

**SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1**  
**Board of Commissioners**  
**Regular Meeting Minutes**  
**Frank Wilson Memorial EMS Building, 1079 Spring Street**  
**Wednesday March 24, 2021**  
**Held Remotely under COVID-19 Rules**

**SJCPHD #1 Commissioners Present:**

Commissioner Everett Clary  
Commissioner Anna Lisa Lindstrum  
Commissioner Trish Lehman  
Commissioner Gail Leschine-Seitz  
Commissioner Kyle Loring

**Others Present:**

Pamela Hutchins  
Superintendent, SJCPHD #1  
  
Nathan Butler  
Interim EMS Administrator, SJIEMS

**By Phone: None**

**Absent: None**

**CALL TO ORDER:**

Chair Anna Lisa Lindstrum called the meeting to order at 5:31 p.m. in a fully remote MS Teams meeting, with the public participating via phone. Governor Inslee's order, Proclamation 20-28, issued March 24, 2020 and extended several times, temporarily prohibits public agencies from conducting any in-person meetings and requires all remote meetings to provide an option for public attendance via remote access. Roll call was made verbally of each commissioner for the benefit of the public. The meeting was still recorded, and audio made available to the public as with all meetings.

**RETIREMENT CEREMONY, PAMELA HUTCHINS, SUPERINTENDENT**

**AMENDMENTS TO THE AGENDA** included discussion about accounting firm and an Executive session after the second audience participation RCW 42.30.110 (1)(G)

**CONSENT AGENDA:**

- March 24, 2021 Regular Meeting Agenda
- February 24, 2021 Regular Meeting Minutes
- SJCPHD #1 Warrant Approval
- SJIEMS Warrant Approval

➤ SJCPHD#1 Warrants

○ Payroll	total \$	\$0.00
○ A/P Warrants	total \$	\$26,952.39

➤ SJIEMS Warrants

○ Payroll	total \$	\$108,831.20
○ A/P Warrants	total \$	\$36,420.31

**ACTION: Commissioner Trish Lehman moved, and Commissioner Kyle Loring seconded, that the Board approve the amended the Consent Agenda. ALL AYES; MOTION PASSES.**

**AUDIENCE PARTICIPATION (15 Minute Limit total; comments max 3 minutes per person):**

None.

**UNFINISHED BUSINESS**

**Committee Reports and discussion**

- **Off island transport** - nothing to report. The commissioners may revisit this issue to see if the committee is needed. Nathan Butler will bring Jack Estrada up to speed on the issue offline.
- **Community collaborations committee** – Did not meet since the last meeting.
- **EMS and Trauma council** – Council discussed the structure of the council and the bylaws. Also did some planning for some trainings that need to happen. Election of officers.
- **Investigative demand** – Nothing to report
- **Finance committee** – Commissioners Lindstrom and Clary met with the auditors and thanked Superintendent Hutchins on all her hard work.
- **Interisland healthcare foundation** – Nothing to report. Don't know if they are meeting.
- **Community relations committee** – Nothing specific to report

**New Superintendent's Contract** – Contract for Nathan Butler to replace Pamela Hutchins following her retirement.

**ACTION: Commissioner Trish Lehman moved, and Commissioner Gail Leschine-Seitz seconded, that the Board accept the employment agreement for Nathan Butler as written. ALL AYES; MOTION PASSES.**

**Teresa Johnson engagement letter** – It was decided that the district would use an accounting firm for some financial transactions and to help give professional financial management for the grants. They will be paid directly out of the grant.

**ACTION: Commissioner Gail Leschine-Seitz moved, and Commissioner Anna Lisa Lindstrom seconded, that the Board adopt the engagement letter for the services. ALL AYES; MOTION PASSES.**

**Resolution 21-542 Shared Administrative Workforce Funding.** This resolution defines how the district pays employees who work for both EMS and the hospital district. May need to see who we hire to decide how this policy will flow. The main idea of the resolution is that on quarter of the EMS administrator's salary will be paid by the hospital district.

**ACTION: Commissioner Kyle Loring moved, and Commissioner Gail Leschine-Seitz seconded, that the Board adopt Resolution 21-542 Shared Administrative Workforce Funding. ALL AYES; MOTION PASSES.**

## **NEW BUSINESS**

**Res 21-544 Implementation Plan for Integration of EMS and Fire.** The resolution states that the district will move forward with the integration EMS with Fire. This is contingent on the timelines, deadlines, and tasks to be accomplished. Most of the questions will be answered by August of this year.

**ACTION: Commissioner Kyle Loring moved, and Commissioner Everett Clary seconded, that the Board adopt Resolution 21-544 Implementation Plan for Integration of EMS and Fire. ALL AYES; MOTION PASSES.**

### **Res 21-545 Primary and Secondary Auditing Officer – SJCPHD#1 and EMS**

Since Hutchins is leaving, the district needs this revision. These are the two people authorized to issue warrants (including payroll). Currently for the hospital district its Hutchins as primary, Butler as secondary. For EMS, Butler is primary and Hutchins is secondary. Now, it will be Butler as primary for both, and Michelle Novak, at the county, as secondary.

**ACTION: Commissioner Everett Clary moved, and Commissioner Trish Lehman seconded, that the board approve Res 21-545 Primary and Secondary Auditing Officer. ALL AYES; MOTION PASSES.**

**Res 21-546 to Surplus Small and Attractive Assets** – The district is surplusng a small selection of items.

**ACTION: Commissioner Kyle Loring moved, and Commissioner Gail Leschine-Seitz seconded, that the board adopt Res 21-546 to Surplus Small and Attractive Assets. ALL AYES; MOTION PASSES.**

**HRSA Planning Grant Memorandum of Understanding.** It is a requirement of the grant that the partnering agencies have a MOU. This is just for the planning grant.

**ACTION: Commissioner Trish Lehman moved, and Commissioner Gail Leschine-Seitz seconded, that the board accept the HRSA Planning Grant Memorandum of Understanding. ALL AYES; MOTION PASSES.**

## **REPORTS:**

**San Juan County Public Hospital District No. 1** – Revenue for the month was \$8,667.00. Expenses were \$26,952.00. Cash on hand at the end of February was \$675,888. That is up about 2% from last year. Property tax revenue were down about 41% from last year, but this could just be a timing issue. The audit is almost finished, final results will be at the conference in April which Hutchins will attend.

**Letter welcoming Jack Estrada to the Hospital:** The district has a draft letter of welcome to Jack Estrada, the new Chief Administrative Officer at PeaceHealth Peace Island Medical Center

**ACTION: Commissioner Gail Leschine-Seitz moved, and Commissioner Trish Lehman seconded, that the board approve the letter of welcome for Jack Estrada. ALL AYES; MOTION PASSES.**

**San Juan Island Emergency Medical Services –**

Revenue is low in January and February. The District had high expenses January and February due to the fact that there are several annual expenditures that come due this time of year. Payroll for February was higher due to back pay issue for EMTs. The district now have per diem EMTs which allows the regular EMTs to use their PTO. There were 61 runs in February, which is a little lower than last year. There have been 129 runs this year so far. Response times meet benchmarks.

The District's COVID response continues. Community outreach is opening up slowly. We may start to do small classes in the classroom. Community Paramedicine is very active. We are in negotiations to have the medics in the station.

**AUDIENCE PARTICIPATION** (15 Minute Limit total; comments max 3 minutes per person)

None

**EXECUTIVE SESSION (7:25): RCW 42.30.110 (1)(G) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.** Chair Lindstrum announced the executive session to last from 7:25 to 7:45 p.m. Public session resumed at 7:54 p.m. with no action taken.

**COMMISSIONER COMMENTS**

**ADJOURNMENT - Meeting adjourned at 7:55**



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: Peggy Long, Recording Secretary**