

SKAGIT EMS COUNCIL GENERAL COUNCIL MINUTES

March 29, 2001

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Meeting called to order at 7:05 PM, Cranberry Tree, Mount Vernon, by President John Pauls. Self introductions by those present: Ron Richeson, MD., Mark Malone, John Bird, Dan Harju, Marty Coble, Dave Skrinde, Jim Porch, Carl Johnson, Don Slack, MD., Richard Curtis, Jeff Conner, Dale Kloes, Jeff Lee, Judy Coffell, Judy Williams, Alice Clark, Val Faddis, John Church, Dan Costanti, Paul Wagner, Dean Klinger, Evan Swanson, Dennis Taylor, Lloyd Tjeerdsma, Al Carlin, and Ken Lange. Guests: Bob Lovelace, Ron John, Williams and Nulle and Jodi Monroe, North Region EMS & Trauma Care Council. Jada Trammell, Mary Beth Brown, and Linda Benica office staff.

1. ANNUAL AUDIT REPORT (see attached) Ron Johnson, CPA Williams and Nulle, thanked Lee and Jada for all their hard work and efforts in this year's audit. Ron reported that the Council is running smoothly without any abnormalities. Ron clarified some statements in the audit financial report for the Council members. There was discussion in regards to the Endowment Fund being separated from the Council and becoming their own entity. It is recommended by the Executive Board to accept the 2000 Annual Audit Report as presented. **MSP** to accept the 2000 Annual Audit report completed by Williams and Nulle, as presented.

2. OLD BUSINESS:

a. **MINUTES** – **Moved, Seconded, and Passed (MSP)** to approve the minutes from the *January 10, 2001 Special Meeting*, as presented.

b. FINANCIAL REPORTS:

(1) (see attached) Jada presented the Budget and Financial statements for February 2001

(2) (see attached) Jada presented CISM financial report for February 2001

(3) (see attached) Jada presented the Endowment Fund financial reports for February 2001

c. **EMS PLANNER** President Pauls reported that as of January 1, 2001 Lee Kue had expressed to Mary Beth Brown that she would be hired as a part-time staff employee, as opposed to continuing as an independent contractor. Discussion ensued. **MSP** to approve that the EMS Planner position become a regular part-time staff employee position, effective January 1, 2001.

d. **AERO-SKAGIT CONTRACT** President Pauls reported that the contract has been signed. The contract includes a 6% increase of the 2000 payment plus the anticipated Health Care Financial Administration (HCFA) shortfall of \$7500.

- e. **ANACORTES FD CONTRACT** (see attached) President John Pauls reported he has been in contact with Chief Richard Curtis, Anacortes Fire Department, regarding the language in the 2001 ALS Agreement with Anacortes Fire. Anacortes FD would like to use the agreement the Council holds with Affiliated Health as a model. The only exception is that Anacortes FD would like to extend the contract to a two year contract. The Executive Board recommends to the General Council to approve the contract between the EMS Council and Anacortes Fire Department to include the following two changes:

- Page 5, Section Two, Consideration add the phrase, "...once sufficient documentation has been provided, up to a maximum of \$82,500."
- Page 7, Section Six, Term should read, "...January 1, 2001 through December 31, 2001."

Discussion ensued. **MSP** to approve the contract with Anacortes Fire Department to include the above listed changes. (John Bird, Richard Curtis, and Dan Harju abstained.)

FROM THE FLOOR: Nothing.

2. NEW BUSINESS:

- a. **SKAGIT 9-1-1 CONTRACT** (see attached) President Pauls reported that the only changes to the agreement are the agreement dates and the amount also increased due to the agreed upon schedule. Discussion ensued. **MSP** to authorize President John Pauls to sign the agreement between Skagit EMS Council and Skagit 9-1-1 for the year 2001.

- b. **STATEMENT OF WORK -- CONSULTANT** (see attached) President John Pauls reported that the EMS Response Committee has reviewed the Statement of Work. Discussion ensued. The Executive Board is recommending the following changes be made to the Statement of Work:

- Page 1, #1, add "The Consultant will present progress reports to the Executive Board monthly."
- Page 1, #5, add: "Present a succession plan for Affiliated Health Services ambulance personnel (ALS/BLS.)"
- Page 3, #10, add "Conduct incremental cost study" and delete "~~Estimate cost.~~"

Discussion ensued. **MSP** to approve the Statement of Work with the above listed corrections.

- c. **EXECUTIVE DIRECTOR SEARCH** (see attached) President Pauls reported that Lee Kue resigned as of March 23, 2001, as the Skagit EMS Council Executive Director. The Executive Board has accepted his resignation. President Pauls has been in contact with Shelly Holt, Human Resource Consultant, to discuss the recruitment of a new Executive Director. In Shelly's opinion the current job description for the Executive Director, the position has been well maintained throughout the past several years. She is suggesting that the Council obtain assistance from an outside resource for the recruitment and selection of the Executive Director. Shelly is not available to assist in the search process for an Executive Director. The Board asked that John Pauls research the difference between regional and nation-wide searches, and the organizations available to assist in the recruitment and selection process. Discussion ensued. Val Faddis will

be orchestrating a thank you gift for Lee Kue and his many years of dedication and service to the Council.

- d. ADMINISTRATIVE ASSISTANT HR REVIEW** (see attached) President Pauls reported that Lee had asked Shelly Holt to perform a review on the current tasks of the Skagit EMS Council Administrative Assistant classification as well as a local market salary survey of comparable positions. The Finance Committee and the Executive Board are recommending to the General Council to approve the recommendation of Shelly Holt to adjust the pay grade of the Administrative Assistant, Jada Trammell, from 11A to 14A, retroactive as of January 1, 2001.

FROM THE FLOOR:

- Jada reported that the Skagit EMS Council will be holding their EMS Conference April 28, 2001, at the Skagit Valley Casino and Resort. If anyone would like to register please contact the office.
- Chief Dean Klinger asked about the up coming BLS Run Review. Dr. Slack will be presenting the BLS Run Review and he will be selecting a few calls to review with the group.

3. COMMITTEE REPORTS:

- a. EMS RESPONSE FACT-FINDING** Mark Malone did a presentation for the Council regarding the work of the Committee.
- b. ENDOWMENT FUND** The Committee will be meeting April 4, 2001.
- c. CISD** Bill DeHon not in attendance.
- d. COMMUNICATIONS** Dave Skrinde reported that the Committee has met. They just recently approved a Special Request for Skagit County Fire Protection District #5.
- e. ED & TRNG/PUBLIC INFO** Isle Lindall reported that the Committee will be meeting April 4, 2001, to discuss the possibility of the Council sponsoring 2 EMT classes.
- f. EQUIPMENT** Jim Allen reported that the Committee will be meeting April 12, 2001, to discuss the 2001 FD Equipment Reimbursement Allocations.
- g. FINANCE** Marty Coble reported that the Committee met and discussed changing the checking account, and a few various accounts over to Skagit State Bank to gain a higher yield. They also discussed the Fire Srvc Dispatch Budget Line Item and Timber Tax allocations for the years 2001-2006.
- i. HOSPITAL** Diane Speer reported that the Committee will be meeting April 6, 2001.

- h. MEDICAL CONTROL** Dr. Richeson reported that the ALS Protocols have been published.
- j. MCI** Carl Johnson reported that he has met with Chief Glen Harmon and discussed the possibility of holding a MCI Drill at Skagit County FPD #3, possibly sometime in June 2001.
- k. PUBLIC INFORMATION** Ric Jennings was not in attendance.

6. PRESIDENT'S REPORT

John reported that the Council has awarded the recently decommissioned ambulances to the following departments:

- 1984 ambulance to Skagit County FPD #8
- 1995 ambulance to Skagit County FPD #14
- 1997 ambulance to Burlington Fire Department

The meeting adjourned at 9:30 PM.

Respectfully submitted,

Jada N. Trammell
Recording Secretary

SKAGIT EMS COUNCIL GENERAL COUNCIL MINUTES

June 26, 2001

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Meeting called to order at 7:15 PM, Cranberry Tree, Mount Vernon, by President John Pauls. John Pauls introduced Jodi Monroe as the Council's new Director. He also introduced Erik Boehm as a temporary staff member of the Council, who will be filling in for Jada while she is on maternity leave. Rick Smith also introduced Deb Welsh as the Assistant Director at Skagit 911. Self introductions by those present: Miles Johns, Erv Lindall, Dale Kloes, Alice Clark, Evan Swanson, Paul Wagner, Ken Lange, Dave Skrinde, Judy Williams, Marty Coble, Rick Smith, Mark Malone, Ron Richeson, MD., Isle Lindall, Dave Montague, Richard Curtis, Dan Harju, Cheryl Bowman, Dean Klinger, Tonya Bieche, Jim Porch. Guests: Dave Storey. Office Staff: Jada Trammell, Mary Beth Brown.

1. OLD BUSINESS:

- b. **MINUTES**: **Moved, Seconded, and Passed (MSP)** to approve the minutes from the *March 29, 2001 Meeting*, as presented.
- c. **FINANCIAL REPORTS**: Dave Montague presented the financial reports. (*see attached*)
- d. **FROM THE FLOOR**: Rick Smith asked if there was a breakdown for the cost of the Spillman Software Update in the 911 Center. This update is required because the current system does not capture the time the phone is picked up. There was some interest in splitting the cost between Fire, EMS and Law Enforcement agencies equally. Richard Curtis is in charge of responding to that interest.

2. NEW BUSINESS:

- a. **RETIREMENT ELIGIBILITY**: John Pauls explained that the Executive Board approved moving Jodi's Retirement Program up to starting this year. He explained that this, if approved by the Council, would not be a change in policy for the future. **MSP** to move the eligibility date for Jodi Monroe's Retirement Program to start July 1st, 2001.
- b. **ANACORTES FD – 2 YEAR CONTRACT
AHS – 1 YEAR EXTENSION
AERO-SKAGIT – 1 YEAR EXTENSION**: (*see attached*) President John Pauls explained that in the past the Council has limited its contracts to one year, but with recent developments two year contracts are a possibility. Also on page 5 of the Anacortes contract, it was adjusted to cap the Health Care Finance Administration (HCFA) reimbursement that the Council would pay "up to \$82,500". **MSP** to approve the Anacortes contract with that one change. **Abstained**: Dan Harju, Richard Curtis. **MSP** to approve the AHS renewal. **Abstained**: Evan Swanson, Ken Lange, Dave Montague, Jim Porch, Alice Clark, Judy Williams. **MSP** to approve the Aero-Skagit renewal. **Abstained**: Judy Williams.
- c. **TRUSTEES METHOD**: It was recommended by the Executive Board to change the method by which the trustees are selected. The new method would make the 'sitting treasurer' and the 'sitting president' the trustees. **MSP** to make the policy that the 'sitting treasurer' and the 'sitting president' be the trustees.

- d. CONSULTANT CONTRACT:** President John Pauls reported that the screening group (Pauls, Malone, Richeson, I. Lindall, Bird) which was predetermined by the Executive Board had screened through the eight proposals submitted, with some help from Mary Beth Brown. They used the objective Washington State guidelines for selecting a consultant and narrowed down the choices to four choices, with two of those as leaders. Between the two lower scoring proposals one had considerably higher cost than the others (though they offered a more comprehensive report) and the other had political risks involved due to certain key players in their organization. This narrowed the options down to two choices. The top two proposals were from Emergency Services Consulting Group (ESCG) with a bid of \$25,600 and SLR with a bid of \$63,000. At this point the Consultant Selection group which was predetermined by the Executive Board met for about 1.5 hours. During that meeting they had a discussion covering each rating subject, of which they used the same rating scale as previously. John Pauls presented the ratings to the Board that the final selection committee came up with for the final two proposals. (*see attached*) This selection committee then looked at both consultants suggested approach. ESCG would focus on finding the problem. SLR just wanted to facilitate a discussion. Overall, the selection committee suggested that ESCG be the chosen consultant group. The contract language would need to be adjusted. Mark reported that he had called ESCG's previous client references. Both references that were contacted had great reviews, especially for the people who would be on the case. There was discussion concerning the proposal and what ESCG would do. **MSP** to approve ESCG as the consultant for the Council.
- e. ADMINISTRATIVE ASSISTANT COMPENSATION:** (*see attached*) Compensation was discussed for the Administrative Assistant, Jada Trammell, for working out of her job description since the Executive Director, Lee Kue resigned. This compensation would be retroactive to compensate for the extra work done. **MSP** to approve the compensation as described.
- f. BUDGET AMENDMENT:** (*see attached*) Marty described item four in the Finance Committees submitted minutes. It recommended that the Fire Srev Dispatch line item be deleted and that the moneys be redesignated as following. \$25,000 to new Response Committee line item. \$25,000 to BLS Defib/Compi-tube line item. \$49,840 to Misc. Cont. line item. **MSP** to make the changes proposed by the finance committee.
- g. FROM THE FLOOR:**
- John Pauls reported that work is being done on the By-Laws and noted that if anyone had any input or interest in being involved with that to contact John Bird.
 - John Pauls asked for volunteers to form a Nomination Committee for the posts of Vice-President and Treasurer. Paul Wagner volunteered to be the chair of that committee. It was noted that if anyone was interested in being on that committee, to contact Paul Wagner.
 - John Pauls also stated the need for an Annual Awards committee. He suggested that this include Dr. Ron, Council President, Earl Klinefelter, Paramedic Supervisors, 911 Representation, and Fire Chief Association Representation. After agreement by the Council, President John Pauls so named that committee.

3. COMMITTEE REPORTS:

- a. **EMS RESPONSE FACT-FINDING**: Mark Malone explained that the survey was now in full swing. Ken Lee is working on grants. The Sub Committee has met. There are more applications in for the Citizen's Advisory Group, though they still have light participation from the Concrete/Sedro-Woolley area. It was noted that from the the Committee has spent \$400 from the Budget, \$200 to assign Parcel numbers to the remaining 200 data and \$200 to link our 6 months worth of data with Spillman.
- b. **ENDOWMENT FUND**: Bill DeHon not in attendance.
- c. **CISM**: Bill DeHon not in attendance.
- d. **COMMUNICATIONS**: Dave Skrinde reported that the Fire Departments should have received Inventory Surveys which, once completed, will be used to determine where funding for communication replacements should be allocated. It was noted that if these Inventory Surveys are not completed and returned promptly that the money which has been allocated for this could be lost. It was stressed that these inventories are important so that these resources are fairly distributed to those who need them.
- e. **ED & TRAINING**: Isle Lindall reported that there is an IV class running currently and will end July 10th, 2001. Two EMT Classes are being planned for the fall and the spring to include 24 students per class. On August 1st, 2001 the final decision making will occur to determine who will be in that fall course. There is an open invitation to anyone interested in attending this session. There are currently 47 applications for that fall course.
- f. **EQUIPMENT**: Jim Allen not in attendance. Jada reported that the Equipment Committee has met and that they do have a few recommendations to make to the Executive Board involving approval of special grant requests, but that will be made at a later meeting. She also reported that the large amount of money that everyone was informed of has now been allocated out.
- g. **FINANCE**: Marty Coble reported that the next Committee meeting is scheduled for July 24th, 2001.
- i. **HOSPITAL**: Diane Speer not in attendance.
- h. **MEDICAL CONTROL**: Dr. Richeson reported that Dr. Liebrand sent information out to the Agencies concerning infectious disease. In this information it was stated that the quickest treatment the better, even within the first few hours after exposure. The newsletter includes a note for anyone that needs to get ahold of this information. Dr. Ron also explained that a Good Samaritan card is being made for lay persons/citizens who may have been exposed to infectious diseases with information as to what steps to take next. He noted that medics are no longer required to report EpiPen uses. BLS Protocols are being worked on, currently examples are being looked at. A Medical Control Meeting is being scheduled, but no exact date has been scheduled yet.
- j. **MCI**: Carl Johnson not in attendance due to a family emergency.
- k. **PUBLIC INFORMATION**: Ric Jennings was not in attendance.

6. **PRESIDENT'S REPORT**:

John reported that all the County's licensed aid units are upto date in terms of Defibulators. Also, electrode extension cords, for all those units that do not have them, have been ordered. Day Wireless has been working on reprogramming and testing radios for MedComm. President Pauls reported that he has been asked to resign his employment with the City of Burlington and that he will probably resign tomorrow at which point he will be looking for work. He has asked the Executive Board to consider the impact on the EMS Council.

7. JODI MONROE:

Jodi Monroe thanked everybody for the opportunity to work with them.

The meeting adjourned at 8:30 PM.

Respectfully submitted,

Erik J. Boehm
Recording Secretary

SKAGIT EMS COUNCIL GENERAL COUNCIL MINUTES

September 26, 2001

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Meeting called to order at 7:00 PM, Cranberry Tree Restaurant, Mount Vernon, by Acting President Mark Malone. Members Present: Dave Montague, Norman Dennis Taylor, John Bird, Dr. Ron Richeson, David Skrinde, Marty Coble, John Church, Richard Curtis, Dan Harju, Erv Lindall, Bill DeHon, Deb Richards, Dale Kloes, Todd Wigal, Tim Moser, Jim Porch, Evan Swanson, Dean Klinger, Lloyd Tjeerdsma, Paul Wagner, Jeff Lee, Val Faddis, Alice Clark, Judy Williams, Cheryl Bowman, Al Carlin, Ken Lange. Guests: Floyd Allen, Dale Thompson. Office Staff: Jodi Monroe, Earl Klinefelter, Sherry Gann, Jada Trammell, Erik Boehm.

1. **PRESIDENTIAL RECOMMENDATION:** According to Article 5.8 in the Bylaws, the Executive Board is to recommend a new president for the Council in the situation in which there is a vacancy in that position. The Executive Board recommended Norman Dennis Taylor for President. **Moved, Seconded, and Passed (MSP)** to have Norman Dennis Taylor fill the position as President for Skagit EMS Council. Norman Dennis Taylor began his responsibilities by facilitating the remainder of the meeting.

2. **OLD BUSINESS:**
 - b. **Minutes:** **Moved, Seconded, and Passed (MSP)** to approve the minutes from the *June 26, 2001 Meeting*, as mailed.

 - c. **Financial Reports:** Dave Montague presented the financial reports. (*see attached*) Bill DeHon presented the Endowment and CISM financial reports. (*see attached*) He noted that a very recent \$3,000 deposit had not been included in the report. **MSP** to approve the financial reports as presented.

 - d. **Vice-President & Treasurer Nominations:** Paul Wagner reported that Mark Malone had been nominated for Vice President. Paul then opened the floor for nominations. Dan Harju was nominated for Treasurer. Nominations remained open, to make a nomination contact Paul.

 - e. **EMS Consultant:** Jodi reported that Emergency Services Consulting Group's (ESCG) preliminary report is due on October 2, 2001. Their final report is due on November 2, 2001.

 - f. **Contract Extension:** Jodi reported that Affiliated Health Services has not signed their contract, but it will be signed October 1, 2001.

 - g. **From The Floor:** There were questions concerning who would get the opportunity to review ESCG's Preliminary Report upon receipt. It was reported that the original plan was for the Executive Board to be the method for review, as encouraged by ESCG. It was decided that this issue would go back to the Executive Board and that ESCG would be contacted again to redetermine a plan of action concerning distribution of the preliminary report.

2. NEW BUSINESS:

- a. **Draft 2002 Budget:** Marty Coble reported that the Finance Committee met recently. They are working on a draft 2002 budget, specifically looking to cut the budget down. The reason for this is because there is going to be a shortage at the end of the six year period. Marty reviewed the specific changes to the draft. (*see attached*)
- b. **Bylaws:** John Bird reported that the Bylaws Committee had met recently and would like to have the revisions completed by the February General Council meeting. The Council is not currently in compliance with its own bylaws concerning the area of membership. Thus, the focus for the Bylaws Committee is on membership make-up. Council members were encouraged to attend the Bylaws Committee meetings to participate or submit recommendations to the office.
- c. **Office Assistant/Data Manager:** Mark reported that the staff position of Data Planner has been vacant. To fill necessary functions of that position, the Executive Board has approved the hiring of Erik Boehm for the new position of Office Assistant/Data Manager, subject to review by our Human Resources reference.
- d. **From The Floor:** There was no new business from the floor.

3. COMMITTEE REPORTS:

- a. **EMS Response Fact-Finding:** Mark Malone reported that the Response Committee has had a great amount of difficulty finding good data, but, thanks to a major fix by Ryan Johns, that problem has been solved. One and a half years worth of this best available data has been given to the Consultants. The Data Sub-Committee has been working on when to switch to SunPro 5.0. The Response Committee is just starting to consider Performance Indicators.
- b. **Endowment Fund:** Bill DeHon reported that the Endowment Fund is fully invested.
- c. **CISM:** Bill DeHon reported that the C.I.S.M. team is on-call through I.C.I.S.F., the agency responsible for calling in C.I.S.M. teams into major trauma areas. This is important to note because if they get called out they probably won't have time to get extra funding approved and may need reimbursement afterwards.
- d. **Communications:** Dave Skrinde reported that he is in the process of contacting each fire district and department to determine the state of their communications systems. After completing this, the Communications Committee will review the information.
- e. **Education & Training:** Isle Lindall reported that there is an EMT class currently running with 25 students still enrolled, after one quit.
- f. **Equipment:** Jim Allen not in attendance.

- g. Finance:** Marty Coble had no further report.
 - i. Hospital:** Diane Speer not in attendance. Dale Thompson from District 304 reported that there will be no disaffiliation until United General Hospital gets properly licensed and prepared to run as an individual hospital with a fully operative emergency room. He ensured the Council that United will continue to be an integral part of the emergency services system in the future.
 - h. Medical Control:** Dr. Richeson reported that the Council now has new BLS protocols in a new format which will be available soon. New ALS protocols are also being made, which will add Versed as well as other protocols. Fire Departments were asked to remind their personnel that a BLS Quarterly Review is scheduled for October 24, 2001 at the Consolidated Communications Center.
 - j. MCI:** Carl Johnson not in attendance.
 - k. Public Information:** Ric Jennings was not in attendance.
- 7. NORTH REGION REPORT:** Heidi Dean was not in attendance. Jodi reported that there will be a Needs Grant Workshop on October 17, 2001 from 11:30 – 1 pm which will feature a DOH consultant and the North Region at the Consolidated Communications Center. All were encouraged to attend the workshop and seriously consider applying for the grant.
- 8. EXECUTIVE DIRECTOR’S REPORT:** Jodi recognized the staff’s attendance at the meeting and that they were requested to attend by the Executive Board for their wealth of information.

MSP to adjourn the meeting at 8:30 PM.

Respectfully submitted,

Erik J. Boehm
Recording Secretary