

SKAGIT EMS COUNCIL GENERAL COUNCIL MINUTES

November 17, 1999

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Meeting called to order at 7:15 PM, Cranberry Tree, Mount Vernon, by President John Bird. Present: Dave Montague, Dan Harju, Erv Lindall, Jack Kennedy, Rick Smith, Alice Clark, Dan Costanti, Marty Coble, Ron Richeson, MD., Rick Bethke, MD., John Pauls, Jeff Lee, Jim Porch, Rod Coffell, Judy Coffell, Ken Lange, Carl Johnson and Bill DeHon. Jodi Monroe, Manager, North Region EMS & Trauma Council, and Shelly Holt, Human Resources Consultant, guests. Lee Kue, and Jada Trammell, office staff.

1. Old Business:

a. **Minutes** – September 22, 1999. **Moved, Seconded, and Passed (MSP)** to approve the minutes as presented.

b. Financial Reports:

1. (see attached) Budget and Financial Statements for October 31, 1999, were presented by Dave Montague.
2. (see attached) CISD financial report for October 31, 1999, were presented by President John Bird.

c. **Elections (written ballot)** Nominations from the floor. Nominations closed. Elected for position of Vice President, Mark Malone. For position of Treasurer, unanimous vote, Dave Montague. For the EMS Council Endowment Committee Bill DeHon (2 year term), John Bird (2 year term), Dave Montague (3 year term), Rick Bethke (3 year term), and Ken Lange (3 year term).

d. **Human Resource Review Up-Date** (see attached) President John Bird reported Shelly Holt, Human Resource Consultant, has completed her review of the office staff job descriptions, wage survey, and has developed a job description for the "EMS Planner" position. Shelly reported she has made some significant proposed changes to the job descriptions of the office staff and recommends corresponding pay adjustments. Shelly repeated her presentation she presented to the Executive Board November 3, 1999. (See **2b** below.)

2. New Business:

a. **Closed Session** President John Bird called for "Closed Session" at 7:30 PM to discuss personnel related matters. John asked Shelly to stay to answer Board member questions during the "Closed Session." He also asked that Lee stay to answer Board member questions until such time that his job description and new pay grade were to be discussed. Convened "Open Session" at 8:15 PM.

b. Open Session:

The Council MSP to approve the following personnel items:

- A. MSP That the 1999 Staff Salary Schedule be increased by 2.3% Cost of Living Allowance for 2000.
- B. MSP That the revised Job Descriptions for the office staff be approved as revised.
- C. MSP That the position and job description for the “EMS Planner” be approved as a .5 FTE contracted position (1040 hours for one year.) (\$21-\$25/hr. -- no benefits)
- D. MSP That the Office Staff be granted the new pay grades commensurate with the revised job descriptions and comparative wage as recommended by Shelly Holt.
- E. MSP That the EMS Council pension plan contribution for year 2000 for eligible staff employees be set at 6.5% of their base pay.

c. AHS Contract Amendment (see attached) President John Bird reported that the Executive Board recommended to the General Council to approve the Contract Amendment between the EMS Council and Affiliated Health Services. President John Bird called for “*Closed Session*” at 7:30 PM. Convened “*Open Session*” at 8:15 PM. MSP to approve the Contract Amendment between the EMS Council and Affiliated Health Services to read that the Council pay the agreed upon amounts for Med 1,2, and 4, monthly rather than quarterly effective January 1, 2000. (Dave Montague abstained.)

d. Proposed 2000 Budget President John Bird reported that the Executive Board recommends the General Council approve the 2000 Budget as presented. MSP to approve the 2000 Budget as presented, with the provision that the Executive Board be authorized to increase the budget to include cost of the Epi-Pen program and report at the next General Council meeting. (Editorial Note: The EMS Council fiscal year is January 1 through December 31)

e. EOY – '99 FD Communication Fund Balance President John Bird reported that Jim Allen has volunteered to step in as Chairperson for the Communications Committee. Jim has been informed that some Fire Service agencies have had difficulties receiving Minitor III pagers they have ordered. The pagers may not be received in 1999 although agencies were granted \$XXX for reimbursement for 1999. Jim requested the Executive Board consider establishing a rollover fund of the “1999 FD Communication Equipment” budget line item, for delayed 1999 communication equipment reimbursement in the year 2000. It was the consensus of the Board to recommend to the General Council to establish a rollover fund for the “1999 FD Communication Equipment” budget line item in year 2000 for any 1999 delayed shipment of Minitor III pager reimbursements to the Fire Service Agencies. Discussion ensued.

MSP to establish a rollover fund for the “1999 FD Communication Equipment” budget line item in year 2000 for any 1999 delayed shipment of Minitor III pager reimbursements to the Fire Service Agencies.

- f. EOY – FD Equip Balance Reserve Fund** President John Bird reported that the Finance Committee met August 4, 1999. The Committee discussed the recommendation from the Equipment Committee, to establish a Special Reserve Fund for future BLS Equipment from the unused balance of the “Fire District Equip” line item at the end of each year. The Finance Committee then made their recommendation to the Executive Board for approval. The Executive Board recommends that the General Council authorize a BLS Equipment Reserve Fund. Discussion ensued. MSP that a BLS Equipment/Communications Reserve Fund be established with the remaining balance of the 1999 Budget line item “Fire District Equipment and FD Communications” at the completion of the fiscal year (1999.) This fund to be set up and accessed similar to the ALS Capital Equipment Reserve Fund, and is to be used to purchase/reimburse the non-budgeted BLS type equipment or bulk purchases for all EMS (BLS) agencies, as the need arises. Each Committee will review all requests and make recommendations to the Executive Board for approval.
- g. Year 2000 Calendar** (see attached) John presented the 2000 Proposed Meeting Calendar. It was the recommendation of the Executive Board to change September 20, 2000, General Council Meeting to September 27, 2000. Also to change November 22, 2000, General Council Meeting to November 29, 2000. MSP to accept the 2000 Proposed Meeting Calendar.
- h. 9-1-1 Request** (see attached) President John Bird reported that the Council received a letter from Skagit 9-1-1 requesting assistance in paying the start up costs of the GEO Base/MSAG (Master Street Address Guide.) The amount of the request is \$50,000. If the EMS Council agrees to pay the start up costs for this program, the County (per Mike Woodmansee) has agreed to adjust the Council’s levy for year 2000, in order to reimburse the \$50,000. Rick Smith, Skagit 9-1-1 Director, explained the background of the GEO Base/MSAG program. The Executive Board recommends the General Council to grant this request. Discussion ensued. MSP to grant the Skagit 9-1-1 request for \$50,000 to pay the start up costs of the GEO Base/MSAG program. The amount to be dispersed from the ALS Capital Reserve Fund, at the discretion of the Executive Board. The \$50,000 is to be replenished in the year 2000 via the increase in the Council’s levy.
- i. Williams & Nulle 1999 Annual Audit** President John Bird reported that the EMS Council received a Letter of Interest from Williams and Nulle, to perform the 1999 annual audit. MSP to authorized John to sign the Letter of Interest.

From the Floor:

Nothing to report from the floor.

3. Committee Reports:

- a. **Ad-Hoc EMS System Review** Erv reported that the Committee last met September 28, 1999. The Committee reviewed a number of issues including number of medical calls responded to, number of transfers by Med Units, number of mutual aid calls from Anacortes Fire Department, and the increase of population in Skagit County, etc. The Committee is not ready to present the Executive Board with a recommendation. Erv asked Dave Montague to provide the Committee with a breakdown of AHS costs for the Med Units. The Committee is still waiting to hear from AHS. Once AHS responds, the Committee will convene to discuss their recommendation, if any.
- b. **Ad-Hoc Endowment Fund** Bill reported that now that a Committee has been elected the next step is for the Committee to meet to elect a Chairperson. (Committee members: Bill DeHon, John Bird -- President, Dave Montague -- Treasurer, Rick Bethke – Medical Control Chairperson, and Ken Lange – Finance Chairperson) (See **1c** above.)
- c. **CISD** Mark Watkinson was not in attendance. President John Bird reported that Mark will be stepping down as CISD Steering Committee Chair, effective December 31, 1999. The CISD Committee will elect their own chairperson.
- d. **Communications** (see **2e** above)
- e. **Ed & Trng/Public Info** Isle Lindall was not in attendance. Lee reported that the EMT class is moving right along. There are 24 students in the class. Their class completion date is December 14, 1999.
- f. **Equipment** (see **2f** above)
- g. **Finance** Ken Lange thanked the Finance Committee and the Council staff for their cooperation and hard work in developing the 2000 Budget.
- h. **Medical Control** Dr. Bethke reported that the Committee met and discussed the EPI-PEN legislation. Lee is working on gathering more information regarding the new legislation for the Committee to review.
- i. **MCI** Carl Johnson -- nothing to report at this time.

6. Executive Director

On behalf of himself and the EMS Council staff Lee thanked everyone for their continuing support and hard work.

The Board adjourned at 9:15 PM

Respectfully submitted,

Jada N. Trammell
Recording Secretary