

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1
Board of Commissioners
Regularly Scheduled Meeting
Wednesday, October 26, 2016

Commissioners Present:

Commissioner Bill Williams - Chair
Commissioner Monica Harrington
Commissioner Mark Schwinge

Others Present:

Pamela Hutchins
Superintendent SJCPHD#1

EMS: Jerry Martin
SJIEMS Chief

By Phone: Commissioner Michael Edwards, Commissioner Barbara Sharp
Absent:

CALL TO ORDER:

Commissioner Williams called the meeting to order at 4:05 pm.

WORKING SESSION SPECIAL MEETING

◀ **Performance Reviews & Timelines**

New performance review formats for the EMS Chief and the Superintendent were given to the commissioners. (Exhibit A)

Discussion: Commissioner Schwinge suggested that the Board compare old and new performance review formats prior the November meeting. The preferred format will be adopted at the November 23 Board meeting and used for evaluations going forward.

Action: Three peer reviewers approved by the Board will evaluate both the Chief and the Superintendent using the peer review sheet.

◀ **PHD Superintendent & EMS Chief Employment Agreements Negotiation and Timelines**

Commissioner Williams, Commissioner Sharp, and the District's Attorney Rich Davis are studying the job descriptions for the SJIEMS Chief and District Superintendent.

and contracts

*AS Amended
11/23/16*

Discussion: Chief Martin and Superintendent Hutchins are reviewing the draft employment contracts and job descriptions. The new agreements should be available for approval for both employees at the November 23, 2016, board meeting.

< **PIMC/PHD Subsidy Agreement Third Amendment**

Commissioner Williams introduced a draft of the Third Amendment of the Subsidy Agreement. The amendment outlined a request that PeaceHealth return approximately 50 thousand dollars from the current subsidy agreement amount starting in 2017. (Exhibit B). The proposed amendment has been reviewed and approved by attorney Brad Berg.

Discussion: Commissioner Williams read a draft joint press release co-authored by PeaceHealth and SJCPHD#1 regarding the Third Amendment to the Subsidy Agreement. The tentative agreement will take effect in 2017. After two years, the Agreement will be reviewed. Thereafter, it will be reviewed every five years if approved by both organizations. (Exhibit C)

Commissioner Williams asked for a motion to adjourn. Moved by Commissioner Edwards, seconded by Commissioner Sharp to adjourn the meeting. ALL AYES; MOTION CARRIED.

ADJOURNMENT: 4:50 p.m.

Commissioner Williams called the regular meeting to order at 5:04 PM.

CONSENT AGENDA:

Commissioner Edwards asked for an amendment to the September 21st minutes as follows: On Res 16-452 Commissioner Schwinge "moved to accept Res 16-452" and Commissioner Edwards seconded the motion. The Board agreed to the revision.

< **IIMC Warrants**

Payroll	total \$	0.00
A/P Warrants	total \$	35,345.69

< SJIEMS Warrants

Payroll	total \$	72,151.39
A/P Warrants	total \$	77,232.93

MOVED by Commissioner Schwinge, seconded by Commissioner Edwards to approve the Consent Agenda of September 21, 2016. ALL AYES; MOTION CARRIED.

SUPERINTENDENT PAMELA HUTCHINS AND CHIEF JERRY MARTIN submitted financial and operations reports. Paul Spencer submitted a report on behalf of SJIEMS regarding ambulance maintenance. Mr. Spence recommended a three-year ambulance fleet replacement schedule.

Old Business:

Integration Options Study for SJIEMS and SJCFPD#3:

Karin Agosta reported on the progress of the Committee (Karin Agosta, Commissioner Schwinge, John Hinchcliffe). Interviews of community members, town officials, and fire officials regarding the history of SJIEMS have concluded. Progress on writing the white paper will be reported at future meetings.

New Business:

Proposed SJIEMS Amended 2017 Budget:

CPA Chris Compton (Lake Kennedy McCulloch CPA's) presented by phone the SJIEMS Amended 2017 Budget for a review and approval at next month's meeting. The Budget must be filed with the County by November 30, 2016.

Discussion: The Budget is posted on the District website under "EMS" for review. Mr. Compton highlighted that there are three key changes from the Expected Case Budget presented June 30, 2016:

- (1) An increase in ambulance services income due to a cost sharing contract with Peace Island Medical Center to provide ground transport to patients off island. This will be offset by increase in EMT stipends and vehicle costs;

- (2) Increased salary expense due to hiring a new administrative assistant, and the reinstatement of the EMT Logistics Coordinator to improve speed of ambulance departures;
- (3) Corrected errors in payroll taxes and health insurance benefits from the original Expected Case Budget. The Revised 2017 Budget will be on review until next month's meeting where it will be approved.

Commissioners Williams and Harrington commented that changes to the SJIEMS 2017 budget were minimal given the shortened budget preparation period.

Commissioner Harrington received a letter from a community member stating that the choices of air membership programs are confusing.

Action: Commissioners Harrington and Williams will present a flow chart at the next meeting to explain to district residents their options regarding air ambulance memberships. Commissioner Harrington would also like information about air memberships placed on the District Website.

Performance Reviews & Timelines:

Moved by Commissioner Harrington to authorize a new evaluation format for the EMS Chief and Superintendent for their evaluation at the November 23rd meeting, seconded by Commissioner Edwards to use the old evaluation tool or the new evaluation tool by the next meeting on November 23, 2016. ALL AYES; MOTION CARRIED.

PHD Superintendent & EMS Chief Employment Agreements, Negotiation & Timelines:

Moved by Commissioner Harrington to accept the drafts of Chief Martin and Superintendent Hutchins' contract formats reviewed by our attorney, Rich Davis, for use at November 23, 2016, performance evaluations, seconded by Commissioner Edwards. ALL AYES; MOTION CARRIED.

PIMC/PHD Subsidy Agreement Third Amendment: The Draft of the Third Amendment to the Subsidy Agreement (Combined Clinic and Hospital Facility)

Moved by Commissioner Harrington that the joint press release wording be changed from "jointly agreed" to "jointly drafted" to the subsidy agreement details. Also, that it was drafted by both District Commissioners and PeaceHealth Representatives, and that the proposed amendment, with PeaceHealth approval of the changes, will be voted upon at the next District meeting on November 23, 2016, Seconded by Commissioner Sharp. ALL AYES; MOTION CARRIED.

Incorporating Commissioner Work Sessions in the Regular Meeting Format:

Discussion: The Commissioners agreed by consensus that future business discussions would be incorporated within the context of a regular meeting. The Commissioners also agreed that a resolution to that effect was unnecessary.

Action: The Commissioners agreed by consensus that a special meeting would be called if a need for a separate work session arose. **Res 16-454 was voided.**

AUDIENCE PARTICIPATION:

Richard Grout, community member, stated that having peer evaluations was an important step for performance evaluations. He suggested including three peer evaluators to evaluate the Chief and Superintendent.

After one evaluator was chosen by the employee and one by the Board of Commissioners, the third peer would be chosen by the first two peers. This would create greater diversity in the evaluations.

Executive Session: RCW 42.30.110(1)(c) Consideration of the minimum price at which the District's real estate will be offered for sale or lease when public knowledge would cause a likelihood of decreased price. Adjourned to executive session: 6:35 p.m. for 15 minutes. Returned to extend time at 6:50 p.m. for 25 minutes to 7:15 p.m. Returned to Public Session at 7:15 p.m.

Public Action taken: Extend the feasibility period to DVSAS to November 10, 2016, for a one-time extension of the feasibility period.

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 7:15 p.m.

ALL EXHIBITS AND SUPPORTING MATERIAL AVAILABLE ON REQUEST.



Signed By Chairperson



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