



**BOARD MEETING  
October 19, 2023, 6:30 PM  
Weston Fire Station  
103 W. Main Street  
Weston, OR 97886**

<b>Mission Statement</b>	
It is the mission of the East Umatilla County Ambulance Area Health District (EUCAAHD) to provide the highest quality Advanced Life Support care in a timely manner while maintaining public trust through sound financial practices and accountability to those citizens we serve.	
<b>In Attendance</b>	
<u>  X  </u> <i>Chrys Wernlund, President</i>	<u>  X  </u> <i>Christine Erb, Director</i>
<u>      </u> <i>Chris Williams, Vice President</i>	<u>  X  </u> <i>Sheila Jaspersen, Director</i>
<u>  X  </u> <i>Carol Kirk, Secretary/Treasurer</i>	<u>  X  </u> <i>Michael Kobasa, Health Administrator</i>

**MINUTES**

➤ **MEETING TO ORDER**

Board President, Chrys Wernlund called the meeting to order at 6:35 p.m.

➤ **ROLL CALL**

The following guests were in attendance: Terry Case, Matt Hoehna, Dave Baty, Whitney Majors, Debbie Munck, Juan Avila. Vice President Chris Williams was absent.

➤ **APPROVE/ADD TO THE AGENDA**

Michael Kobasa would like to add to the agenda, which is a scholarship opportunity for Dylan Scott, who is the new EMTB that was recently hired. Also donating the old gurney that is in the Adams station to BMCC.

**MOTION:** Shelia Jaspersen moved that the agenda be approved with the amends to be discussed.

**SECOND:** Christine Erb

**VOTE:** Unanimously Approved 4-0

➤ **PUBLIC COMMENT**

Debbie Munck was present at the meeting to inform the board about online banking and to change the signers on the accounts. Debbie Munck was asked to attend the meeting to give the Board information about online Banking. She informed the Board that there are some signers that are authorized to sign checks that are no longer with us. Debbie Munck informed the board that they will need to decide on a New Bank Administrator. The Bank would need to know who they want as an Administrator, in the Meeting Minutes for each of the accounts. The Administrators scope of authority then would be to run the cash management program and assign sub-users. "We are looking to change the Administrator on this account \_\_\_\_\_ and this account \_\_\_\_\_ to \_\_\_\_\_." The Board needs to be aware that the Administrator gets to assign the scope of Authority. The bookkeeper, or the Bank Administrator will be able to assign people for all kinds of possible banking aspects. Just looking at bank



statements, or possible bill payment out of the account. The bookkeeper will need to have access to put money in and pull money out. Debbie Munck informed Dave Baty of who is currently on the Bank Accounts. The East Umatilla County Ambulance Area Health District had a board meeting tonight, it was decided to update our cash management Administrator to Whitney Majors, we wanted to update at this time the signers for the Ambulance Area Health District to maintain Chrys Wernlund, Carol Kirk, Chief Dave Baty and Michael Kobasa. We would like to change the Online Cash Management Administrator from Joann McKern to Whitney Majors. Please Maintain all the online access, but would like to restrict her as a signer, just an authorized user. Debbie Munck informed the board that as soon as the Bank of Eastern Oregon gets the minutes of this meeting, Whitney Majors will get the instructions to assign sub users and assign the Log Ons.

**MOTION: Chrys Wernlund will motion to Update the Online Cash Management Program to allow Whitney Majors to be the online Banking Administrator. Chrys Wernlund would also like to take JoAnn McKern off the Ambulance Area District Bank Accounts. Chrys Wernlund would also like to motion to also keep the signers the same, including Chrys Wernlund, Carol Kirk, Michael Kobasa, and Dave Baty on all bank Accounts.**

**SECOND: Christine Erb**

**VOTE: Unanimously Approved 4-0**

➤ **INTRODUCTION OF NEW EMPLOYEE**

Dylan Scott has been working with Michael Kobasa in the military for 12 years. He is from Eastern Oregon. Graduated from Pendleton Highschool in 2014. Now currently living in Portland but is trying to move back to this area. He was hired to take Gaige Spencer's EMTB spot when he graduates from his current ALS Schooling.

➤ **MINUTES FROM LAST MEETING**

The last meeting was cancelled due to illness.

**MOTION: Christine Erb**

**SECOND: Carol Kirk**

**VOTE: Unanimously Approved 4-0**

➤ **TREASURER REPORT AND PAYMENT OF BILLS**

Motion to accept the Treasurer Report and Payment of the Bills

**MOTION: Shelia Jaspersen**

**SECOND: Christine Erb**

**VOTE: Unanimously Approved 4-0**

**OLD BUSINESS**

➤ **IFT CONTRACT**

Michael Kobasa informed the board that the contract has been signed and completed by both parties. There will be one final meeting at St. Mary's on Monday and can start IFTs as soon as Tuesday. Right now, the contract states that it will be strictly from St Mary's to anywhere in the state of Oregon, with the understanding that we have the staffing, and we can say no if we don't have the Staffing. We are an Oregon based Ambulance so in theory, they can ask us to take patients anywhere in the State of Oregon.

➤ **UTV STATUS UPDATE**

It has arrived and is in the building. It is not all done but is close. Radios need to be installed.



➤ **DIRTRIBUTE DISTRICT EMAILS**

**Michael Kobasa has distributed District emails to the Board Members. Informing them that if you happen to lose the password, you will need to get a hold of Jeremy Lasater, to get it changed. Matt Hoehna has some questions, that he will get ahold of Jeremy Lasater later.**

**NEW BUSINESS**

➤ **MONTHLY SAFETY STATUS**

We are still waiting for the recalled parts. The batteries have been replaced on 61. Michael Kobasa would like to update one stair chair if not both, that are on the Ambulances. They are roughly \$4000.00-\$5000.00 apiece. Chief Dave Baty informed the board about the new version of the stair chairs, it is more comfortable for the patient. Chrys Wernlund is in agreement of the new chairs, as long as they are available for heavy set people, Christine Erb would like pictures and actual numbers brought to the next meeting. The timeframe is 2-4 weeks for delivery once purchased. The Tahoe we just purchased, does need Winter tires that will be purchased and put on Monday morning.

➤ **AUTHORIZING CHIEF DAVE BATY AND MICHAEL KOBASA AS POC'S FOR SAM**

It is an award management program.

**MOTION: Chrys Wernlund motion to authorize Dave Baty as POC for SAM allowing him to add Michael Kobasa.**

**SECOND: Carol Kirk**

**VOTE: Unanimously Approved 4-0**

➤ **HOTEL ROOMS FOR STUDENTS IN NOVEMBER**

This was brought up by Christine Erb in a previous meeting. This is the cheapest hotel in Boise, for the Medics taking the ALS Class. This is a work trip so there is a Federal Per Diem that is required of us to give them based on zip code. Boise averages about \$74.00 per day. All three hotel rooms are around \$1700.00. This is all of the validations, for the first few days they will be practicing hands-on skills, then they will do the NREMT Psycho Motor Exam, once they test out then they schedule the written test. After the written test they will be done. NREMT will take about 48hrs to update whether pass or fail the Psycho Motor Test. If they pass then they get an authorization to take the written test. They are able to take the test at WWCC and EOU. They are aware that they have to do 24 clinical hours and 12 hours at a hospital. Gaige Spencer and Curtis Papineau will have ride time and hospital time with Walla Walla Fire and St. Mary's. Dakota Reasor will be at Grande Ronde and La Grande Fire. Once they get their NREMT they get their State License.

**MOTION: Christine Erb made the motion to authorize the \$1674.00 for hotel, plus \$74.00 per person, per day to go to the AEMT Class in Idaho. \$1350.00 for food to total \$3025.00.**

**SECOND: Carol Kirk**

**VOTE: Unanimously Approved 4-0**

➤ **HOTEL EXTENDED**

**MOTION: We want to pay the \$1674.00 for hotel on the credit card, we want to pay the \$1350.00 for food before they leave, gas will be paid on a gas card, with receipts.**

**SECOND: Christine Erb**

**VOTE: Unanimously Approved 4-0**

➤ **MEDIC AUDIT STATUS**



So far, the Medic audit letters just got here. Whomever received one will fill it out and send it back in.

➤ **CHARITY CARE POLICY AND COMMITTEE**

Michael Kobasa has completed an application process; this is something that is Hospital based. Chrys Wernlund would like to be on the committee. Long story short, we didn't charge people for medical runs, but had to start charging 5-6 years ago. A member of the community got a bill, that was brought to Chrys Wernlund's attention. She and Chief Dave Baty made the decision that the bill will be waived this first time, but he needed to be aware that this was a policy, that we charge what Medicare does not pay. Medicare will only pay what they deem necessary. Chrys Wernlund came up with the idea that we could do some kind of charity, it would be a policy in effect to help the communities. This will be discussed at a later date, but the Medic Board will be the deciding factor. Michael Kobasa will black out the Name and Addresses of the people that fill out the application. The Medic Board will need to make a policy to be put in place.

➤ **ADDING MICHAEL KOBASA TO THE BANK ACCOUNTS**

We added Michael Kobasa to the Bank Accounts, but we have also ran into an issue with our Credit Card this last week. Due to purchasing online, and they thought it was a fraudulent charge. They called Carol Kirk, who did not know that we had made the purchase. They cancelled and sent us a new card. Michael Kobasa would like to have his own Credit Card for the Medics to make purchases. Chrys Wernlund is fine with the second credit card going into Michael Kobasa's name.

**MOTION:** Motion to allow second credit card through the banking to be put in Michael Kobasa's name.

**SECOND:** Shelia Jasperson

**VOTE:** Unanimously Approved 4-0

➤ **SCHOLARSHIP FOR DYLAN SCOTT**

He would like to take the next step to become an AEMT. The next available skills testing is in January. This will be discussed more at the next meeting.

➤ **DONATION OF GURNEY IN ADAMS STATION TO BMCC**

The Gurney used is 1400.00, but no one wants a manual gurney. Michael Kobasa would like to Donate it to BMCC. We would never be able to use it as a backup.

**MOTION:** Chrys Wernlund made a Motion to Donate the Gurney to BMCC.

**SECOND:** Christine Erb

**VOTE:** Unanimously Approved 4-0

➤ **EMS COORDINATOR'S REPORT**

We are now covering the motorcycle races in Pilot Rock. The reserve EMT interviewed yesterday and accepted to be a Reserve. Jennifer Davison resigned this last week by email. November 2-3<sup>rd</sup> there is a conference in Seattle that Michael Kobasa will be attending; based on how to deal with stress in the workplace.

➤ **BUSINESS FROM THE BOARD**

No business from the Board.

➤ **ADJOURNMENT**

The meeting was adjourned at 7:35 p.m.



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The next meeting will be November 16, 2023, at 6:30 p.m. at the Fire Station in Weston.

*J. Wernlund*  
PRESIDENT

Nov 16, 2023  
DATE

*Candace J. Turk*  
BOARD SECRETARY

Nov. 16, 2023  
DATE