

**WESTERN LANE AMBULANCE DISTRICT
REGULAR BOARD MEETING
December 28, 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, Rob Chance, Dave Haberman, Chris Martin, and Mark Brennan with the Siuslaw News.

PUBLIC COMMENT: Admin Assistant Karin Guy expressed her appreciation in supporting the WLAD Board and being able to work with a high-functioning & professional crew at WLAD, and then submitted her resignation with her last day being January 11, 2018.

APPROVAL OF MINUTES: Director Russell made a Motion to approve the minutes as written for November 30, 2017. Director Farnsworth seconded the Motion. Roll Call with Motion passing unanimously.

NEW BUSINESS: Chief Director Langborg presented the Office Manager Job Description. He noted that the SVFR Board had approved the job description, and that the plan was to hire someone from the local pool of candidates since the position has been downscaled, and can add resources such as consulting services or service providers in areas of Human Resources and Financial Administration. Some of these will be through a service contract and retainer agreement. Director Yecny made a Motion to approve the Office Manager Job Description. Director Russell seconded the Motion. Roll Call with Motion passing unanimously.

FINANCE/HR REPORT: Chief Director Langborg presented the November financials. Directors inquired about the full-time employee overtime percentages, and if this was due to seasonal variations. Directors requested to know the reason(s) why and an explanation for the 166% over budget. A detailed discussion followed in regards to the column descriptions needing more clarity and value so the public can easily understand them. Specifically, Director Farnsworth requested that line items 10 through 70 provide a sub-total so one can easily identify the payroll costs from the benefits cost. Column title suggestions, in order: Nov 17 Actual Expenses; Monthly Budget; Monthly % of Budget; YTD Total; YTD Budget; and % of YTD Budget. Also, Directors requested a Cash Flow budget reflecting the trends.

Director Yecny suggested that if a new accounting program is going to be implemented in the next 6 – 12 months, he would like the Board to be able to provide input into the design of the reports. Directors Webb and Farnsworth discussed the billing/collection graphs, and they had questions regarding the last column of the Annual Collection Status graph, in that the Pending collections are not represented in the actual graph. The Directors requested clarification, and to have a more user-friendly version so it can be shared with the public on the WLAD website.

TRANSACTION REPORT: Director Childs made a Motion to approve the transaction list. Director Farnsworth declared a conflict of interest. Director Russell seconded the Motion. Roll Call with Motion passing unanimously.

CHIEF/DIRECTOR'S REPORT: Chief Director Langborg discussed the Online Board program, and Board policies. He suggested that two members from each Board form an ad hoc committee to review the Board policies, and start the review in January/February. Director Farnsworth volunteered to be on the ad hoc committee.

OPERATIONS MANAGER: Matt House briefly discussed call volume, ImageTrend, Operative IQ, training reports, EMT basic class results, new flooring and patient hardships. Directors requested more information on outcomes and/or response times. Director Webb would like to see the ASA Quarterly Report and any trends in labor resource management.

Matt noted that Chris Martin, the MIH staff member, is officially starting on January 2, 2018 but due to the workload of PeaceHealth Home Care, Chris is starting to see patients this week. Director Russell inquired about partnering with OHSU Discharge Planning, and Matt confirmed that Chris has already done so with OHSU and other facilities.

Matt briefly mentioned a local Emergent Large Vascular Occlusion (ELVO) case who was airlifted to RiverBend, and experienced no deficiencies. There was discussion about getting media coverage or public relations in regards to cases such as that.

Director Farnsworth requested an email from Matt that describes the highlights of the week for EMS. Director Childs commented on the Run Reports that are published in the Siuslaw News. He noted that in the past, more specifics were listed such as MVA, structure fire, trauma, etc. He felt that was more meaningful. He asked if this could be done without violating HIPAA. He also suggested that a monthly total of calls could be shown instead. He noted that this does warrant an extra level of effort to do this. Matt stated that he would look into it.

CORRESPONDENCE: None

FUTURE BUSINESS: It was confirmed the next Board meeting is to be held on January 18, 2018 at Noon, both held at SVFR Station 1, with lunch provided. This is the same day at the SVFR Board meeting so Chris Mahr, the auditor, can attend both meetings on the same.

DIRECTOR COMMENTS: Director Russell expressed her appreciation for the crews and their knowledge. Director Yecny also echoed Director Russell's comments, and thanked Karin Guy for her work. Director Webb thanked everyone for their hard work and addressing mistakes. No other comments from the Directors.

The Regular Board Meeting was adjourned at 1:10 PM by Board President Mike Webb.

Respectfully submitted by,

Karin Guy, Administrative Assistant
Recording Secretary