

SKAGIT EMS COUNCIL GENERAL COUNCIL MEETING MINUTES

January 24, 2002

Page 1

MEMBERS PRESENT: Jim Allen, SC Fire Chief's Assoc.
Judy Coffell, Aero-Skagit Emergency Services
Diane Speer, Affiliated Health Services
Jeff Connor, American Red Cross – Skagit Valley Chapter
Richard Curtis, Anacortes Fire Department
Dan Harju, Anacortes Fire Paramedic Supervisor
John Bird, Anacortes Paramedic Association
Judy Williams, At-Large
Dave Montague, At-Large
Carl Johnson, At-Large
Todd Wigal, Burlington Fire Department
Dennis Taylor, Consumer
Dr. Ron Richeson, MPD
Dean Klinger, Sedro-Woolley Fire Department
Deb Welsh, Skagit 9-1-1
Jim Grove, Skagit County Fire Commissioners
Mark Malone, SC FPD #1—Mount Vernon
David Skrinde, SC FPD #3 – Conway/Cedardale
Tonya Bieche, SC FPD #6 - Burlington
Valerie Harris-Faddis, SC FPD #10 - Grassmere
Evan Swanson, SC FPD #12 - Bayview
John Church, SC FPD #13 – Hope, Summit
Paul Wagner, SC FPD #15 – Lake McMurray
Mark Watkinson, Skagit County DEM
Jim Poch, Skagit County Paramedic Association
Jeff Lee, Washington State Patrol
Dave Faddis, Aero-Skagit Paramedic
Dennis Boe, Consumer
Ted Anderson, Skagit County Board of Commissioners
Tim Holloran, At-Large
Dan Taylor, LaConner Fire Department
Steve Riggs, SC FPD #5 – Edison, Allen, Samish Island
Dean Shelton, SC FPD #9 – Big Lake
Ann Moore, SC FPD #2 – McLean Road
Bud Bowers, SC Police Chief's Assoc.
Mike Noyes, SC FPD #11 – Mt. Erie
Don Slack, MPD Delegate
Erv Lindall, Mount Vernon Fire Department

MEMBERS EXCUSED: Marty Coble, At-Large
David Corrion, Skagit County Sheriff
Elise Hemenway, Aero-Skagit

MEMBERS ABSENT: Michael Prater, American Red Cross – Anacortes and San Juan Chapter
Isle Lindall, Skagit County Search & Rescue
Rick Bethke, MPD Delegate

GUESTS: Alice Clark

Cheryl Bowman
Tim Moser
Carolyn Kozik, Island Hospital
Rich Monroe
Heidi Dean, North Region EMS & TC Council
Chris Williams, North Region EMS & TC Council
Glen Staheli, Burlington Fire Department
Deb Richards, CISM
Bill DeHon, CISM
Randy Oliver
Chuck Tidrington
Steve Monrad
Mark Johnson, CISM
Dennis Hofstad
Peter Browning, Skagit County Public Health
Brad Whaley, Skagit County Finance Director
Jan Tavenner
Pat Hayden, City of Sedro-Woolley
Rick Smith, Skagit 9-1-1
Mike Hammer, Mount Vernon Fire Department
John Christopherson, Barcott & Christopherson
Rochelle Eisen, Barcott & Christopherson

STAFF:

Jodi Monroe, Executive Director
Jada Trammell, Administrative Assistant
Earl Klinefelter, Lead Training Coordinator
Sherry Gann, Training Coordinator

Meeting called to order at 12:05 pm, at the Dr. Ron Richeson EMS Training Facility, Mount Vernon, by President Dennis Taylor.

Dennis Taylor introduced John Christopherson and Rochelle Eisen, Barcott & Christopherson. Dennis explained that John and Rochelle have been working diligently on the review of the Council's Bylaws.

Self-introductions were made by those present.

- 1. AMBULANCE SERVICE FOR THE "CENTRAL VALLEY"** Dennis reported that the Executive Board met and reviewed the documents regarding the Ambulance Transport Service for the "Central Valley." The documents were emailed to the General Council members in advance, so they would have an opportunity to review the documents and ask any questions. The Board is recommending to the General Council to recommend to the Skagit County Board of County Commissioners that the Skagit EMS Council provide ALS transport in Med zone 1 and Med zone 2, also know as the "Central Valley." Office staff presented the documents. There was discussion and concern regarding the possible conflict of interest in the EMS Council contracting with itself to provide the services. The Council's attorney, John Christopherson, ensured the General Council that the conflict of interest would be comparable to that of present day Affiliated Health Services, City of Anacortes, and Aero-Skagit. There was also discussion and concern regarding whether or not the EMS Council has the authority to run the ambulance service. Ted Anderson, Skagit County Commissioner, reported that he has spoke with the County's attorney and a simple amendment to the

Contract between the Council and the County, would allow the Council to contract with itself to operate the ambulance transport service in the Central Valley. Commissioner Anderson also spoke of his concern regarding the current Medic 1 Levy being set at \$.25/\$1,000. It was his opinion that in order to continue the level of service and to maintain the on-going replacement of the ambulances throughout the County, the Medic 1 Levy would need to be increased. Discussion ensued. It was **Moved** and **Seconded** (John Church, Skagit County Fire Protection District #13 Representative), that the Skagit EMS Council recommends to Skagit County that the Skagit County EMS Council will provide Advanced Life Support transport service in Med zone 1 and Med zone 2, also known as the “Central Valley”, and currently being serviced by Affiliated Health Services. The motion **Passed** with a 30 “yes” and 4 “no”. (See attached for the role call vote.)

2. **BYLAWS**: It was **Moved** (D. Klinger) and **Seconded** (R. Curtis) to have discussion on the Proposed Bylaws but to delay a final vote until the Council has had ample time to review the Bylaws. Discussion ensued. Dean Klinger **Withdrew** his motion. Dennis Taylor reported that the Executive Board has met and reviewed the Proposed Bylaws and made some minor adjustments. Those adjustments were made and the Council has a copy of the amended Bylaws. Erv Lindall asked for the following amendments:

Section 1: g & i – eliminate

Article II: Section 1:a

*~~Local Elected Official~~ Local Government Elected Official

*add Washington State Patrol

* MPD Designated Supervising Physicians (add “1 per ALS agency)

Further discussion ensued. It was **Moved** (R. Curtis) and **Seconded** (D. Klinger) to postpone approval of the proposed By-laws until the General Council has the opportunity to review the current DRAFT By-laws and make any recommendations for changes. The next General Council meeting will be Wednesday, February 7, 2002, at 9:00am. All recommendations must be submitted to the Council staff no later than January 29, 2002, 4:30 pm.

The meeting was adjourned at 2:05 pm.

Respectfully submitted,

Jada N. Trammell
Recording Secretary

SKAGIT EMS COUNCIL GENERAL COUNCIL MEETING MINUTES

April 4, 2002

Page 1

MEMBERS PRESENT: Jim Allen, SC Fire Chief's Assoc.-Rural Dist.
Ted Anderson, Skagit County Commissioner
Bruce Bacon, At-Large – Skagit County Coroner
Eron Berg, SC Emergency Management Council
John Bird, ALS Field Care Provider
Dennis Boe, Consumer
Gerald Bowers, Skagit County Police Chiefs Assoc.
Peter Browning, Skagit County Health Department
Judy Coffell, Advanced Life Support Agency -- Aero
Pat Colgan, Consumer
Jim Grove, Skagit County Fire Commissioners Assoc.
Dan Harju, Adv'd Life Support Agencies – Anacortes
Tim Holloran, At-Large - SC Senior Services
Mary James, At-Large - Friendship House
Miles Johns, SC Fire Chief's Assoc. – Rural Dist.
Carolyn Kozik, Hospitals & Design. Trauma Fac.-Island Hospital
Jeff Lee, Assoc. of SC Sheriff's & Police Chief's
Erv Lindall, SC Fire Chief's Assoc. – City Dept.
Jim Porch, ALS Field Care Provider
Deb Richards, Critical Incident Stress Debriefing
Dr. Ron Richeson, Medical Program Director
Dr. Matthew Russell, MPD Designated Sup. Physicians
David Smailes, At-Large - SAFE KIDS
Dennis Taylor, Consumer
Deb Welsh, Skagit 9-1-1
Judy Williams, BLS Field Care Provider

MEMBERS EXCUSED: Marty Coble, BLS Field Care Provider
David Corrian, Assoc. of SC Sheriff's & Police Chief's

MEMBERS ABSENT: Matthew Halliday, Hospitals & Desg. Trauma Fac. -- AHS
Don Slack, MPD Designated Sup. Physicians
Roger Tjeerdsma, SC Emergency Management Council
Mark Watkinson, SC Dept. of Emergency Management

GUESTS: Valerie Harris-Faddis, Affiliated Health Services
Ron Johnson, Williams & Nulle
Elise Hemenway, Aero-Skagit Emergency Services
Alice Clark, Affiliated Health Services
Richard Curtis, Anacortes Fire Department
Chris Williams, North Region EMS
Mark Malone, Mount Vernon Fire Department
Jim Kennedy, Fire District 8
Rick Smith, Skagit 9-1-1
John Church, Fire District 13
Paul Wagner, Fire District 15

STAFF: Jodi Monroe, Executive Director
Jada Trammell, Administrative Assistant
Erik Boehm, Office Assistant/Data Manager

Meeting called to order at 12:03 pm, at the Dr. Ron Richeson EMS Training Facility, Mount Vernon, by President Dennis Taylor. Self introductions were made.

1. Business:

- a. **2001 Audit:** (*see attached*) Ron Johnson, a CPA from Williams & Nulle, presented the 2001 Audit. He reviewed the Management Letter (*see attached*) which was presented to the Executive Board at the previous meeting. This management letter contained some non-critical suggestions. Deb Richards questioned what the monies for CISD, which were reported in the Audit, were used for. She was referred to Jada, who will help clarify after the meeting. Tim Holloran asked what the amortization plan was and the general details on accumulated depreciation. Erv Lindall asked if the Endowment Fund should be still affiliated with the Council. The CPA noted that it was a recommendation last year to separated the Endowment Fund from the Council, but that this year had bigger issues to deal with, so it was not noted in the audit. **Moved** (Lindall), **Seconded** (Grove), **and Passed** (Unanimously) (**MSP**) to accept the 2001 Audit as presented.
- b. **Minutes:** **M** (Grove), **S** (Welsh), **and P** (Unanimously) to accept the minutes for the meetings on January 24, 2002 and February 6, 2002 as presented.
- c. **Budget Amendment:**
- **Central Valley ALS Start-Up:** Dennis Taylor requested a motion to amend the budget to add a line item for up to \$200,000 from reserves for the start-up of the Central Valley ALS Service. This will be repaid from revenues, though a payback plan has not been finalized. **M** (Bird), **S** (Bacon), **and P** (Unanimously) to make such a motion.
 - **Hep B:** Dennis Taylor requested a motion to amend the budget for a Hep B Vaccine which is no longer in the budget, though it was in 2001. There was a vaccine given in late 2001, for which the bill did not come in until 2002. **M** (Harju), **S** (Grove), **and P** (Unanimously) to move \$281 back into the Hep B line item to cover the cost of the shot given.
 - **County Administration Fee:** Dennis Taylor reported that Brad Whaley just came and explained to the Executive Board about this administration fee for gathering the levy and how it has not been paid for the last two years. **M** (Harju), **S** (Grove), **and P** (Unanimously) to amend the budget to pay Skagit County for the Administration Fees for the years 2000 and 2001 for the amount of \$61,399 from general reserves.
 - **Anacortes Ambulance Replacement:** Dennis Taylor reported that the Executive Board has advised that \$130,000 be used to replace the ambulance which was requested from the City of Anacortes. **M** (Lee), **S** (Russell), **and P** (Unanimously) to amend the budget to fund the Anacortes Ambulance Replacement up to \$130,000. **Abstained:** John Bird, Dan Harju
- d. **ALS Division Update:** The office has received eleven applications for the Ambulance Operations Manager Position which closes on April 12, 2002. The review process for the position is a county process which includes a group application screening and an Interview Board. It was reported the new position will be filled no later than June 1st. The Ambulance Operations Manager will be working by than July 1st.

- e. **Position Paper**: Chief Erv Lindall, Skagit County Fire Chief's Association – City Dept., spoke as a representative of five Municipal Fire Departments (Sedro-Woolley, Burlington, Anacortes, LaConner, Mount Vernon). He presented a Position Paper regarding the Skagit County Emergency Medical Services Council Ambulance Operations Manager. Erv read the letter into the minutes. (*see attached*) The Executive Board will respond in writing to the Position Paper presented.
- f. **Bylaws Amendment**: **M** (Grove), **S** (Harju), **and P** (Unanimously) to amend the bylaws, as recommended by the Executive Board, to change the wording in Article II, Section 1., a) “1 per ALS agency” for the representatives of MPD Designated Supervising Physicians to “1 per ALS agency, 1 per BLS agencies”. **Abstained**: Eron Berg.
- g. **Hospital Committee Chairperson**: Dennis Taylor reported that Diane Speer has moved out of the area and the Council is left without a Hospital & Designated Trauma Facilities Committee Chairperson. It was noted that Matthew Halliday, from Affiliated Health Services is being considered for this position. The elected officers will appoint this chair position the next time they are all gathered together.
- h. **From The Floor**: It was noted that the Executive Director has been hired to perform the day-to-day operations of the General Council.

2. **Committees**

- a. **Medical Control**: Dr. Russell reported that the Medical Control committee has been meeting regularly. The Committee has been working with the Quality Improvement Committee. The Medical Control Committee has noted six significant areas that they would like the Quality Improvement Committee create oversights for. These are: Critical Airway, Thrombolytics, Trauma Registry, Cardiac Arrest, Transport Refusals, Critical Patients.
- b. **Pre-Hospital**: Chief Jim Allen reported that the Pre-Hospital committee will be meeting on April 9th. It was noted that the agenda will be sent out via e-mail. He reported that the Executive Board has approved the formation of four subcommittees: Ambulance Replacement, Equipment, Education & Training, and C.I.S.M.
- c. **Hospitals & Designated Trauma Facilities**: It was recognized that Diane Speer was not present. Dennis reported that a transition team has been formed between Affiliated Health Services and the Skagit EMS Council for communications and ease of transition of service.
- d. **Quality Improvement**: Jim Porch reported that the Quality Improvement Committee is a brand new committee. The committee has had its first meeting and has been working very closely with the Medical Control Committee, especially regarding an airway registry. Due to such a broad scope, with approval of the Executive Board and the President, Jim formed three subcommittees. These subcommittees are: Response Zones (chaired by Dean Klinger), Clinical Quality Improvement (chaired by Ann Moore), Data Collection (chaired by Judy Williams).

- e. **Finance:** Val reported that the committee met on March 11th. She noted that the Executive Board has moved a some funds from the A.G. Edwards account to Skagit State Bank to gain better interest rates.

- 3. **North Region EMS:** Chris Williams, North Region EMS, reported that the North Region plan has been submitted. He also reported that the North Region Annual Retreat is on May 22-24 at the Skagit Valley Casino. He noted that regarding Monthly Training Reports, Skagit EMS is the best county at submitting reports and would like to recognize Earl and Sherry for this.

- 4. **Executive Directors Report:** Jodi stated that it is her role to support the council members and articulate exactly what the Council’s mission is. She also noted that it is important to recognize the hours that the staff puts in. She noted that the Council Members are the policy setters. She emphasized that she has an open door policy. She noted that the staff will work harder on informing the Council regarding EMS events.

- 5. **President’s Report:** The President thanked everyone for attending. Two major items of focus this year are: 1) Central Valley Ambulance Service and 2) the need to raise levy (Commissioners and several Mayors Agree). The next General Council meeting will be on June 27th at Noon.

M (Bowers), **S** (Halliday), **and P** (Unanimously) to adjourn the meeting at 1:25 pm.

These minutes were approved by the Board on _____ and are accurate in describing the business of the meeting.

Secretary John W. Bird

Original DRAFT meeting minutes submitted by Erik J. Boehm.

SKAGIT EMS COUNCIL GENERAL COUNCIL MEETING MINUTES

June 27, 2002

Page 1

MEMBERS PRESENT: Jim Allen, SC Fire Chief's Assoc.-Rural Dist.
Bruce Bacon, At-Large – Skagit County Coroner
Skye Richendrfer, SC Emergency Management Council *Alternate*
John Bird, ALS Field Care Provider
Dennis Boe, Consumer
Gerald Bowers, Skagit County Police Chiefs Assoc.
Marty Coble, BLS Field Care Provider
Judy Coffell, Advanced Life Support Agency -- Aero
David Corrian, Assoc. of SC Sheriff's & Police Chief's
Jim Grove, Skagit County Fire Commissioners Assoc.
Tim Holloran, At-Large - SC Senior Services
Mary James, At-Large - Friendship House
Miles Johns, SC Fire Chief's Assoc. – Rural Dist.
Carolyn Kozik, Hospitals & Design. Trauma Fac.-Island Hospital
Jeff Lee, Assoc. of SC Sheriff's & Police Chief's
Jim Porch, ALS Field Care Provider
Dr. Ron Richeson, Medical Program Director
Dr. Matthew Russell, MPD Designated Sup. Physicians
Don Slack, MPD Designated Sup. Physicians
Dennis Taylor, Consumer
Roger Tjeerdsma, SC Emergency Management Council
Mark Watkinson, SC Dept. of Emergency Management
Judy Williams, BLS Field Care Provider

MEMBERS EXCUSED: Ted Anderson, Skagit County Commissioner
Eron Berg, SC Emergency Management Council
Peter Browning, Skagit County Health Department
Pat Colgan, Consumer
Matthew Halliday, Hospitals & Desg. Trauma Fac. -- AHS
Dan Harju, Adv'd Life Support Agencies – Anacortes
Erv Lindall, SC Fire Chief's Assoc. – City Dept.
Deb Richards, Critical Incident Stress Debriefing
David Smailes, At-Large - SAFE KIDS
Deb Welsh, Skagit 9-1-1

MEMBERS ABSENT: *None*

GUESTS: Valerie Harris-Faddis, Affiliated Health Services
Rick Auston, Anacortes Fire Department
Ken Lange, Affiliated Health Services
John Church, Fire District 13
Tonya Bieche, Burlington Fire Department
Randy Oliver, Affiliated Health Services
Bill Craig, Skagit Valley Herald
Tim Moser, Affiliated Health Services

STAFF: Jodi Monroe, Executive Director
Jack Phillips, Ambulance Operations Manager
Jada Trammell, Administrative Assistant
Earl Klinefelter, Lead Training Coordinator
Sherry Gann, Training Coordinator
Erik Boehm, Office Assistant/Data Manager

Meeting called to order at 12:04 pm, at the Dr. Ron Richeson EMS Training Facility, Mount Vernon, by President Dennis Taylor. Self introductions were made.

1. **Business:**

- a. **Minutes:** **Moved** (Grove), **Seconded** (Bow), **and Passed** (Unanimously) **(MSP)** to accept the minutes for the meeting on April 4, 2002 as presented.
- b. **May Financial Report:** Marty presented the May Financial Report. (*see attached*)
- c. **Financial Report for EMS Levy Funding:** Jodi presented a Central Valley Transport Services Summary and an EMS Council Summary. (*see attached*) She reported that both the Executive Board and Brad Whaley (Skagit County Finance Director) have reviewed the Financial Report for EMS Levy Funding. The report shows a deficit. It was reported that .35 cents/1000 would supply some reserve with 1% increases. It was reported that the Executive Board would like some flexibility in negotiations and has recommend that the General Council approve for the Commissioners to be approached about continuing the levy at .38 cents/1000 with a 13 cent supplemental levy. The presentation would be made to the Commissioners on July 23rd. Some numbers in the report had to be estimated, like the 65% collection rate, however conservative estimates were made. It was reported that the other counties with countywide Medic One levies in our area currently have a 50 cents/1000 Medic One levy. **M** (Coble), **S** (Richeson), **and P** (Unanimously) to ask the Commissioners to continue the levy at 38 cents/1000 by running a 13 cents supplemental levy increase.
- d. **VP Election:** It was reported that David Skrinde has moved jobs and has resigned his position as Vice-President. The Executive Board recommended that Jim Grove be elected as Vice-President. The floor was opened for other nominations. **M** (Richeson), **S** (Allen), **and P** (Unanimously) to elect Jim Grove as Vice-President.
- e. **Response Zone Recommendation:** Jack presented a recommendation from the Executive Board for Central Valley Ambulance placement. It was reported that placement positions were chosen by using statistics and will be reevaluated periodically. It was noted that the recommendation only involves geographic locations and not specific housing suggestions at this time. Mayor Tjeerdsma from Burlington noted his approval of the plan, as he recognized that Burlington doesn't need an ambulance within city limits, as long as one can get there in time. It was noted that though there is no ambulance placed within the city limits of Burlington, all three ambulances can easily respond to the city in a reasonable amount of time.
- f. **Nominating Committee Appointment:** The President asked for volunteers to form a nominating committee to gather nominations for the positions of president and secretary for the November meeting. Jim Grove and Ron Richeson volunteered.

- g. **From The Floor:** It was noted that a response letter was mailed to all General Council members regarding the Position Paper that was submitted by all the Municipality Fire Departments at the last meeting.

2. **Committee Reports:**

- a. **Medical Control:** Dr. Russell reported that the Medical Control Committee has been recently working on some Quality Improvement issues. Their goal is to optimize and refine the protocols by January 1. The committee is also working on what Quality issues would be best to monitor. The committee has also been working on creating some standardized hiring qualifications.
- b. **Pre-Hospital:** Chief Jim Allen reported on some recommendations that came from some Pre-Hospital subcommittees and were concurred by the Executive Board. **M** (Allen), **S** (Richeson), **and P** (Unanimously) to adopt the policy that the Fire Departments/Districts would submit for reimbursement twice during the fiscal year, July 1 and December 1. The requests for reimbursement will include copies of the invoices for medical disposable equipment and a letter or memo from the chief requesting reimbursement. Requests for reimbursement received after December 1 will not be accepted. **M** (Allen), **S** (Slack), **and P** (Unanimously) to retain an active list of on-call, part-time employees and to pay the employees by the proposed pay schedule, in order to streamline the costs of the CME while maintaining the quality and integrity of the training. (*see attached*) It was reported that Shelly Holt, Holt Human Resource Consulting, made the original recommendation to pay by the job. **Abstain:** Miles Johns, Judy Williams. **M** (Allen), **S** (Miles), **and P** (Unanimously) to adopt the Proposed First Medic 610 Replacement Schedule. (*see attached*) Allen thanked all the subcommittees for the work they accomplished, as the system works because of volunteers.
- c. **Hospitals & Designated Trauma Facilities:** Matthew Halliday was not able to attend.
- d. **Quality Improvement:** Jim Porch reported that the Medical Control Committee is working with the Quality Improvement Committee regarding clinical issues. He reported that the Response Zones Subcommittee accomplished a lot of work. He reported that their final three response zones are still coming. He reported that the Data Collection Committee has evaluated costs and options for different types of EMS data collection systems. They have concluded that a countywide, web-based EMS data collection system would be the best system for Skagit County. This recommendation was presented to the Executive Board and approved. Adrian Mintz and a Bellingham company called Webefx would do the work. The cost would be \$20,000 and come from reserve funds. The flexibility of such a system was one of the main points that convinced the subcommittee. It was emphasized that FireRMS may still be used for individual agencies Fire data purposes. It was noted that in the near future, the subcommittee is hoping to have interaction with Spillman. This interaction could supply times to any relevant agency who was interested. Skagit 9-1-1 and Skagit IS have been very involved. A caution was noted that HIPA regulations would have to be followed. **M** (Porch), **S** (Williams), **and P** (Unanimously) to create a countywide, web-based EMS data collection system for \$20,000 out of reserves.

e. **Finance**: Val reported that a Finance Committee meeting will be scheduled soon.

3. **Operations Manager's Report**: Jack had nothing further to report.

4. **Executive Directors Report**: Jodi had nothing further to report. It was noted that an Ambulance Replacement Subcommittee meeting will be scheduled soon. It was requested that news articles involving and relating to Skagit EMS Council be e-mailed out when possible.

5. **President's Report**: President Taylor reported that he has had a recent meeting with Commissioners Munks. It was clarified that the contract discussed by the county and cities would not involve Skagit EMS Council or their contracted agencies. It was noted that the proposed increase in the levy should be on the September ballot. Campaigning policy was briefly discussed and it was noted that the Public Disclosure Commission rules that no paid staff may participate in any way on council time. A chair and committee were asked for. Tim Holloran volunteered to contact the previous campaign chairs (Dennis Taylor, Bob Apter, Geneva Sassnett), but he did not volunteer to lead the Campaign Committee.

6. **Medical Program Director's Report**: Dr. Richeson reported that No CPR Bracelets are no longer available. PULST Forms are now available and replacing the No CPR Bracelets. He reported that an abandoned baby protocol is being written.

M (Johns), **S** (Allen), **and P** (Unanimously) to adjourn the meeting at 1:38 pm.

These minutes were approved by the Board on _____ and are accurate in describing the business of the meeting.

Secretary John W. Bird

Original DRAFT meeting minutes submitted by Erik J. Boehm.

SKAGIT EMS COUNCIL GENERAL COUNCIL MEETING MINUTES

September 25, 2002

Page 1

MEMBERS PRESENT: Jim Allen, SC Fire Chief's Assoc.-Rural Dist.
Bruce Bacon, At-Large – Skagit County Coroner
Chris Stormont, SC Emergency Management Council *Alternate*
John Bird, ALS Field Care Provider
Dennis Boe, Consumer
Gerald Bowers, Skagit County Police Chiefs Assoc.
Marty Coble, BLS Field Care Provider
Judy Coffell, Advanced Life Support Agency -- Aero
David Corrian, Assoc. of SC Sheriff's & Police Chief's
Jim Grove, Skagit County Fire Commissioners Assoc.
Mary James, At-Large - Friendship House
Miles Johns, SC Fire Chief's Assoc. – Rural Dist.
Carolyn Kozik, Hospitals & Design. Trauma Fac.-Island Hospital
Dr. Ron Richeson, Medical Program Director
Dr. Matthew Russell, MPD Designated Sup. Physicians
Don Slack, MPD Designated Sup. Physicians
Dennis Taylor, Consumer
Eron Berg, SC Emergency Management Council
Mark Watkinson, SC Dept. of Emergency Management
Ted Anderson, Skagit County Commissioner
Peter Browning, Skagit County Health Department
Pat Colgan, Consumer
Matthew Halliday, Hospitals & Desg. Trauma Fac. – AHS
Dan Harju, Adv'd Life Support Agencies – Anacortes
Erv Lindall, SC Fire Chief's Assoc. – City Dept.
David Smailes, At-Large - SAFE KIDS
Deb Welsh, Skagit 9-1-1

MEMBERS EXCUSED: Roger Tjeerdsma, SC Emergency Management Council
Deb Richards, Critical Incident Stress Debriefing
Jim Porch, ALS Field Care Provider
Judy Williams, BLS Field Care Provider

MEMBERS ABSENT: Tim Holloran, At-Large - SC Senior Services
Jeff Lee, Assoc. of SC Sheriff's & Police Chief's

GUESTS: Valerie Harris-Faddis, Affiliated Health Services
James Kennedy, Skagit County Fire Commissioners Assoc. *Alternate*
Michael Madlung, McLean Road Fire Department
Alice Clark, Affiliated Health Services
Tonya Bieche, Burlington Fire Department

STAFF: Jodi Monroe, Executive Director
Jack Phillips, Ambulance Operations Manager
Jada Trammell, Office Manager
Earl Klinefelter, Lead Training Coordinator
Sherry Gann, Training Coordinator
Erik Boehm, Office Assistant/Data Manager

Meeting called to order at 6:35 pm, at the Dr. Ron Richeson EMS Training Facility, Mount Vernon, by President Dennis Taylor. Self introductions were made.

1. Business:

- a. **Minutes:** Moved (Coble), Seconded (Bowers), and Passed (Unanimously) (MSP) to accept the minutes for the meeting on June 27, 2002 as presented.
- b. **Financial Report:** Marty presented the Treasurer’s Report. (*see attached*) M (Richeson), S (Grove), and P (Unanimously) to accept the report.
- c. **Budget Amendments:**
 - The Executive Board recommended to amend the budget to include \$5178 for presentation equipment to be used by the Education and Training department. M (Bowers), S (Harju), and P (Unanimously) to accept the amendment as recommended by the Executive Board.
 - The Executive Board recommended to amend the budget to include \$700 to pay Summit GIS for the work they did creating Response Zones maps. M (Allen), S (Watkinson), and P (Unanimously) to accept the amendment as recommended by the Executive Board.
 - The Executive Board recommended to amend the budget to include an extra \$50,000 line of credit for the start-up of the Central Valley Ambulance Operations. Jack reported that he does not foresee using anywhere near that amount, but that he will need more than the original \$200,000. The payback would be \$250,000 total. M (Harju), S (Coble), and P (Unanimously) to accept the amendment as recommended by the Executive Board.
- d. **Bylaws Revision:** The Executive Board recommended to revise the bylaws. The recommendation was sent out to all General Council members in advance of the meeting. President Taylor reviewed the revisions for the Council. (*see attached*) M (Anderson), S (Bowers), and P (Unanimously) to accept the revision as recommended by the Executive Board. The Bylaws revisions are as follows:

“ARTICLE II: MEMBERSHIP

Section 1. Representation: The Council members shall constitute the Council Board of Directors.

a) Representatives for membership shall be solicited from the following organizations/groups:

- ...
- MPD Designated Supervising Physicians
(1 per ALS agency, ~~1 per~~ BLS physician agencies)
- ...

ARTICLE III. MEETINGS

Section 2. Special Meetings: Special meetings of the Council and Executive Board may be called at any time by the President or at the request of three (3) or more Executive Board members. Council members shall be notified of special meetings ~~of the Council~~ at least ~~ten (10)~~ 3 (three) working days in advance. The notice of a special meeting shall state the reason for which the meeting was called.

Section 3. Emergency Meetings: Emergency meetings of the Council and Executive Board may be called at any time by the President or at the request of three (3) **or more** Executive Board members. Council members shall be notified of emergency meetings ~~of the Council no later than~~ **at least** 24 hours in advance. The notice of an emergency meeting shall state the reason for which the meeting was called.”

- e. **Nominations Committee Report:** Jim Grove reported that Dr. Richeson and he had met as the Nominations Committee. He reported on their results thus far. They are nominating Dennis Taylor to be President. They had no nominations at this point for Secretary. President Dennis Taylor opened the meeting for nominations from the floor. John Bird was nominated for Secretary. It was noted that nominations may be made up to the election on November 20th. It was requested that a list be sent out over e-mail of those people whose membership terms are expiring.
- f. **Membership Appointments:** Jodi reported that each person whose membership terms are expiring were notified by e-mail. Jodi requested that if any of those people are not planning on reapplying, to contact Jodi or a Board member.
- g. **Organizational Structure:** It was reported to the Council that nothing was resolved at the September 24th Commissioner’s Work Session. Members of the General Council expressed frustration at the ongoing controversy and a desire to move forward. A statement made by Anacortes City Attorney Ian Munce at the County Work Session might have shown a glimmer of hope for coming resolution. Munce stated that Option 1 might be feasible if Commissioners are given more than yes/no rights on the budget. Individual Council members asserted that the recent controversy is not about emergency medical services, but about political power, clout and revenues. Dan Harju stated that since politics are involved, the Council just needs to accept it and make some compromise to move forward. Many Council members emphatically stated that they do not agree that politics need to be accepted and that the Council has a much greater responsibility than compromising for political ease. It was contended that the driving issue has been that the City of Anacortes’ desire for an extra ambulance at Marches Point and to extend their service area; the City of Anacortes is applying pressure on the Council to gain their desires. Dan Harju contended that this is not true. Discussion ensued. It was emphasized that the Emergency Medical Services System was created to be countywide. It was noted that a legal fix to the State Auditor’s findings is fairly simple, however a political fix is not so easy. Ted Anderson noted that if he is given an opportunity to vote, he will vote for Option 1 which was recommended by the County’s Attorney. **M** (Smailes), **S** (Slack), **and P** (Yea: 18, Nea: 2) to create a resolution supporting the concept of Option 1. **Abstained:** John Bird, Mark Watkinson, Peter Browning, Ted Anderson, Deb Welsh. (*see attached vote tally*) It was noted that the resolution should request a prompt decision by the Commissioners. It was also noted that a press release should be created at the same time as the resolution, shown to the two other Commissioners and then immediately released. The resolution will be sent out via e-mail for the review of Council members by Friday (Sept. 27) at 11 am. Comments or recommendations for changes should be submitted to the office by Monday (Sept. 30) at 4:30 pm.
- h. **From The Floor:** There was no business from the floor.

2. **Committee Reports:**

- a. **Medical Control**: Dr. Russell was no longer present, but will be scheduling a Medical Control Committee meeting soon.
 - b. **Pre-Hospital**: Jim Allen reported that the EMT class is going well
 - c. **Hospitals & Designated Trauma Facilities**: Matthew Halliday reported that the Hospitals and Designated Trauma Facilities Committee has not met.
 - d. **Quality Improvement**: Jim Porch was not present.
 - e. **Finance**: Valerie Harris-Faddis reported that the Finance Committee recently met. The purpose of the meeting was to slash the budget to prepare for no levy increase. She reported that there are many unsatisfying aspects of this DRAFT budget, but also that it is not finalized.
3. **North Region EMS Report**: Bonnie Robinson, NR EMS, was not present.
 4. **Operations Manager's Report**: Jack reported that negotiations are going well. He is glad to be able to work with such great personnel.
 5. **Executive Directors Report**: Jodi thanked the Council members for their dedication and emphasized that it is all going to work out.
 6. **President's Report**: Dennis thanked both the volunteers and the staff for the large amount of work they have put into the EMS system lately.
 7. **Medical Program Director's Report**: Dr. Richeson reported that the State MPD's meeting is coming soon and he is looking forward to attending.

M (Stormont), **S** (Allen), **and P** (Unanimously) to adjourn the meeting at 8:29 pm.

These minutes were approved by the Council on _____ and are accurate in describing the business of the meeting.

Secretary John W. Bird

Original DRAFT meeting minutes submitted by Erik J. Boehm.

SKAGIT EMS COUNCIL GENERAL COUNCIL MEETING MINUTES

November 20, 2002

Page 1

MEMBERS PRESENT: Jim Allen, SC Fire Chief's Assoc.-Rural Dist.
Ted Anderson, Skagit County Commissioner
Bruce Bacon, At-Large – Skagit County Coroner
Eron Berg, SC Emergency Management Council
John Bird, ALS Field Care Provider
Dennis Boe, Consumer
Peter Browning, Skagit County Health Department
Judy Coffell, Advanced Life Support Agency -- Aero
Pat Colgan, Consumer
David Corrian, Assoc. of SC Sheriff's & Police Chief's
Jim Grove, Skagit County Fire Commissioners Assoc.
Matthew Halliday, Hospitals & Desg. Trauma Fac. – AHS
Dan Harju, Advanced Life Support Agencies – Anacortes
Tim Holloran, At-Large - SC Senior Services
Miles Johns, SC Fire Chief's Assoc. – Rural Dist.
Carolyn Kozik, Hospitals & Design. Trauma Fac.-Island Hospital
Erv Lindall, SC Fire Chief's Assoc. – City Dept.
Jim Porch, ALS Field Care Provider
Deb Richards, Critical Incident Stress Debriefing
Dr. Ron Richeson, Medical Program Director
Dr. Matthew Russell, MPD Designated Sup. Physicians
Don Slack, MPD Designated Sup. Physicians
David Smailes, At-Large - SAFE KIDS
Dennis Taylor, Consumer
Roger Tjeerdsma, SC Emergency Management Council
Judy Williams, BLS Field Care Provider

MEMBERS EXCUSED: Gerald Bowers, Skagit County Police Chiefs Assoc.
Marty Coble, BLS Field Care Provider
Mary James, At-Large - Friendship House
Mark Watkinson, SC Dept. of Emergency Management
Deb Welsh, Skagit 9-1-1

MEMBERS ABSENT: Jeff Lee, Assoc. of SC Sheriff's & Police Chief's

GUESTS: Bradford Cattle, Anderson Hunter Law Firm, P.S.
John Church, Skagit County FPD #13
Alice Clark, Affiliated Health Services
Valerie Harris-Faddis, Affiliated Health Services
Ken Lange, Affiliated Health Services
Kaitlyn Lange
Gary Rowe, Skagit County

STAFF: Jodi Monroe, Executive Director
Jack Phillips, Ambulance Operations Manager
Debbi Cornell, Accounts Receivable
Jada Trammell, Office Manager
Erik Boehm, Office Assistant/Data Manager

Meeting called to order at 1:05 pm, at the Dr. Ron Richeson EMS Training Facility, Mount Vernon, by President Dennis Taylor. Self introductions were made.

1. Business:

- a. **Medic One Agreement**: Bradford Cattle, Anderson Hunter Law Firm, P.S., presented the legal issues related to the Medic One Agreement and the Ordinance being pursued by Skagit County. He reported that the only legal problem with the current contract is in the language and not the approach. Such problematic language probably originated from a desire by the County to distance liability. Cattle stated that the current contract could be amended to solve all legal issues by adding set performance standards, which would be the only requirement for budget approval. However, that might not be a political reality. Cattle asked that if the General Council feels the contract option is worthwhile to pursue, for the Council to empower a smaller group to approve a draft contract to be negotiated with Skagit County. The second option is taking the same approach, except via an ordinance. The third option is to give 365 day notice. The current ordinance draft was reviewed. Discussion ensued. Gary Rowe, Skagit County, emphasized that the current draft does not prevent the Council from contracting and/or operating. He also emphasized that the County chose the ordinance route because it is a more public option, rather than the Contract approach which is private. The General Council was requested to give direction to the Board if an agreement cannot be met. It was requested that the whole composition of the Council receive the DRAFT Ordinance which was composed by Skagit County. It was noted that the Skagit County Board of Commissioners will be holding a Public Hearing on Monday, December 16, 2002 regarding this issue. **Moved** (Halliday), **Seconded** (Russell), **and Passed** (Unanimously) **(MSP)** to authorize a sub-group identified by the Executive Board to negotiate with the County, via the best approach available, to secure the Council's principal interests and to have a summary sent out to all Council members which outlines the contentious issues and shows both sides by approximately December 5th, 2002 for Council proxy voting. Votes approving or disapproving must be back to the office by December 10th, 2002. The proxy voting shall serve as authority for the Executive Board to trigger the cancellation provision in the contract should issues not be resolved.
- b. **Minutes**: **M** (Allen), **S** (Russell), **and P** (Unanimously) to accept the minutes for the meeting on September 25, 2002 as presented.
- c. **Financial Report**: Jodi Monroe presented October's Financial Report. (*see attached*)
- d. **Nominations**: Jim Grove presented the nominations of the Nominating Committee as recommended by the Executive Board. Dennis Taylor has been nominated for the position of President. John Bird and Dennis Boe have been nominated for the position of Secretary. President Dennis Taylor opened the floor for nominations. No further nominations were made. **M** (Slack), **S** (Russell), **and P** (Unanimously) to close nominations.
- e. **Elections**: Each of the nominees spoke for a few minutes. Voting by private ballot followed. Dennis Taylor was elected as President and Dennis Boe was elected as Secretary.
- f. **DRAFT 2003 Budget**: The DRAFT 2003 Budget, which was recommended unanimously by the Executive Board, was reviewed. (*see attached*) It was noted that a one year, emergency additional subsidy for \$103,000 is included in this DRAFT to Aero-Skagit Emergency Services. Discussion ensued. **M** (Anderson), **S** (Smiales), **and P** (Unanimously) to approve the 2003

Budget as presented. Ery Lindall noted that he objects to the Skagit County Administrative Fee as Skagit EMS Council is not required to pay such a fee.

g. **DRAFT 2003 Meeting Calendar**: **M** (Slack), **S** (Boe), **and P** (Unanimously) to have daytime meetings. **M** (Porch), **S** (Russell), **and P** (Unanimously) to approve the 2003 Meeting Calendar as presented. (*see attached*)

h. **From The Floor**:

- Ted Anderson thanked those who voted for him. Members of the Council thanked Anderson for the work that he has put into Emergency Medical Services.
- It was noted that the Fire Commissioners Association has formed a petition to the Skagit County Board of Commissioners. If anyone is interested in signing it, contact Jim Grove.

2. **Committee Reports**:

a. **Medical Control**: It was reported that there has been a recent meeting of the Medical Control Committee. The Committee has been primarily forming guidelines for new hires.

b. **Pre-Hospital**: Jim Allen reported that the Pre-Hospital Committee met recently and addressed an issue regarding LifePak ownership/maintenance. The Executive Board unanimously accepted the Pre-Hospital Committee's recommendation for LifePak units to be maintained and owned by the Council and to clarify such issues with the service providers.

c. **Hospitals & Designated Trauma Facilities**: No report.

d. **Quality Improvement**: It was reported that the web-based data collection system is almost finished and has been usable everywhere that it has been tested thus far. The system is revolutionary from what previous data collection options were.

e. **Finance**: It was reported that the Finance Committee met recently, primarily to review the issue of Aero-Skagit Emergency Services' request for further assistance.

3. **North Region EMS Report**: Bonnie Robinson, NR EMS, was not present.

4. **Operations Manager's Report**: Jack Phillips reported that ambulance quarters have been secured for all three stations. All three locations are within a few blocks of the targeted positions. He also reported that union negotiations are in the final stages and are progressing smoothly. EMT hiring is at the job offer stage and a test is being formulated for Paramedic Hiring.

5. **Executive Director's Report**: Jodi had nothing further to report other than that she will get the requested DRAFT Ordinance e-mailed to all General Council members.

6. **President's Report**: President Dennis Taylor thanked everyone for the amount of time and input they have provided.

7. **Medical Program Director's Report:** Dr. Richeson also thanked everyone and stated that he is proud to represent them. He reported that EMT's are now carrying aspirin and moving forward to testing blood/sugar levels.

8. **From The Floor:**

- **Problem Patients:** John Church, Fire Dist. 13, asked if anyone had any suggestions regarding problem patients who can't care for themselves anymore and who are beyond what the Fire District can provide. It was suggested, if the patients are connected with Social Services, to contact their case worker.
- **Christmas Party:** All were invited to Skagit EMS Council's Christmas Party/Potluck on December 17th, 2002 at 5:30pm.

The General Council meeting was adjourned at 3:15 p.m.

These minutes were approved by the Council on _____ and are accurate in describing the business of the meeting.

Secretary John W. Bird

Original DRAFT meeting minutes submitted by Erik J. Boehm.