

**WESTERN LANE AMBULANCE DISTRICT  
REGULAR BOARD MEETING  
November 30, 2017**

**DIRECTORS PRESENT:**   **MIKE WEBB**                      **CINDY RUSSELL**            **DICK CHILDS**  
                                  **RICK YECNY**                      **LARRY FARNSWORTH**

**DIRECTORS ABSENT:**

**OTHERS PRESENT:** Matt House, Jim Langborg, Karin Guy, Jim Dickerson, Ali Gharib, Zach Werner, Charlie York, Darrek Mullins, Rob Chance, Ben Taylor, Danielle Hanson, John Harder, David Rossi, Ronnie Pearson, Zach Werner, and Mark Brennan with the Siuslaw News.

**PUBLIC COMMENT:** None.

**NEW BUSINESS:** Director Farnsworth discussed the Board Policy Review whereby Operations Chief, Chief Director & staff can request assistance from Board members who have skills to assist with various tasks, e.g., analyzing data. A standard of governance which can appropriately respond to requests for accounting or financial analysis, contract negotiations. Director Webb noted a policy re-write will be conducted soon. Chief Director Langborg suggested working at both Board policies and create identical policies between the two Boards.

Director Farnsworth also suggested for that there be better & timely communication to all Board members. That the communication comes from the Chief Director to Board President Webb who then can communicate with the other Board Directors. Director Webb suggested Chief Director go to the Board to avoid creating a public meeting. Chief Director Langborg offered to provide a weekly update. Director Webb suggested he sent to all Board Directors but remove the ability to “reply to all” so as not to create a Board meeting.

**APPROVAL OF MINUTES:** Director Farnsworth made a Motion to approve the minutes as written for October 26, 2017. Director Russell seconded the Motion. Roll Call with Motion passing unanimously.

**FINANCE/HR REPORT:** Ross Schultz, Interim Admin Manager, who arrived Tuesday afternoon, has just begun reviewing the finances. The October financials did not include the payroll but he was able to determine that the total payroll liability to be approximately \$128,000 which one is added in, shows that we are within budget on payroll. Other departments and sub sections are also well within budget. Director Yecny requested that the revised October statement be provided prior to the next Board meeting. Ross will provide it next week. Director Webb requested that the EFTS also be reported on the Transaction Report, but the Deposits do not need to be shown. He also requested that the billing system provide information on the A/R trending, and would like an A/R Aging Report. Director Yecny also asked for the A/R Aging trends. Director Yecny noted that no checks were issued during one week in October which coincided with Karin Guy’s five day absence for knee surgery.

**TRANSACTION REPORT:** Director Yecny made a Motion to approve the transaction list. Director Farnsworth abstained since he is a Vendor. Director Russell seconded the Motion. Roll Call with Motion passing unanimously.

**CHIEF/DIRECTOR'S REPORT:** Chief Director Langborg discussed the following:

1. Strategic Plan notes are in progress of being developed
2. Seismic Grant: met with architect last week, expect to start in January at WLAD facility.
3. Administrative practices review involved several consultants, some who have already provided reports. As a result, several recommendations such as how we document and how we process financial procedures will be implemented by the interim manager, Ross. Chief Director also asked Ross to provide suggestions for improvement. Ross has met with Admin Team to re-delegate duties, and the plan will be presented at this evening Advisory Committee meeting.
4. Citizen complaint via the police department which resulted in the Chief Director meeting with the Police Chief and discussing the issues with payroll and taking appropriate steps. Director Farnsworth inquired if the complaint was substantiated. Chief Director stated that no current or former employee is being investigated, nothing was done unethically illegally nor intentionally. Chief Director has as that a timekeeping process be implemented by January 1, 2018 for both Districts.

General discussion where Director Yecny asked if Chris Mahr's audit is complete and if any issues were found. Chief Director stated approximately 90% complete, and no issues were found in either District. Director Webb wanted to ensure that Ross has no restraints and has a lot of freedom to create processes. Chief Director replied that they are closely communicating to ensure they are on the same page, and Chief Director is actively engaged in the process. Director Webb wanted to ensure that the processes that need to happen are happening.

**OPERATIONS MANAGER:** Matt House discussed the following topics:

1. Call volume was up by 52 for October, but annual total is down by 200.
2. ImageTrend was discussed as how the dispatch calls create a patient record
3. Darrek Mullins will be implementing OperativeIQ on January 1, 2018 which is the inventory program.
4. MIH Chris Martin has started working. His workflow is being established by the ED Resource person. The three initial metrics are: decrease of re-admits within 30 days; decrease in non-transport calls, and decrease in Emergency room visits.
5. EMT Basic training: the State exam is on December 10, 2017, the training started with 17 people and now have 16.

**CORRESPONDENCE:** Chief Director Langborg mentioned the annual movie night which is open to Directors. Matt House reminded the Directors about the awards banquet dinner on December 8, 2017.

**FUTURE BUSINESS:** Board confirmed the next Board meetings to be held on December 28, 2017 at Noon, both held at SVFR Station 1, with lunch provided.

**DIRECTOR COMMENTS:** Director Farnsworth requested that there is PERS training. Chief Director replied that there is a plan to do the training this year. Director Yecny inquired about the bid info in the Board packet, and Matt House clarified that it is for replacing the carpet with linoleum, and the bids came under budget. No other comments from the Directors.

The Regular Board Meeting was adjourned at 12:35 PM by Board President Mike Webb.

Respectfully submitted by,

Karin Guy, Administrative Assistant  
Recording Secretary