

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1
Board of Commissioners
Regularly Scheduled Meeting
Frank Wilson Memorial EMS Building, 1079 Spring Street
Wednesday August 22, 2018

Commissioners Present:

Commissioner Warren Appleton
Commissioner Michael Edwards
Commissioner Anna Lisa Lindstrum
Commissioner Mark Schwinge
Commissioner Rebecca Smith

Others Present:

Pamela Hutchins
Superintendent, SJCPHD #1

Jerry Martin
Chief, SJIEMS

By Phone: None

Absent: None

CALL TO ORDER: Chair Michael Edwards called the meeting to order at 2:00 p.m.

EXECUTIVE SESSION RCW 70.44.062 (2) "deliberations of the board of commissioners...to review the report or the activities of a quality improvement committee... may, at the discretion of the quality improvement committee or the board of commissioners, be confidential and may be conducted in executive session."

ACTION: Commissioner Appleton moved that the commissioner allocate \$4,000 to hire an independent evaluator to review the run number xx that we have been discussing (it's an identifier so it cannot be used), and report back to the board in executive session its findings; and, further, that the review focus on prehospital care in that run and the communication between EMS and the hospital emergency department. I further restrict that review from going inside the hospital because that has already been reviewed and adjustments have been made by Peace Island Medical Center.

Chair Edwards proposed that the motion suggested that the individual who does the evaluation receive an unredacted report that is not accessible to the board or via public records request to protect the individual and Commissioner Appleton accepted the change.
No further discussion. ALL AYES; MOTION PASSES.

ACTION: Commissioner Appleton moved and Commissioner Lindstrum seconded that we instruct the administration of SJIEMS to establish a protocol for appropriately trained and willing EMTs and Paramedics to carry and use Naloxone as medically appropriate and this to be instituted by October 15, 2018, to bring us into compliance with the standard of care

throughout the county. Discussion ensued, including statements by commissioners and EMS Chief Martin. **ALL AYES; MOTION PASSES.**

ACTION: Commissioner Appleton moved, and Commissioner Lindstrum seconded, that the board instruct SJIEMS Administration to establish an ongoing program to study the effects of long shift work via questionnaire and to coordinate with Lopez Island and Orcas Island EMS so that we can get some statistics about when we need to make sure our paramedics get rest and to monitor the effects of this study and report back to the board.

- Discussion
- Commissioner Lindstrum moved, and Commissioner Smith seconded that the motion be amended to see the program that the Chief currently has.
- **MOTION WAS WITHDRAWN** after Chief Martin stated "I will have staff send out the form for you guys tomorrow and I will report on this monthly."

Commissioner Appleton moved and Commissioner Lindstrum seconded that the board establish a committee to monitor the educational component of SJIEMS, and that this committee be composed of two commissioners and two laypersons with the educational background to make sure that the education they are doing is the best they can be. Discussion. Board **TABLED THE MOTION UNTIL A TIME UNSPECIFIED, ALL AYES; MOTION TABLED.**

CONSENT AGENDA: July 25, 2018 Regular Meeting Minutes, August 22, 2018 Regular Meeting Agenda, SJCPHD #1 Warrant Approval, SJIEMS Warrant Approval.

- IIMC Warrants
 - Payroll total \$ 2,850.00
 - A/P Warrants total \$ 38,578.59
- SJIEMS Warrants
 - Payroll total \$ 88,674.30
 - A/P Warrants total \$ 20,397.04
- **MOVED by Commissioner Appleton to approve the consent agenda as written; Seconded by Commissioner Edwards. ALL AYES; MOTION PASSES 5-0.**

OUTSIDE AGENCY REPORTS

PeaceHealth Peace Island Medical Center Subsidy Report 1/1/2018 to 6/30/2018, Presented by Beth Williams Gieger, Director of Administrative Services. The report covered both qualitative and quantitative metrics for clinic and ER visits, imaging exams, laboratory tests, surgeries/outpatient procedures, cancer care

provided, urgent care, tele-psychiatry, visiting specialists, and more. Also covered a financial overview including revenue and expenses. Gieger answered questions from the commissioners. The full report as well as the Patient Experience Report and Quality Report is available on the SJCPHD #1 website.

ACTION: Commissioner Smith moved, and Commissioner Appleton seconded, that SJCPHD #1 release the funds to PIMC consistent with the subsidy agreement. ALL AYES; MOTION PASSES.

San Juan Island Prevention Coalition Subsidy Report presented by Cynthia Stark-Wickman, M.Ed., CPP, Executive Coordinator, SJI Prevention Coalition:

On behalf of the prevention coalition Cynthia Stark-Wickman thanked the board for its \$5,000 contribution and noted its value in enabling them to solicit additional funds. The Prevention Coalition works to help youth stay off drugs by strengthening families, in particular the most vulnerable age group, years 10-14. Members of the board thanked the Prevention coalition for its work, and Chair Edwards noted that "I think you do a fantastic job; you get a jump start on the problem, substance abuse around here is way high, starting with opiates, and so devastating for youngsters particularly..." The report is posted on the SJCPHD #1 website.

ACTION: Chair Edwards moved, and Commissioner Schwinge seconded, that \$5,000 be sent again this year to the Prevention Coalition in the name of their ongoing work in curtailing youth substance abuse, particularly in the context of the strengthening families program. ALL AYES; MOTION PASSES.

SJIEMS Community Paramedicine Report on Subsidy presented by Chief Martin: Chief Martin stated that the \$5,000 awarded last year had not yet been used. It was intended for an outreach newsletter that has not yet been completed due to several factors. SJIEMS has started participating in a 5-county regional paramedicine program that includes SJC. A new program is being tested by Snohomish 1 and several other large agencies that allows for better coordination of paramedicine while remaining HIPAA compliant. SJIEMS would like to use the paramedicine subsidy money for this purpose instead. The board agreed that based on the original resolution as long as the money was spent on Community Paramedicine that it could be used as desired.

ACTION: Commissioner Schwinge moved, and Commissioner Appleton seconded, that the board renew the grant and disburse another \$5,000 for Community Paramedicine. ALL AYES; MOTION PASSES.

SJCPHD#1 OPERATIONS REPORT: Pamela Hutchins, Superintendent.

Superintendent Hutchins gave her financial and operational report for July 2018.

Discussed IIMC sale, Citizen's Advisory Group, switch to CASH Basis, and return of the WA State auditor in December.

SJIEMS OPERATIONS REPORT: Jerry Martin, SJIEMS Chief. Chief Martin gave his financial and operations report for July 2018 with the assistance of Chris Compton, CPA. Discussed call volume, response times, finances, reserves, ACH and GEMT funds, staffing issues, paramedic training programs, CPR Training, SJC fair, CID, and the amended budget.

Chief Martin recognized the resignation of Tina Teilmann, Executive Assistant, and presented her with flowers in appreciation for her service. Chief Martin introduced Valerie Turner, who will fill that role going forward. Chief Martin also introduced Kati English who will serve as a temporary full time EMT to fill Kaitlyn Johnson's absence during maternity leave.

The board agreed to discuss the revised EMS budget after the EMS Report, moving it up in the Agenda, to allow Chris Compton to attend a previously scheduled appointment.

Res 18-492 Setting the Revised 2018 Budget for SJIEMS: Chris Compton, CPA. Introduced the revised budget. At the request of Commissioner Lindstrum the board agreed to defer consideration until September 2018. Chief Martin and Chris Compton made no objection.

AUDIENCE PARTICIPATION:

The floor was opened to public comment, with comments limited to 3 minutes. One person chose to do so, Weyshawn Koons.

UNFINISHED BUSINESS

EMS/FD Talks and Review of EMS Training by Commissioner Smith: A training certification action subcommittee meeting was held on August 6th. Discussed ordering of controlled substances, Department of Health (DoH) representative stated that until a supervising physician is appointed the MPD will need to assist the agency in ordering them. DoH representative stated that the 4 paramedics are in compliance with OTEP provided they continue to meet the requirements of the revised OTEP plan.

The next Citizen's Advisory Group (CAG) is 8/22, then another meeting 8/29.

Committee Report: Needle Disposal Program by Commissioner Appleton:

There is still a little more work to do on this, but it seems that the dump will take them.

There is a new needle that will lock itself and Commissioner Appleton is talking to the pharmacy about supplying them.

NEW BUSINESS

Res 18-493 Surplus of IIMC Equipment: In an effort to clean out the IIMC in anticipation of its sale the district would like to surplus antiquated equipment still present in the facility.

ACTION: Commissioner Appleton moved, and Commissioner Edwards seconded, that the board adopt Res 18-483. ALL AYES; RESOLUTION IS ADOPTED.

Res 18-494 Superintendent Job Description and Delegated Powers Document: This document lays out the roles and responsibilities of the Superintendent.

ACTION: Commissioner Schwinge moved, and Commissioner Appleton seconded, that Res 18-494 Superintendent Job Description and Delegated Powers document be passed. ALL AYES; RESOLUTION IS ADOPTED.

Res 18-495 EMS Chief Job Description and Delegated Powers Document: The board decided to table this resolution until next month.

ADJOURNMENT:

Meeting adjourned at 6:05 p.m.

ALL EXHIBITS AND SUPPORTING MATERIAL AVAILABLE ON REQUEST.

Signed by Chairperson

Date

The original document is retained at the San Juan County Public Hospital District #1 Office at 849 Spring Street, Unit B-5, Friday Harbor, WA 98250 in San Juan County Public Hospital District #1 permanent proceedings file.

Attest: Nathan Butler, Board Recording Secretary