

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1
Board of Commissioners
Regularly Scheduled Meeting
Wednesday, September 24, 2014

Commissioners Present:

Commissioner Michael Edwards - Chair
Commissioner Lenore Bayuk
Commissioner Mark Schwinge
Commissioner Rosanna O'Donnell
Commissioner Mike Taylor

Others Present:

SJCPHD#1 Superintendent: Pam Hutchins

EMS: E. James Cole, SJIEMS Administrator

By Phone:

Absent:

CALL TO ORDER:

Commissioner Edwards called the meeting to order at 5:00 pm.

CONSENT AGENDA:

➤ **Approval of August 27, 2014 Regular Meeting minutes**

➤ **IIMC Warrants**

A/P Warrants	total \$ 763,128.68
Payroll	total \$ 818.88
Payroll Liabilities	total \$ 62.65
Electronic transfers for payroll taxes	total \$ 66.72

➤ **SJIEMS Warrants**

September Payroll	total \$ 113,408.62
A/P Warrants	total \$ 104,196.07

Commissioner Edwards asked for a motion to accept consent agenda items, Commissioner Taylor --- so moved, seconded by Commissioner O'Donnell ---, unanimously approved.

IIMC FINANCIAL AND OPERATIONS REPORTS: Pamela Hutchins gave her financial and operations report. August total receipts were \$338,890 of which was \$16,230 were tax revenues. \$100 were patient receipts, \$22,359 were for the telemedicine grant, \$200 were rental income from IMA. Disbursements totaled \$764,014 which included \$763,195 payables which included \$819 payroll and Peace Island Medical Center first half subsidy of \$743,541. Cash available at the end of August was \$143,396. Please refer to the attached Financials for the month of August.

Andgar Corporation came to inspect the Inter Island Medical Center HVAC units on September 10, 2014. The technician sent me a map of the zoning for the air conditioning and heating. He also said the inside could be re-zoned for different office usage if someone bought the building and wanted to split up the offices.

The draft of the Budget for 2015 is presented in this meeting. There is also a column that is for what will be an amended Budget for 2014 to be adopted in October. It revises the beginning cash amount

with the actual beginning cash amount for 2014 and some other line item changes based on actual history in 2014. Commissioner Bayuk commented that the Telemedicine Grant is helping a lot of community people. Beth Gieger said year three will show even more use of the grant. There will be some more training on the equipment and invited EMS to those.

EMS FINANCIAL AND OPERATIONS REPORTS: Cady Davies presented the EMS Reports in Chief Cole's absence to AMTC conference. 177 calls last month. Second highest month this year. 2.9 EMT's per call. Times are still doing really well. The ambulances are getting out the door efficiently with the right number of EMT's. Committees are still meeting. New team shifting working well with very few all call pages. Lieutenants are meeting twice monthly with Chief Cole, Weyshawn, and Cady. Weyshawn and Cole have been meeting one on one with those having problems with the new shifting system. In November Commissioner Taylor wants a close look at the data to see if it is expense neutral. Hopefully the EMS Levy will pass so we don't have to cut any services or stop the no out of pocket expense for our residents. If the EMS Levy does not pass EMS will have a \$350,000 to \$400,000 shortfall. August was budget neutral. Open house of Safety Fair at EMS building this year on October 4, 2014. The theme is environmental emergency. The end of summer party is at Lainey's house this Saturday at 4:30 pm. There is going to be a meeting with our A/R company to look at the payor mix. Cady Davies commented it has been great that Commissioner Taylor has been looking at the finances. He has caught on well and giving helpful advice. PHTL training happened last Saturday and it went well. Cady took Ambulance to Brickworks and did blood pressures and the kids loved it. EMS has continued involvement in regional and national organizations. Chief Cole is President of the County Chief's Association this year. Chief Cole is serving on Board of International Association of Flight Paramedics now. Lainey, Larry, and Dr. Sullivan are on Executive Board for North Region EMS and Trauma Council.

Island Air Ambulance Report – Larry Wall: Arna Robbins is a new flight nurse for EMS as a per diem position. She has a pediatric background which will be nice to have. She will be scheduled two to three days a month. Mary Ann of PIMC also has pediatric background. At some point we will be looking at some sort of baby pod. Executive Director of CAMTS coming to island for a vacation and will get some tours of the facilities. Will do a mock survey possibly in the fall but maybe not until spring. Dr. Sullivan reviews calls after Larry or Cole review them. Larry went over peer review call system. Medics and nurses pick 4 calls and look at things and how they chart. Basic EMT charting has gotten much better after training. Lainey has helped to get another big class to come to the island for a transport provider class. A \$10,000 grant was awarded for the class and our north region participants don't have to pay the registration fee of \$675. It will be November 13, 14, and 15, 2014 and have 20 grant funded spots. New Cessna Caravan waiting on the life port for the plane. End of December if possible might be ready to fly. This plane will also meet CAMTS requirements. Flight volume was a busy month of 38. Beginning of September has been busy as well. We went to Northwest Association of Responders to have our voice heard among the small programs.

OLD BUSINESS

EMS Levy Update: Lenore reminded meeting tomorrow at noon at Lenore's office to talk about next steps in Levy education. Cady complimented Alan and Lynn Roochvarg with their help in writing the brochures and ads. Commissioner Edwards and Chief Cole talked to the Rotary Club and October 2nd will talk to Kiwanis. Commissioner Edwards and Chief Cole talked to PIMC volunteer board. Commissioner Edwards and Larry Wall also talked to the Peace Island Medical Center Board. Commissioner Edwards and Commissioner Schwinge went to Marketplace and the EMS message was well received. There were a few questions, but not much negativity. We will be at Marketplace from 3 pm -6 pm this Friday and again on October 6 and October 10. Cady and Commissioner Bayuk will be talking to the Soroptomists on October 22, 2014. If we don't have a con position we can't be in the League of Women Voters event.

Community Advisory Committee Update: Deadline is September 30th for applications. So far there are only two applicants. Will extend the deadline if need be to get more applicants. Notices were sent out in all the papers. Skagit Valley PHD #2 also had to try multiple times to get their committee up and running for their CAC.

EMS Resolution 14-422 Correction of Resolution 14-421 Resetting EMS Stipends:

Corrected line item amount. Commissioner Bayuk motioned to accept resolution and Commissioner Taylor seconded the resolution. Passed Unanimously.

NEW BUSINESS:

EMS Budget based on levy not passes. Commissioner Taylor said the budget here is the starting tool for this year's budget. If levy passes then can update the budget. Commissioner Schwinge drew attention to the much reduced reserve. He thinks we need to carefully sit down and review the budget. This is the start of the time to review the budgets and then they don't approve them until November. EMS in the past has had reserves from \$350,000 to \$650,000. This budget is much closer with low reserves.

IIMC preliminary budget presented by Superintendent Pamela Hutchins. When preparing the budget the first two things that are looked at are the tax revenues and then the subsidy payment amount to Peace Island Medical Center. Next the awarded grant values are placed in the budget. Finally, the operational expenses are put in from a historical perspective such as utilities and maintenance contracts, superintendent and commissioner's wages, and insurance. At the end it is desirable to have the revenues be greater than the expenses. So far that is the way it has ended up when preparing the budget the last two years.

Audience Participation: Commissioner Taylor asked Beth Gieger of Peace Island Medical Center about new medical staff on board. Dr. Gunderson started Aug. 25 for 5 days a week in clinic and as a hospitalist. Dr. Cheryl Kubysty also is internal medicine sharing with Dr. Sharon Young on two weeks and off two weeks. Two nurse practioners were interviewed. Shannon Stewart starts next week for part time until the position is filled full time. No access issues have come up in this past month. Anywhere from six to eight patients come in for urgent care on Saturdays. Commissioner Taylor would like to visit this issue again in November. Member of the audience, Jim Skoog, is concerned about how urgent care is described when calling in by telephone. Beth Geiger of Peace Island Medical Center said when calling on Saturday it is the emergency room that answers the phone. Between 10:00 a.m. and 4:00 p.m. are the hours of the urgent care clinic. Paramedic Kyle Davies wanted to know about outreach efforts of urgent care options. October 29th is the next board meeting.

ADJOURNMENT:

Commissioner Taylor ---moved to adjourn, seconded by Commissioner Schwinge, all in favor.

Meeting adjourned at ---6:30-pm.

ALL EXHIBITS AND SUPPORTING MATERIAL AVAILABLE ON REQUEST.



Signed By Chairperson



Date