

SKAGIT EMS COUNCIL GENERAL COUNCIL MEETING MINUTES

January 23, 2003

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MEMBERS PRESENT: Jim Allen, SC Fire Chief's Assoc.
John Bird, Anacortes Paramedic Association
Dennis Boe, Consumer
Bud Bowers, SC Police Chief's Assoc.
Judy Coffell, Aero-Skagit Emergency Services
Pat Colgan, Consumer
Rick Grimstead, Assoc. of SC Sheriff's & Police Chiefs
Jim Grove, Skagit County Fire Commissioners
Dan Harju, Anacortes Fire Paramedic Supervisor
Tim Holloran, At-Large
Mary K. James, At-Large, Friendship House
Miles Johns, SC Fire Chief's Assoc. – Rural Dist.
Erv Lindall, Mount Vernon Fire Department
Don Ney, Assoc. of SC Sheriff's & Police Chiefs
Deb Richards, Critical Incident Stress Debriefing
Dr. Ron Richeson, MPD
Dr. Matthew Russell, MPD Designated Sup. Physicians
David Smailes, At-Large, SAFE KIDS
Dennis Taylor, Consumer
Roger "Gus" Tjeerdsma, S.C. Emergency Management Council
Mark Watkinson, Skagit County DEM
Deb Welsh, Skagit 9-1-1

MEMBERS EXCUSED: Ted Anderson, Skagit County Board of Commissioners
Bruce Bacon, At-Large – Skagit County Coroner
Marty Coble, BLS Field Care Provider
Carolyn Kozik, Hospitals & Design. Trauma Fac.-Island
Michael Roozen, BLS Field Care Provider
Dr. Don Slack, MPD Designated Sup. Physicians

MEMBERS ABSENT: Eron Berg, SC Emergency Management Council
Peter Browning, Skagit County Health Department
Dave Faddis, ALS Field Care Provider
Matthew Halliday, Hospitals & Desg. Trauma Fac. – AHS

GUESTS: Mark Anderson, Burlington Fire Department
Mike Noyes, SC FPD #11 – Mt. Erie
Jim Porch, Skagit County Medic One
Rick Smith, Skagit County 9-1-1

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

Meeting called to order at 12:08 pm, at the Dr. Ron Richeson EMS Training Facility, Mount Vernon, by President Dennis Taylor.

1. **BUSINESS:**

- a. **2003 Council Members:** New and renewing members were recognized and noted in the minutes.
- Matthew Halliday – Hospitals & Designated Trauma Facilities: AHS
 - Miles Johns – Skagit County Fire Chief’s Assoc.: Rural Representative
 - Matthew Russell – MPD Designated Supervising Physicians – Central Valley
 - Tim Holloran – At-Large: Skagit County Senior Services
 - Dennis Boe – Consumer
 - Peter Browning – Skagit County Health Dept.
 - Dan Harju – ALS Provider Agency: City of Anacortes
 - Richard Curtis – ALS Provider Agency: City of Anacortes alternate
 - Bruce Bacon – At-Large: Skagit County Coroner
 - Roger Tjeerdsma – Skagit County Emergency Management Council
 - Mark Watkinson – Skagit County Department of Emergency Management
 - Dave Faddis – ALS Field Care Personnel
 - Michael Roozen – BLS Field Care Personnel
 - Don Ney – Association of Skagit County Sheriffs & Police Chiefs: WSP
 - Rick Grimstead – Association of Skagit County Sheriffs & Police Chiefs: Sheriff
 - Wayne Dowhaniuk – Assoc. of Skagit County Sheriffs & Police Chiefs: Sheriff alternate
- b. **Minutes:** **M** (Grove), **S** (Richeson) and **P** (Unanimously) to accept the November 20, 2002 meeting minutes as mailed.
- c. **Financial Report:** **M** (Grove), **S** (Holloran) and **P** (Unanimously) to accept the financial report. (*see attached*)
- d. **Committee Chair Positions:** Carolyn Kozik was named as Quality Improvement chair. A search for Finance Committee Chairperson is still taking place.
- e. **Personnel Policy Manual:** **M** (Welsh), and **S** (Smailes) and **P** (Unanimously) to give authority to the Executive Director or the Executive Board to make amendments and necessary changes to the Personnel Policy Manual and for the Manual to be reviewed by the Council on a quarterly basis.
- f. **Endowment Fund:** History of the Endowment Fund was reviewed. A spending policy has not yet been addressed. **M** (Holloran), **S** (Russell) and **P** (Unanimously) to transfer the endowment funds to the Skagit Community Foundation. A subcommittee will be created in the future.
- g. **Budget Amendment:** Discussion ensued about subsidies, ALS rollover funds and revised estimates for the EMS levy. **M** (James), **S** (Allen) and **P** (Unanimously) to meet the County mandate to increase ALS subsidies by 4 percent instead of 1 percent. **Abstained:** Dan Harju. **M** (James), **S** (Holloran) **P** (Unanimously) to roll-over \$32,000 for ALS Start-Up.
- h. **EMS Commission Membership:** List was reviewed, as was the legal opinion of municipality code of ethics. The MPD will contract with the county directly. The Executive Board recommends that members of ALS agencies be ex-officio, through the bylaws. Field care personnel, if an employee, will be ex-officio. Within the ordinance, the bylaws will determine which are ex-officio. All Skagit County employees need to be approved under the bylaws.

Discussion ensued. **M** (Boe), **S** (Bowers) and **P** (Unanimously) to recommend a list of members to the Skagit County Board of Commissioners. (*see attached*)

2. Committee Reports:

- a. **Medical Control:** Protocols are being reviewed and approved. Dr. Marykay Pasnick has resigned and Dr. Rob Petty has filled the position. A bylaws change was recommended to have physicians as the only voting members of the Medical Control Committee.
- b. **Pre-Hospital:** Jim Allen reported that letters on BLS Disposable supplies are coming soon.
- c. **Hospitals and Designated Trauma Facilities:** No report.
- d. **Quality Improvement:** No report.
- e. **Finance:** No report.

3. Operations Manager's Report: Central Valley Ambulance Operations are going smoothly. Minor glitches are being addressed. Transports are up and response times are down.

4. Executive Director's Report: January 24, 2002 was the day that Skagit EMS Council decided to operate the Central Valley service directly. Jodi Monroe thanked everyone for their efforts.

5. President's Report: Dennis Taylor thanked the Council.

6. Medical Program Director: Dr. Richeson thanked the council.

The General Council adjourned at 1:15 p.m.

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

Secretary Dennis E. Boe

Original DRAFT meeting minutes submitted by Erik J. Boehm