

North Country Emergency Medical Service

Administrative Board Meeting
held at the Yacolt Fire Department
404 S. Parcel Av, Yacolt, WA 98675

Thursday, January 27, 2011

2:00 p.m.

Minutes

MEMBERS IN ATTENDANCE: Ilene Black, Jerry Olson, Tom Mielke, Joe LaMere, Lori Homola, and Bill Uyesugi in place of Tom Mulder. Others in attendance were Carol Shields from Skamania County EMS, Ben Peeler, Tom McDowell and Kim Pitts.

CALL MEETING TO ORDER: - Chair Ilene Black

APPROVAL OF MINUTES from the November 18, 2010 meeting – A motion was made by Tom Mielke to approve minutes as written, seconded by Lori Homola, and carried.

UNFINISHED BUSINESS

None.

NEW BUSINESS

- 1. Approval of Shared Employee Agreement** – The Administrative Board was advised that a committee made up of two representatives from North Country EMS, Jerry Olson and D.E.B. Ward, and two representatives from Clark County Fire District 13, Lou Ferreira and Gary Hoyt, had been formed to review the Shared Employee Agreement. Jerry Olson updated the Board and advised that a lengthy meeting of the committee had previously taken place. The Fire District will pay the Chief's salary initially and North Country EMS will reimburse their portion, 50% for the first year, of the total cost compensation on a quarterly basis. A motion was made by Jerry Olson to accept the terms of the Shared Employee Agreement, seconded by Tom Mielke and carried.
- 2. Add Ben Peeler to authorized signatures on agency accounts and remove K. Stamp from authorized signatures on agency accounts** – Tom Mielke made a motion to add Ben Peeler to the agency Imprest and petty cash checking accounts and to remove Kelly Stamp, seconded by Lori Homola, and carried.
- 3. Committee Report: Allocation of Chief's Compensation Committee** – Tom McDowell explained the comparables from the Salary Information worksheet. The Chief's performance pay will be reviewed in six months. Tom Mielke made a motion to approve the Chief and Assistant Chief salary recommendations, seconded by Jerry Olson and carried.

PAYMENT OF CLAIMS – A motion was made by Tom Mielke to approve the claims as paid, seconded by Joe LaMere, and carried.

CHIEFS REPORT

1. Ben explained that Rescue 4, a Ford Expedition, had been in an accident on January 8, 2011 and would likely be replaced with a smaller Ford Escape for fuel economy.
2. Kelly Stamp returned to work at the beginning of January on a part time 15 hours per week basis to determine if this arrangement would work for her and the agency. On January 21, 2011, Kelly advised Ben that she would not be able to continue, but would stay until the agency could find a full time replacement.
3. Monthly run reports for November and December 2010. The agency had possibly it's lowest ever response time goal mostly due to inclement weather. The calls remain divided at 60% in station 1 area and 40% in station 2 area. So far, this January the calls have increased significantly from last January.
4. VRT report of activities. Tom McDowell advised we had only had one call in the Mount St. Helens area recently, which was a snowmobile accident. The patient suffered a fractured femur and was taken to the hospital by Life Flight. The injured party was able to contact help immediately because of the new cell phone tower at Mitchell Peak. The rescue was featured in the Columbian the next day as well as the Cheers and Jeers section the following Saturday commending US Cellular for installing the new cell tower.
5. Patient feedback, questionnaires, letters, and cards. Ben read several positive questionnaires which had been returned from patients commending our paramedics.

Next Meeting Date – March 24, 2011 at 2:00 p.m.

ADJOURNMENT – The meeting was adjourned by Chair Ilene Black at 3:25 p.m.

_____ Chairman	_____ Date
_____ Attest	_____ Date