

SKAGIT EMS COUNCIL EXECUTIVE BOARD MINUTES

April 11, 2001

Page 1

Meeting called to order at 12:00 PM, Royal Fork Restaurant, Mount Vernon, by President John Pauls. In attendance Carl Johnson, Mark Malone, Jim Allen, Diane Speer, John Bird, Ron Richeson, MD., Isle Lindall, and Marty Coble. Visitors Chief Richard Curtis, Rick Smith, Chief Dean Klinger, Alice Clark, and Jan Tavenner. Jada Trammell, office staff.

1. **SPECIAL ANNOUNCEMENT** Rick Smith reported to the Board that he received an application and resume from an individual that he thought was qualified for the Executive Director position at the Council. Rick has contacted the applicant and has asked the applicant for permission to forward his information on the Council. President John Pauls will contact the applicant and ask that he re-submit his resume and application to the Skagit EMS Council. (See **3b** below for more information regarding the Executive Director search.)

2. **MINUTES** – **Moved, Seconded, and Passed (MSP)** to approve the March 14, and March 29, 2001, minutes as presented.

3. **TREASURER'S REPORTS:**

A. **FINANCIAL REPORTS:** *not available at this time.*

B. **CISM FINANCIAL REPORTS:** *not available at this time.*

C. **ENDOWMENT FUND FINANCIAL REPORTS:** *not available at this time.*

3. **OLD BUSINESS:**

a. **ANACORTES FIRE DEPARTMENT** (see attached) Vice President Mark Malone reported that at the March 29, 2001, General Council meeting, the Council decided to ask Anacortes Fire Department to sign a one year contract. (This would ensure that all three ALS contract agencies were operating on the same term/time line.) President John Pauls reported that he sent a letter to Anacortes Fire Department stating the decision of the Council to ask for a one-year contract. Chief Richard Curtis, Anacortes Fire Department, explained to the Board that the City of Anacortes City Council has requested to begin negotiations with the Council within 60 days to discuss a two-year contract. The City is willing to forgo payment until a contract is finalized. (Retroactive payment would be made when contract is complete.)

b. **EXECUTIVE DIRECTOR SEARCH** (see attached) President Pauls reported that the job description for the Executive Director was sent to the Board members for their review. John has looked at the various avenues for searching and advertising for the position. He has contacted Skagit County Personnel Department and Stephanie Wood, Personnel Director, is willing to assist the Council with the search and advertising of the position. As stated in the Personnel Policy Manual "The Executive Board is vested with the hiring authority of exempt employees...this hiring authority may be delegated to an appropriate ad-hoc committee...the candidate selected by the committee will be presented to a quorum of the Executive Board for final approval and authority to hire. The final offer of a position in terms of employment will be made only by the President of the Council or his/her designee." Discussion ensued. **MSP** to begin posting of the position April 16, 2001, and ask Stephanie Wood, Skagit County Personnel Director, to orchestrate and assist the Council with the search and advertising of the Executive Director search.

c. PERSONNEL POLICY MANUAL President John Pauls reported that at the last Special Executive Board Meeting, of March 29, 2001, he presented the Board with a proposal from Shelly Holt, Human Resources Consultant, for a complete review of the Council's Personnel Policy Manual. Shelly has informed John that she would not be able to begin work on the manual for another month or so, due to current workload. Discussion ensued. **MSP** to authorize Shelly Holt, Human Resource Consultant, to conduct a complete review and update of the Skagit EMS Council Personnel Policy Manual, up to \$2500.

d. STATEMENT OF WORK President John Pauls reported that he has copies of the corrected Statement of Work, (according to decision of the General Council – March 29, 2001), on letterhead and ready to be sent to the proposed consultants. John will be writing a cover letter to include with the Statement of Work. If anyone has ideas for additional consultants they are asked to contact Jada and give her names and addresses. The Council currently has information about 9 different consultants or consulting firms.

e. FROM THE FLOOR: Nothing.

4. NEW BUSINESS:

a. FINANCE COMMITTEE RECOMMENDATION. (see attached) Marty Coble, Finance Committee Chair, reported that the Committee met and would like to make the following recommendations:

- 1)** They would like to recommend to the Board to close the Bank of America Checking account (#62352307 \$184,040.14-2/28/01 balance), Bank of America Cash Reserve Account (#0053504130 \$47,182.33-2/28/01 balance), Horizon Interest Account (#0510006027 \$51,655.18-2/28/01 balance) and Washington Federal Money Market (#020-800343-4 \$557.11-2/28/01 balance). These accounts would be closed and a checking account and savings-money market account would be opened at Skagit State Bank with these funds. Discussion. **MSP** to approve the above listed recommendation by the Finance Committee.
- 2)** The Committee would also like to recommend to the Board to delete the budget line-item Fire Service Dispatch and reallocate the \$99,840.00 to the Misc. Cont. line item. (The Misc. Cont. line item would amount to \$107,840.00.) Discussion. President Pauls reported that the Council is looking at discussing a Budget amendment at the next scheduled General Council meeting. **MSP** to recommend to the General Council to approve deleting the budget line-item Fire Service Dispatch and reallocating the \$99,840.00 to the Misc. Cont. line item.
- 3)** The third recommendation was for the Board to designate 100% of the Timber Tax revenue into a general money marked account for years 2001-2006, and that these funds would be allocated as needed. Discussion. President Pauls asked that the Committee review this issue and develop a minimum and a maximum amount for both the ALS Capital Reserve Fund and the Dispatch Reserve Fund accounts.

b. COMMUNICATIONS COMMITTEE (see attached) President John Pauls reported that the Communications Committee met and discussed a Special Communication Grant Request from Skagit County Fire Protection District #15. The Committee is recommending to the Executive Board to approve the Special Grant Request for the Kenwood TK-760HK Mobile Radio for \$700. Discussion. **MSP** to approve the Special Communication Equipment Grant Request from Skagit County Fire Protection District #15 for the Kenwood TK-760 HK Mobile Radio for \$700.

- c. WA STATE DOH – DEFIB MANDATE** (see attached) Vice President Mark Malone reported that as of January 1, 2002, all ground ambulance and licensed aid services must be equipped with a Semi-automatic Defib unit, (according to WAC #246-976-300.) Jada has contacted PhysioControl and they have informed her that the State contract for defibrillators will expire June 14, 2001. It is understood that the price of the LifePak 500's could be increased anywhere from \$800-\$1,000/each. Discussion ensued. It was the consensus of the Board to ask that the departments who are in need of additional defibrillators submit justification for licensing of their aid service vehicles. The Board would like to take action on this mandate prior to June 14, 2001.
- d. DEFIB REQUEST – SEDRO-WOOLLEY FIRE DEPARTMENT** (see attached) Chief Dean Klingler, Sedro-Woolley Fire Department, reported that SWFD submitted a request for an additional defibrillator for a new vehicle. This new vehicle would become their second out on aid calls and currently is running without a Defib unit. With the addition of this Defib unit Sedro-Woolley Fire would be in compliance with the January 1, 2002, mandate. (**NOTE- Sedro-Woolley Fire Department will be de-licensing their fifth aid service vehicle.) **MSP** to approve the request from Sedro-Woolley Fire Department for an additional defibrillator.
- e. DEFIB REQUEST – HAMILTON FIRE DEPARTMENT** (see attached) President Pauls reported that Hamilton Fire Department has submitted a request for a Defib unit. Their only licensed aid vehicle is currently responding without a Defib unit. Hamilton Fire would then be in compliance with the January 1, 2002, DOH mandate (see above.) Discussion ensued. **MSP** to approve the request from Hamilton Fire Department for a defibrillator, contingent on their personnel updating their Defib training.
- *EDITORIAL NOTE: The Council will purchase two LifePak 500's. The 500's will be placed at Skagit County Fire Protection District #11. District #11 is currently equipped with FirstMedic 610's. One of the FirstMedic 610's would be delivered to Sedro-Woolley Fire and the other to Hamilton Fire.
- f. DEFIB REQUEST – MVFD** (see attached) Vice President Malone reported that Mount Vernon Fire is requesting that the Council equip the department with 3 additional Defib units. This would allow them to equip their second run pumpers, which are also licensed aid service vehicles. Discussion ensued. **MSP** to purchase three additional LifePak 500's to equip Mount Vernon Fire Department's second run pumpers, which are also licensed aid service vehicles. Mark Malone abstained. (*NOTE: Mount Vernon Fire will be exploring different avenues to fund the purchase of two additional Defib units in order to be in compliance with the January 1, 2002, DOH mandate.)
- g. CITIZEN ADVISORY** Vice President Mark Malone reported that at the last General Council meeting he made a presentation regarding the work and findings of the EMS Response Committee. Mark reported of the benefits of receiving input from Skagit County citizens. The Committee would interact with the Board and would be available to assist in decision making for the future of the EMS System. Discussion. The Board embraced the concept of developing a Citizens Advisory Committee. The Committee would include 10 persons plus a chairperson.
- h. ANNUAL BBQ- DR. RICHESON** Dr. Richeson reported that in the past he has hosted the Skagit EMS Council's annual BBQ. He is proposing the date of September 17, 2001, to hold the BBQ at his home. **MSP** to hold the Skagit EMS Council's Annual BBQ at Dr. Richeson's home, September 17, 2001.

i. EMT IV TECH CLASS – LIFE TEK, INC. (see attached) Dr. Richeson reported that Earl Klinefelter has been working on gathering information regarding an EMT-IV Tech class. LifeTek, Inc. has produced a DRAFT Proposal for conducting the class in Skagit County. Discussion. **MSP** to approve the class pending a final contract being submitted for signature. Dr. Richeson will review the list of students and will make a final decision on the involvement of the students.

j. FROM THE FLOOR:

- Carl Johnson asked that the Board consider reallocating funds from the MCI budget line item to a line item for the EMS Response Committee. The EMS Response Committee is looking at generating some costs for mailings and possibly hiring of a temporary person to make survey phone calls. Discussion. President Pauls asked that the Committee propose a plan and budget amount to the Finance Committee.
- Chief Richard Curtis, Anacortes Fire Department, asked if there has been any action taken regarding the review of the By-Laws. There has been some discussion regarding the number of At-Large members on the Council. President Pauls reported that an ad-hoc committee will be appointed in the near future to conduct the review of the By-Laws.
- Isle reported that the transfer licenses for the decommissioned ambulances for Burlington and SC FPD #14 – Alger are the works.

5. COMMITTEE REPORTS:

a. EMS RESPONSE FACT FINDING (see attached) Mark Malone reported that the Committee met on the 5th. They discussed the survey they are planning to send out to a selected number of agencies. At the last Executive Board meeting it was approved that the three ALS vendors would have the opportunity to appoint a representative to the Committee. The Committee welcomed Dan Harju, Anacortes Fire, at the last meeting. The Data-Sub Committee will be meeting on Friday, April 13, 2001. They are still working on the process of cleaning the data. It is proposed by the Committee that the Council contract with Mike Voss for services to bring Aero-Skagit on line with RMS 5.0. Discussion. **MSP** to contract with Mike Voss for services to bring Aero-Skagit on line with RMS 5.0, up to \$500. President Pauls reported that he has asked Mary Beth to submit a justified request for 10 additional hours per week (total of 30 hours per week), for a limited time.

b. ENDOWMENT FUND BOARD OF DIRECTORS Bill was not in attendance. Jada reported that they met and have elected the following persons to these positions:

Chairperson	Bill DeHon
Vice Chair	Dave Montague
Secretary	Ken Lange
Treasurer	Richard Bethke
Public Info.	John Bird

c. CISM COMMITTEE – Bill not in attendance.

d. COMMUNICATION COMMITTEE - Dave not in attendance. The Committee has one request on the table from Lyman Fire Department. (See **4b** above.)

- e. EDUCATION/TRAINING** – Isle reported that the Committee met April 4, 2001. The Committee is recommending that the Council sponsor 2 EMT classes per year, instead of one EMT and one First Responder. The recommendation includes that the classes have a minimum of 20 students and a maximum of 24 students. Discussion. The Committee also discussed the upcoming EMS Conference, April 28, 2001. Isle also reported that the Skagit EMS Council's FIRST Quarterly BLS Run Reviews will take place tonight, April 11, 2001, 6:00 to 9:00 PM.
- f. EQUIPMENT COMMITTEE** - Jim A. reported that that Committee will meet tomorrow, April 12, 2001, to discuss the 2001 allocations and a few Special Grant Requests.
- g. FINANCE COMMITTEE** - Marty Coble reported that the Committee met and discussed and tabled the recommendation from the CPA, Ron Johnson, regarding the Endowment Fund becoming their own 501C-3. The Committee will meet again April 24, 2001, 7:00 PM.
- h. HOSPITAL** – Diane Speer was not in attendance at this time.
- i. MEDICAL CONTROL COMMITTEE** – Dr. Richeson reported that at the General Council meeting it was reported that some EMS personnel were going to purchase Lee Kue a gift for his 12 years of service. The gift has been purchased and if anyone is interested in contributing they can contact Val Faddis. He also reported that he will be attending the State MPD meeting soon. The State MPD's will be discussing the EpiPen and some other issues on the horizon.
- j. MCI Trailer** – Carl nothing more to report.
- k. PUBLIC INFORMATION** -- Ric was not in attendance.

6. PRESIDENT'S REPORT

- Nothing to report at this time.

The Board adjourned at 2:20 p.m.

Respectfully submitted,

Jada N. Trammell
Recording Secretary