

**SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1**  
**Board of Commissioners**  
**Regularly Scheduled Meeting**  
**Frank Wilson Memorial EMS Building, 1079 Spring Street**  
**Wednesday, May 23, 2018**

**Commissioners Present:**

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

**Others Present:**

Pamela Hutchins  
SJCPHD #1: Superintendent  
  
Jerry Martin  
SJIEMS: Chief

**By Phone:** None

**Absent:** None

**CALL TO ORDER:** Chair Michael Edwards called the meeting to order at 5:00 pm.

**CONSENT AGENDA: Chair Edwards asked for a motion to approve the consent agenda:** April 25, 2018 Regular Meeting Minutes, SJCPHD#1 Warrant Approval, and SJIEMS Warrant Approval.

- IIMC Warrants
  - Payroll total \$ 1,710.00
  - A/P Warrants total \$ 18,215.68
- SJIEMS Warrants
  - Payroll total \$ 80,889.84
  - A/P Warrants total \$ 554,461.85

➤ **MOVED by Commissioner Schwinge to approve the consent agenda as written for March 28, 2018; Seconded by Commissioner Lindstrum. ALL AYES; MOTION PASSES 5-0.**

**SJCPHD#1 OPERATIONS REPORT: Pamela Hutchins, Superintendent.**

Superintendent Hutchins gave her financial and operational report for April 2018. She discussed the marketing of the Inter Island Medical Center, Long-Term Care Task Force, Delegation of Powers, AWP/PHD leadership conference, budget revisions, and with filing week reminded the public that SJCPHD #1 is a non-partisan organization.

**SJIEMS OPERATIONS REPORT: Jerry Martin, SJIEMS Chief.** Chief Martin gave his financial and operations report with the assistance of Chris Compton, CPA, for April 2018. Chief Martin thanked Kyle Davies for handling things while he was gone. Noted increases in insurance and dental insurance.

Commissioner Appleton requested a report on whether and when EMS would need to increase the number of employees to cover low volunteer numbers.

**AUDIENCE PARTICIPATION:**

The floor was opened to public comment, with comments per person limited to 3 minutes. Two people chose to speak.

**UNFINISHED BUSINESS**

**Res 18-485: Resolution of San Juan County Public Hospital District No. 1 to revise its bylaws by Commissioner Appleton:** After an introduction by Chair Edwards, Commissioner Appleton gave his report, thanking Nathan, Pam, and Mark for their work on the bylaws. Noted the discussion during the Special Meeting/Work Session earlier in the day. Commissioner Schwinge noted that "we are advancing the quality of our bylaws." The bylaws were then presented for review, to be voted on at the next regular meeting, and to be posted online.

**Discussion regarding proposed needle disposal program by Commissioner Appleton:** This item was moved up in the agenda. Commissioner Appleton discussed his ongoing effort to organize a needle disposal program on San Juan Island.

**Report for the Community Collaboration Committee (CCC) by Commissioner Appleton:** Commissioner Appleton noted that he had discussed his idea for a needle collection program for the island at the CCC meeting.

**Discussion regarding preliminary EMS/FD #3 merger talks and committee report by Chair Edwards:** In a broad ranging discussion the commissioners discussed questions such as whether and how to discuss forms of consolidation, charging the Citizen's Advisory Group (CAG), and some of the reasons why consolidation with Fire is being considered. Chair Edwards reported on the consolidation talks, discussed the appointment of George Johnson by SJCPHD #1, and noted that members from all the agencies have been appointed.

**Citizen's Advisory Group discussion:** Commissioners discussed some of the outstanding questions regarding the CAG. Among the questions to be resolved was a recent motion passed by FD #3 instructing the CAG to select its last two members from the list of applicants.

**ACTION: Commissioner Appleton moved, and Commissioner Schwinge seconded, that "we reaffirm the original motion" establishing the Citizen's Advisory Group, meaning that the current three CAG members should pick**

**whomever they wish for the last two members of the CAG. Brief Discussion. VOTE 4-1, MOTON PASSES.**

Following this vote FD #3 Commissioner Bob Jarman suggested from the audience that SJCPHD #1 Board Recording Secretary Nathan Butler serve as point person for the CAG. The commissioners and staff were amenable.

## **NEW BUSINESS**

**CID attorney relocation:** The attorney that SJIEMS has used throughout the process of the CID has changed firms. After discussion the commissioners agreed to retain the same attorney despite the change. The attorney and his old firm are reportedly amenable to this. His rates will be lower.

**Discuss meeting time and date for June:** Chair Edwards and Superintendent Hutchins are going to be out of town at the AWPHD conference.

**ACTION: Commissioner Lindstrum moved, and Commissioner Edwards seconded, that the June Regular Meeting be moved to Thursday June 28<sup>th</sup> at 3:00 pm, Frank Wilson Memorial EMS Building. No discussion. ALL AYES; MOTION PASSES.**

**Res 18-486 Resolution to Approve a Credit Card for District Use:** This resolution would allow the district to have a credit card for district business.

**ACTION: Commissioner Appleton moved, and Chair Edwards seconded, that Res-486 "Resolution to Approve a Credit Card for District Use" be passed. No discussion. ALL AYES; RESOLUTION IS ADOPTED.**

**Res 18-487 Resolution to Surplus Electronics from IIMC:** In an effort to help prepare the Inter Island Medical Center (IIMC) for sale, and as a consequence of improved staffing levels, an effort is being made to dispose of surplus outdated electronics still remaining in the old IIMC facility.

**ACTION: Commissioner Schwinge moved, and Commissioner Edwards seconded, that Res 18-487 "Resolution to Surplus Electronics from IIMC" be adopted. No discussion. ALL AYES; RESOLUTION IS ADOPTED.**

**Res 18-488 Resolution to revise 2018 SJCPHD #1 Budget:** Every year at approximately the six-month mark the budget is amended to keep it accurate with

current needs, and actual beginning cash balance for 2018 is verified by San Juan County treasurer.

**ACTION: Commissioner Schwinge moved, and Commissioner Appleton seconded, that Res 18-488 "Resolution to revise 2018 SJCPHD #1 Budget" be adopted. No discussion. ALL AYES; RESOLUTION IS ADOPTED.**

**ADJOURNMENT:**

Chair Edwards asked if there was any other business to discuss. There was not, so he adjourned the meeting. Meeting adjourned at 6:42 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**