

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1
Board of Commissioners
Special Meeting
Frank Wilson Memorial EMS Building, 1079 Spring Street
Wednesday November 7, 2018

Commissioners Present:

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

Others Present:

Pamela Hutchins
SJCPHD #1 Superintendent

Jerry Martin
SJIEMS Chief Administrator

By Phone: Commissioner Rebecca Smith

Absent: None

CALL TO ORDER: Chair Edwards called the meeting to order at 3:01 p.m.

EXECUTIVE SESSION:

RCW 42.30.110 (1) (g) "to review the performance of a public employee... when... setting the salary of an individual employee or class of employees... that action shall be taken in a meeting open to the public" Executive session began at 3:05 p.m. for thirty minutes. Public session opened at 3:35 p.m.

Return to Public Session to take action on performance evaluation: The chair asked if any commissioner would like to make a motion or comment. Commissioner Schwinge said, "[we] appreciate for your hard work Pam and we are glad you are here doing what you're doing." Commissioner Lindstrum added, "You're dedicated and the community is very lucky to have you in your role." Commissioner Appleton noted, "You work too hard, and that has its pluses and minuses... your organization skills are very good, and you're very congenial... thank you for all the work that you do but please don't stay after work to do it anymore." Commissioner Smith said, "You are so helpful to all of us... your interface with EMS is appreciated by everyone as well."

Chair Edwards suggested delaying discussion of salary increase until later, commenting that she merited a COLA raise.

Discuss/act on HRSA grant: This item moved up due to extra time before budget hearing. This grant is due August 2019, and this grant relates to the reestablishment of services lost by the Life Care Centers of America closure in Friday Harbor. About \$50,000 is needed for a feasibility study; about \$5,000 will come from the grant, the

rest from the community. The Inter Island Healthcare Foundation (IIHF) is rallying to organize this effort and is will go public in the near future to raise funds. Superintendent Hutchins added, "We don't want the community to think we've given up on this... having a feasibility study done to address what our county needs is really important."

Due to the time, a short recess was called for seven minutes, reconvening at 3:45 p.m. for the budget hearing.

PUBLIC BUDGET HEARING - 3:45 P.M.

SJIEMS 2019 Draft Budget presentation, review, and board action to provide guidance: Chief Martin and Chris Compton, CPA, introduced their budget, which is posted on the district website. There are two versions, both now integrate a severance package for the current EMS Chief and estimated interim chief expenses. The primary difference between the two 2019 draft budgets is that one shows the hire of two new full time EMTs and the other maintains the status quo.

Revenue has gone up about 5% in property taxes, while expenditures have gone down about 7%, giving a net gain of \$185,000. Call load has stayed about the same. Ground Emergency Transport funding (GEMT) has added substantial income on Medicaid calls beginning in July 2018, but it is difficult to predict future income based on such a small data set, so it is not reflected in the budget; as a program it is expected to remain. Accountable Communities of Health (ACH) funding has also increased revenue.

Martin and Compton took and answered questions from the commissioners. Martin ultimately recommended that the board adopt the budget that includes the hire of two new full time EMTs. This will improve response times and coverage, especially with less critical calls such as transports which tend to have lower response times during off hours (about 30% of calls). This will also help during the 18-19% of calls which coincide with another call.

The SJIEMS proposed budget is posted on the district website.

SJCPHD#1 Draft 2019 Budget presentation, review, and board action to provide guidance: Superintendent Hutchins presented her budget for 2019, which is posted on the district website. She noted that the sale of the IIMC has been signed for and is fully expected to close. She is therefore focusing on a budget that includes the completed sale of the IIMC.

Per previous board resolution, the immediate proceeds of the IIMC sale will go to SJIEMS to pay down the Frank Wilson Memorial EMS Building bond, but without the maintenance costs for the IIMC, the budget for SJCPHD#1 will improve by about \$33,000. The sale of the IIMC will also allow the district to stop doing business as the

IIMC, an important administrative change. Hutchins took and answered questions from the commissioners.

NEW BUSINESS:

Discuss/act on Interim Chief Appointment Process: The board discussed how to handle the hire of an interim chief for SJIEMS.

ACTION: Chair Edwards moved that a 3-person interviewing committee be appointed to make a recommendation over 2 weeks. 3 AYES, 2 NOES; MOTION PASSES.

The board agreed that the job should be advertised with the current EMS Chief Job Description.

ACTION: Chair Edwards moved, and Commissioner Smith seconded, that applications provide a letter of interest and a CV or resume. 4 AYES, 0 NOES, 1 ABSTAIN; MOTION PASSES.

ACTION: Chair Edwards moved and Commissioner Smith seconded that the appointed interim chief should be able to recover their previous job after their term of service. Will make a Memorandum of Understanding with the union if they are a paramedic to that effect. 5 AYES, 0 NOES; MOTION PASSES.

ACTION: Chair Edwards moved that he be appointed to serve on the interviewing committee. 5 AYES; 0 NOES; MOTION PASSES.

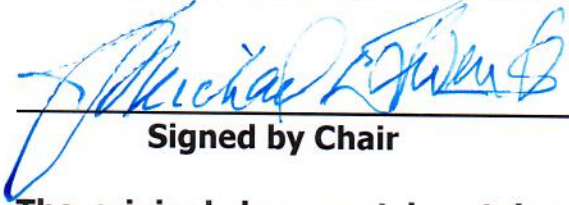
Chair Edwards asked the union to select a representative.

Discuss/act on format for SJCPHD#1/SJIEMS Operation and Finance Reports: Board discussed having a simplified version of the monthly reports with the current detailed report given only quarterly. Agreed to try to do this starting in January 2019.

ADJOURNMENT:

Meeting adjourned at 5:05 p.m.

ALL EXHIBITS AND SUPPORTING MATERIAL AVAILABLE ON REQUEST.



Signed by Chair



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