



East Umatilla County Ambulance Area Health District  
**Medic 400**

431 E. Main Street / PO Box 640  
Athena, OR 97813



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**Meeting Minutes**  
**February 16<sup>th</sup>, 2023, Board Meeting**

**Call to Order:** 6:29pm by Chrys Wernlund

**Roll Call:** Chrys Wernlund (CW), Chris Williams (CW - late), Carol Kirk (CK), Christine Erb (CE), Kim Herron (KH)

**Guests:** Chief Dave Baty, Rachelle Lasater, Juan Avila, Michael Kobasa, Greg Phillips, Terry Case, Jason Hall, Andrew Fournell, JoAnn McKern, Matt Hoehna, Sheri Allen

**Approve Agenda:** Motion to approve the agenda made by C. Kirk, C. Erb seconded the motion. All voted in favor (CW, KH, CK, CE), none opposed (0) (Chris Williams arrived shortly after the agenda was approved).

**Public Comment:** None

**Approve Minutes from January 19<sup>th</sup>, 2023, meeting:** C. Williams moved to approve the board meeting minutes from the January 19<sup>th</sup>, 2023, board meeting. K. Herron and C. Erb seconded the motion simultaneously. All voted in favor (CW, CW, KH, CK, CE), none opposed (0).

**Accept Treasurer Report for January 2023 and approve paying January bills:** All board members were emailed the financial documents for the month, prior to the meeting, for their review. All board members present at this meeting have reviewed the financials and C. Kirk (treasurer) has reviewed the profit and loss statements for January and has signed off on them.

K. Herron moved to accept the treasurer report for January, and to pay the monthly bills for January, C. Erb seconded the motion. All voted in favor (CW, CW, KH, CK, CE), none opposed (0).

## **Old Business:**

**Accounting Software:** Discussion surrounding the benefits of staying with QuickBooks ensued. The board asked Sheri Allen to look in to the pros and cons of using QuickBooks Online (cloud-based) by next meeting and advised that software costing \$48k is out of the boundaries of the budget. If online works, that is what they will go with.

**Vehicle Surplus (Update):** The Tahoe has 12 days left in auction. Decals have been removed from Medic 63 and it will be parked in Helix, outside the station, for sale. Juan will make sure the vehicles are well advertised on the District's social media pages (through Suzie Reitz) and by other means.

**Tree Removal:** Chris Williams advised that he spoke with Michelle and Brian at the City of Athena. The City will remove the tree but requires that the ambulance district pay for the repair of the sidewalk in front of the building.

**Ambulance Buildings Walk-Through (Safety):** Discussion surrounding safety hazards and OSHA standards ensued on the following: Fixing basement stairs, obtaining bids for removing the 2nd exterior door to the apartment that is not used and framing up the wall, trip hazards and clutter (resolved), fire escape plans need to be drawn, placing a keypad on the door leading in to the office, keeping the cage door between the front offices and back offices locked, and smoke detectors needed in basement (this list is not all inclusive). Chrys Wernlund requested Michael Kobasa and Jason Hall provide the board with dollar amounts on how much "Scanners, laptop, and tone out station" would be.

**Grant Requests (Progress):** Juan Avila advised that the AFG grant has been submitted for Zoll Monitors, VHF radios, and monies to further certify two EMTs to Paramedic level. He also turned in a grant for obtaining doses of Naloxone to hand out to the public as needed and sharps containers. There are disposal costs associated with this as the recipients, once they fill the containers, are required to bring them back to the station for disposal. This grant can also cover supplies such as gloves and other PPE for overdose situations.

**Plan of Action:** Rachelle advised this has been emailed this morning. It was later discovered that the wrong document was emailed, and the Plan of Action is now awaiting signatures from authorized signers and will be emailed ASAP.

**UTV Medic Skid Unit Purchase:** Juan Avila advised we are in “Phase 3” of the UTV project. AWERE grant has been submitted to cover half. There are long lead times for items needed due to supply chain issues. The skid needs to be approved but so far everything that has been purchased has been at no cost to the district. C. Williams moved to fund half of the cost of the UTV Skid project up to \$16,400.00. C. Erb seconded the motion. All voted in favor (CW, CW, KH, CE, CK), none opposed (0).

**New Business:**

Total Medical Calls for Service in January: 33 (YTD [end of month]: 33)  
No missed calls.

**Review of IGA:** Both boards are holding a special meeting on Tuesday, February 21st, 2023 at 431 E. Main Street, Athena (Ambulance station) to discuss the IGA.

**Upcoming Budget Process:** Chief Baty advised that he will postpone discussing the upcoming budget process until next month’s board meeting so more information can be obtained at the meeting on the 21st.

**Possible Vehicle Replacement:** There are options to replace the Tahoe. The medic district owns only the two ambulances (aside from the Tahoe) and those two ambulances will be switched out (to be the primary response vehicle) every 5000 miles. The goal will be to start replacing vehicles at about 150k miles for gasoline engines and 200k miles for diesel engines. The board requested that Michael Kobasa begin looking into vehicles to replace the Tahoe and let them know if he finds something worthwhile. C. Erb recommended this topic be tabled so the board may discuss it more. C. Williams requested they speak with Michael and Andy and find out what the district needs as far as serviceability and budget and make a recommendation. The question was raised regarding which district owns the Explorer as both district’s paid for it. It was stated that EUFR owns the Explorer.

**EMS Coordinators' Report:** Most of what was in the report was discussed above. A job announcement for Reserve EMT and above was posted and two EMT-Bs have been interviewed. Michael Kobasa advised they are not ready to post the FTE Paramedic/Ambulance-Based Clinician position. C. Williams stated he thought we already have that position posted and Michael advised it will be posted next week.

**Fire Chief's Report:** This was emailed out ahead of the meeting. (Copies may be obtained by emailing your request to [firechief@eufr.org](mailto:firechief@eufr.org)) There were no questions.

**Business from the Board:** None

**Adjourn:** Chrys Wernlund adjourned the meeting at 7:35pm

**Special Joint Board Meeting (EUCAAHD & EUFR):** February 21st, 2023 @ 7pm 431 E. Main Street, Athena

**Next Regular Board Meeting:** March 16<sup>th</sup>, 2023 @ 6:30 pm @ 103 W. Main Street, Weston