



Conference Room

Southern Cascades Operations Base and Training Center

205 Ash Valley Road, Adin, CA 96006

**July 19, 2021 5:30 pm**

**Regular Board Meeting Minutes**

Call to Order by Vice Chairman Joiner at 5:30 p.m.

**Roll Call:** Present Director Fisher, Vice Chairman Joiner, Director Peterson

Absent: Chairman Davis, Director Endicott

Chairman Joiner led the Pledge of Allegiance

Presentation and awards of the Emergency Medical Technician Class of 2021

Three students completed the EMT Class and were presented award from Chairman Joiner and District Manager. Also Present was class teacher Zita Biele.

Christian Breakfield, Rachel Delgado, and Kaitlyn Levi were the students that completed the class. None of them have taken National Registry yet.

**Deletions/Additions and Approval of Agenda**

District Manager is tabling 6.1 Consider and Approval of District Organizational Chart for Fiscal Year 2021-2022 until next meeting.

Chairman Peterson moved and Chairman Fisher seconded to Approve deletions and additions to Agenda.

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Fisher, Joiner, Peterson

**ABSTAIN:** None

**ABSENT:** Davis, Endicott

**Public Comment:** None

### **Consent Agenda**

Chairman Peterson moved and Director Fisher seconded to Approve Minutes for the following Meeting:

Regular Meeting- June 21, 2021

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Fisher, Joiner, Peterson

**ABSTAIN:** None

**ABSENT:** Davis, Endicott

### **Consideration / Action**

Consider and Approval of District Organization Chart for Fiscal Year 2021-2021 was tabled to the next meeting by District Manager.

Director Fisher moved and Director Peterson seconded to declare equipment surplus and to give the District Administrator the Authority to negotiate buyback of equipment for Zoll E Series Monitor Defibrillator: Serial #AB07E004175

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Fisher, Joiner, Peterson

**ABSTAIN:** None

**ABSENT:** Davis, Endicott

## **Information / Discussion: None**

**CFO Report:** CFO was absent; Financials were presented via email to Board Members by CFO and if any questions they are to be directed to District Manager to relay to CFO. Board had no questions.

**Correspondence:** None

## **District Manager Report:**

Logistics Side:

- Rumor of Jim Carl coming to visit Adin site Thursday. He did not show.
- CFO has put together a report showing cost providing living space in two different ways:
  1. Calculating our actual cost of running this facility and dividing out the square feet that Air Methods is using. This figure came out to \$3200. Per month.
  2. Take current rental rates in our area and look at costs and divide by square feet. This figure came out to just under \$3000. Per month.District Manager is in the process of putting together a narrative to show what we are providing for Air Methods and Crew that are not written into the lease itself to send to Jim Carl with negotiating the lease.
- District Manager has signed to go ahead with upgrade to phone system. Cost will be \$316. Per month.
- District Manager has contacted an electrician to come and give us a bid on electrical work that needs completed in the Administration room. This was three weeks ago and he still has not shown up.

Helicopter Side:

- 32 Flights in June
- 16 Turned down as not available
- 2 days without a flight medic available
- District Manager talked to John Dunlap a retired engineer who is willing to take on the design of helipad

#### HTS Side:

- The utilization and gross billing report is almost complete. It is looking like we are at 60 percent utilization. District Manager states we need to be at about 85 percent utilization.
- Partnership trips are down; need to do more PR to get those trips back
- Still facing shortage of drivers wanting to work
- District Manager thinks MTM has put a cap on us due to not being able to take more trips
- Kelly is almost caught up on Partnership Aging and Billing

#### EMS Side:

- We are slowly getting EMT's
- Christian is signed up to take the National Registry
- We just received an application from an EMT in Chico
- We are interviewing a Medic from Mt. Shasta on 7/27/21
- The Big Valley Endowment Foundation has approved paying for the Cardiac Monitor and Evacuation Chair.
- Ambulance 0406 (Fire Vehicle)- Our goal is to have this ready to go by August 1, 2021. Ryan needs to retrofit gurney for it and it still needs to go to Redding for the badging. We are working on getting registered
- Megan is working on getting us registered into the National System when we are available

**Board Reports:** None

Chairman Davis arrives to meeting at 6:02



**Closed Session**

Per Government Code 54956.8, Conference with Real Property Negotiators to Establish Terms of Offer for Sublease of portions of the Property at 205 Ash Valley Road.

Board gave direction to staff.

Per Government Code 54957, Public Employee Performance Evaluation- District General Administrator.

Board gave direction to staff.

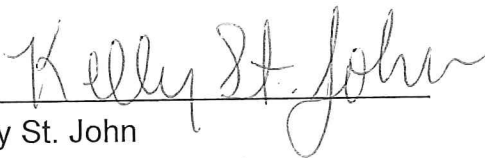
**Resume Open Session**

**Resume open session.**

**Board gave direction to staff.**

**Adjournment: Meeting was adjourned at 8:10 p.m.**

**ATTEST:**



Kelly St. John  
Administrative Assistant



Robert Fisher  
Board Secretary

10-5-21

Date

10-5-2021

Date