

**SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1**  
**Board of Commissioners**  
**Regularly Scheduled Meeting**  
**Wednesday, December 28, 2016**

**Commissioners Present:**

Commissioner Bill Williams - Chair  
Commissioner Michael Edwards  
Commissioner Monica Harrington  
Commissioner Mark Schwinge

**Others Present:**

Pamela Hutchins  
Superintendent SJCPHD#1

EMS: Jerry Martin  
SJIEMS Chief

**By Phone:** Commissioner Barbara Sharp

**Absent:**

**CALL TO ORDER:**

Commissioner Williams called the meeting to order at 5:01 pm.

**CONSENT AGENDA:**

**Commissioner Williams asked for Meeting Minutes from November 23, 2016 be approved at the January 25, 2017 Board of Commissioners Meeting.**

**< IIMC Warrants**

<b>Payroll</b>	<b>total \$</b>	<b>0.00</b>
<b>A/P Warrants</b>	<b>total \$</b>	<b>6,061.93</b>

**< SJIEMS Warrants**

<b>Payroll</b>	<b>total \$</b>	<b>79,732.52</b>
<b>A/P Warrants</b>	<b>total \$</b>	<b>56,789.52</b>

**MOVED by Commissioner Schwinge, seconded by Commissioner Edwards to approve the Consent Agenda of December 28, 2016. ALL AYES; MOTION CARRIED.**

**SUPERINTENDENT PAMELA HUTCHINS AND CHIEF JERRY MARTIN submitted financial and operations reports.**

**Action Item from SJIEMS Operation Report:** The Chiefs of San Juan County will write a letter to the Washington State Ferries requesting the ferry remain tied up at the Friday Harbor Ferry Dock at night. This ferry is a vital resource for use if an emergency arises at another island, and large equipment and vehicles can be moved to other islands much quicker than if the ferry is moved to Anacortes at night. The Board of Commissioners would like to receive a copy of this letter.

## **Old Business:**

### **Airlift Northwest Air Care Membership Presentation – Scott Zander Base Manager at Bellingham and Flight Nurse for 40 years.**

This is a follow up from last month from Dr. Sullivan's presentation. James Lucci thanked Chief Martin and all of EMS crews for the collaboration they provide. Our community is fortunate to have such dedicated and skilled professionals working on San Juan Island.

They will present from the basis of a call that comes in. Call comes to their communication center. They have the same phone number for everyone calling in. Within minutes the crew is making its way out to the aircraft. They have 5 bases and staff them 24/7. They have 5 rotary and 4 fixed wing craft. It takes about 4 to 5 minutes to start up the aircraft. They are all RFI rated. They can fly as low as 2400 feet. Once they are launched to Friday Harbor it takes about 16 to 20 minutes to reach us depending on the head wind. The crew on the way over is planning their patient care. They can land at a designated LZ or a roadway that is safe to land. They need a 100-sq. ft. flat surface to land on. Once there a transition of care takes place. The crew strive to be on the ground no more than 10 minutes if it is a scene call and 20 minutes at bedside of a facility. The next transition point is into the aircraft. They can take family members if that is important. The referring facility directs which destination they are headed to. They tap into whatever the best medical resources they need on the way to the destination. Once at the receiving facility, they hand over care to their staff, and have that transition go as concise as possible.

There are additional services Airlift NW provides. Alaska has a Lear jet that can operate there. A Polaris PC 12 can operate here from Yakima, and can de-ice and fly into the worse conditions, but takes about 52 minutes in the air to get to Friday Harbor. They are constantly monitoring where those aircraft might need to go. They are celebrating their 35<sup>th</sup> year anniversary. They have bases that have both an adult and pediatric nurse. The Bellingham base flies with 2 adult

flight nurses. They do ongoing reviews of their service area. Currently they are looking at putting a landing zone at PIMC. They have engineers that can study this and make recommendations.

James Lucci stated that they have Bellingham craft to launch here and 3 other bases that can serve the San Juan's. When a call comes in they can put it on standby thus allowing the crew to get ready and minimize the time getting here. Even if the aircraft is put on standby, it is not taking resources away from another call that might need it. They are constantly moving their aircraft around to serve the needs of the communities they serve. EMS personnel can launch Airlift NW if they think it is a serious call. When multiple aircraft are needed the Washington State EOC can be activated to help with which aircraft need to be launched. Island Air Ambulance is not a member of the Northwest Regional Aviation Association. James is going to check on why they are not a member.

Kathleen Cassels, Air Program Membership Director said that the goal of the program is that it provides some financial stability if a person uses their resources. You don't have to have a membership to be flown, but it is substantially less financial burden if you do. It costs \$79 per household per year. It covers family and unmarried partner. Medicare is unique in how much it costs. Persons should contact Medicare to see what it pays, and if they need a membership. People do need to have Medicare Part B that covers an air ambulance need, and have some type of insurance to receive membership. Airlift NW also recommends both memberships, Island Air Ambulance and Airlift NW, if you live in the islands.

### **District Work Planning Calendar for 2017: Discussion:**

Commissioner Edwards stated that the major parameters are in place for the project. It is a living document that is subject to change. He commends Pam and Chief for the progress made on the calendar. A handout of a smart sheet software calendar format was given to the Commissioners by Superintendent, Pamela Hutchins. This District Work Planning Calendar for 2017 is a visual way to list important dates and items to be completed in 2017. This will keep important items in front of everyone, and help to meet deadlines associated with them.

Action: The Commissioners approved this format going forward for the 2017 District Work Planning Calendar. The calendar will be presented at the January

25, 2017, Board of Commissioners Meeting with the basic items of 2017 listed. The Calendar will be a work in progress all year.

**SJIEMS Chief Jerry Martin Contract Renewal:** Last meeting Commissioner Sharp, Williams, and District's attorney, Rich Davis have been working on this contract presented tonight. Contract is marked Exhibit C. Chief Martin and all five Commissioners have reviewed the contract for 2017 and beyond and have agreed to the format and wording of the contract.

**Moved by Commissioner Scwinge to accept the 2017 and Beyond contract SJIEMS Chief submitted today, December 28, 2016.**

**Seconded by Commissioner Edwards to accept the 2017 and Beyond contract SJIEMS Chief submitted today, December 28, 2016. ALL AYES; MOTION CARRIED.**

**New Business:**

**Res 16-458 SJCPHD#1 Dissolving Petty Cash Fund:**

The Inter Island Medical Center had a petty cash fund of \$500. Since the closing of the clinic on November 25, 2012, the need for a petty cash fund has not been necessary. This Resolution dissolves that fund, and returns the money back to the treasurer's office account for San Juan County Public Hospital District No. 1.

**Moved by Commissioner Scwinge to dissolve the petty cash fund, seconded by Commissioner Edwards to dissolve the petty cash fund. ALL AYES; MOTION CARRIED.**

**AUDIENCE PARTICIPATION: None**

**Commissioner Williams thanked the Commissioners, Superintendent Hutchins, Chief Martin, and EMS personnel for the excellent work and accomplishments of 2016. He also thanked Ingrid Gabriel, Sue Kollett, and the county for letting us use the county facilities and allowing the meetings to be taped and broadcast. He also thanked the community members that helped throughout the year. He said it has been an honor to serve as Board Chair this year. Commissioner Sharp said it has been an enjoyable year, and enjoyed working with everyone. Commissioner Edwards stated a lot of mountains were climbed in**

**2016 and hoped 2017 would be easier than the last few years, and thanked Superintendent Hutchins for her work in keeping things going throughout the year. Happy New Year Everyone!!!**

**ADJOURNMENT:**

**Commissioner Chair Williams asked for a motion to adjourn, Commissioner Schwinge--moved to adjourn, seconded by Commissioner Edwards. ALL AYES; MOTION CARRIED. Meeting adjourned at 5:57 p.m.**

**ALL EXHIBITS AND SUPPORTING MATERIAL AVAILABLE ON REQUEST.**

  
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**Signed By Chairperson**

  
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**Date**

**The full video version of these minutes can be found at <http://sanjuanco.com/1076/Hospital-District>**

**The original document is retained at the Frank Wilson EMS Building at 1079 Spring Street, Friday Harbor, WA 98250 in San Juan County Public Hospital District #1 permanent proceedings file.**

**Attest: Pamela Hutchins, Recording Secretary**