allegiance**

**I.C. Roll Call**

Recorded

**I.D. Visitors**

No visitors present.

**I.E. Approval of the December 7, 2020 board meeting minutes**

A motion was made by Louise Muir to accept the December 7, 2020 board meeting minutes as presented. The motion was seconded by David Budden. The motion passed unanimously.

**I.F. Approval of Payment of the Bills for December 2020**

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

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

February 8, 2021

**II PUBLIC COMMENT & CORRESPONDENCE**

**III REPORTS**

**III.A Staff Report:**

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

* + **ASA Coverage for Jefferson County:** There are a few areas in the county that need ‘tweaking’ to ensure appropriate coverage. The County’s GIS and Administration is working with all agencies to create a ‘fix’ for this. Jeff Rasmussen and Crook County attended the ASA meeting. For example, there is an area at The Cove where the easiest access is through Crooked River Ranch. Redmond would be able to respond and arrive before JCEMSD would be able to. There are more meetings to come to discuss areas like these.
  + **COVID-19:**
    - * Under the State’s Phase 1a, 15 of our staff received the Pfizer COVID vaccine at St. Charles Medical Center in Bend. 3 of our staff received the Moderna COVID vaccine from Warm Springs IHS. St. Charles had the Pfizer Vaccine since they had the capability to keep it at the required low temperature. 3 weeks from now everyone who received the first vaccine will receive their second dose.
      * Originally, Chief Lepin completed an application for JCEMSD to be considered providers to give the employees the vaccine instead of going through St. Charles. The approval from the state was received too late so Chief decided to continue receiving the vaccine through St. Charles. St. Charles covers all EMS in the tri counties.
      * Jefferson County Public Health has reached out to see if the District could provide standby coverage when they roll out their vaccinations to the public. Chief Lepin told the Health Dept that the District will do what we can to assist.

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| **Response Report** | | |
|  | **2019** | **2020** |
| **Total Responses for December** | **166** | **398** |
| BLS Calls | 21 | 137 |
| ALS Calls | 84 | 153 |
| Specialty Care Transports | 19 | 18 |
| Driver for AirLink/LifeFlight | 2 | 3 |
| **Non-Transport Calls** | **40** | **87** |
| Agency Assist |  |  |
| Agency Assist for WSF&S | 1 | 4 |
| Cancellation |  | 1 |
| Blood Draws |  |  |
| Fire Standbys | 1 | 5 |
| Lift Assist |  | 25 |
| MVC-Non Injury | 9 | 11 |
| Other | 4 | 6 |
| Welfare Checks | 25 (combined with lift assists) | 35 |
| Billable Miles | 1983.2 | 3631.7 |
|  |  |  |
| **ProMed Membership** | 500 | 471 |

* Due to so many medical calls and transports of COVID positive patients, Chief will add rows to tally the COVID medical calls. Chief Lepin has kept track of how many COVID transports JCEMSD has done since January 2020. May was the first COVID transport with 5 more throughout the month. June-November 2020 had a range of 6-13 COVID transports per month and December had a total of 38 COVID transports. Fortunately, the District was able to take those transports without passing them to CMT. Over the course of the year, 3 employees contracted COVID (2 full-time and 1 part-time). No one was exposed at the station by the 3 who contracted the virus. All staff working shifts must take their temperatures 2 times daily and record the readings.
* Recently, there has been an increase of homicide, suicides, and a plane crash in Warm Springs.

**III.B. Volunteer Report:**

* The Volunteers have a potential new volunteer who will be voted in at the February meeting. The Volunteers have been very limited on participation in community events and standbys due to the COVID restrictions. Capt. Penny Codemo would like to schedule a case review over Zoom. Capt. Kayla Page took her crew and joined Jefferson County Fire District’s training. There are a group of volunteers who would like to meet at the station to train on the weekends. Chief approved the request as long as they follow the COVID guidelines.

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

|  |  |
| --- | --- |
|  | **January 2020** |
| Checking Account | 79,784.26 |
| Equipment Fund | 569,787.88 |
| Investment Pool | 615,516.24 |
| **Total Balance** | **1,265,088.38** |

* The checking account has the amount entered before bills were paid. After bills were paid, there is approximately $12,000 left. This amount will increase with the deposits that will be entered later this week.
* The District was told by US Bank that the amount owed for the two ambulances were approximately $230,000. Chief Lepin received a statement with the amount of approximately $125,000. This is significantly lower, which either way, the District will be able to make the final payment at the end of this fiscal year.
* As of now, the Materials and Services line is slightly over budget. The Patient Care Items are over due to the prices increasing on medical supplies as well as companies rationing certain medical supplies, such as gloves. Capt. Ian Nelson has been doing his best with ordering supplies and a lot of supplies are backordered and when available, the prices have increased. Capt. Nelson now has to order gloves from multiple vendors just to have enough to last through the month. Multiple agencies throughout Oregon are having these same issues.
* Payroll is slightly over budget which is expected. The District has had extra coverage throughout the weekends during peak hours.

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

All employees have been healthy considering what they all have to work with during this pandemic. All of the crews have been doing a wonderful job of following protocols and supporting each other.

**IV OLD BUSINESS**

**IV.A – JCEMSD-JCFD#1 Task Force:** Planning on meeting again after the holidays and visit with both Boards (after the new Fire Chief has been hired) to review goals.

**Fire Chief resigned –** unsure when the Fire Chief’s last day is going to be, possibly February 2021. Kasey Skaar has been acting as Chief during this time. There will be a Task Force meeting later this month.

**IV.B – WSFS Billing Contract:** The contact has been renewed and signed. Chief Karla Bagley-Tias of Warm Springs Fire and Safety and Chief Lepin were able to get the contract signed as soon as possible and past due payment has been made.

**V NEW BUSINESS**

**V.A –** **Mutual Aid Contract with Cascade Medical Transport (CMT):** Due to the COVID outbreak at Deer Ridge Correctional Facility (DRCF), there have been multiple transports. The Doctor at DRCF wanted to have most of the patients transported to St. Charles Bend instead of going to St. Charles Madras. There was a misunderstanding at DRCF of the process for interfacility transports which are triaged through the transfer center. After clarification, the medical staff at DRCF stated that they will call another agency to transport if JCEMS is not available to respond. Since there is no agreement in place for another agency, such as CMT, no other agency would be able to come in to take the transports. CMT is an interfacility transport only. DRCF is not a hospital, therefore these are not considered an interfacility transport, instead the calls are considered a 911 response. Fortunately, JCEMS has been able to take all transports from DRCF to St. Charles Madras or Bend. Chief Lepin would like to have an agreement set in place for CMT to take COVID transport from DRCF in the future if JCEMS is not available. DRCF does pay 100% of the ambulance bill and there is a temporary verbal agreement for the time being between CMT and JCEMS.

A motion was made by David Budden to have Chief Lepin sign a mutual aid agreement with CMT allowing CMT to take COVID positive patients to St. Charles Bend if JCEMS resources are unavailable. The motion was seconded by Louise Muir. The motion passed unanimously.

**VI GOOD OF THE ORDER**

**VI.A – District’s 35 Year Anniversary –** Chief Lepin is in contact with RipQ Signs to create a logo or decal for the ambulances representing the District’s 35th year anniversary. Chief Lepin would also like to have challenge coins made to give to past and present staff and volunteers, medical director, etc. Depending how the pandemic will be during the summer, maybe the District can host an open house at the station. Chief Lepin is also writing a story for The Pioneer and will include photos.

Louise had an idea of creating a color sheet contest for the kids at the Kids Club.

**VIII MEETING ADJOURNMENT**

Meeting Adjourned at 732pm.

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

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Patricia Neff, Secretary

Secretary, Board of Directors

Jefferson County EMS District

Minutes were taken and prepared by Chelsie Beaver.