

**Jefferson Valley Rural Ambulance District  
Meeting Notice and Agenda  
September 21, 2020 6pm  
Pepper Tree, Whitehall**

**Meeting Minutes**

**APPROVED October 19, 2020**

1. Call to Order : Sue called the meeting to order at 6:03
  - Board members: Sue Pullman, Jenny Scott, Dana Brunet, Holly Harper, (absent) Rico Patacini
  - Guests: Denise Bausch & Terry Ross of PULSE, Vera Jensen, Liz Pullman
2. Public Comment on Non-Agenda Items (none)
3. Approval of Agenda (approved)
4. Approval of the previous minutes: Dana moved to approve, Sue approved, unanimous
5. Correspondence & Communication
  - Handed out and reviewed Liz's draft letter for The Ledger, we will put it back on the agenda for next month, possibly with letter #2 as well.
  - Phone calls with Helen Carey about Hwy 69 location for AED. Helen suggested her nephew, Mike Carey, who mans the Boulder Fire station just north of the district boundary.
  - There was an article about PULSE/JVEMSR/JVRAD in The Ledger regarding yard sale.
  - Conversations are ongoing with Summer at the Town of Whitehall regarding a possible purchase of Nomex extraction pants that are in storage.
    - Terry advised dealing directly with Mayor Mary. Holly will follow up.
  - Various emails with Bonnie Ramey:
    - website format is not relevant to the county
    - JVRAD minutes are available at the county website at the office of the Clerk & Recorder page, click on "search laserfiche here" [http://www.jeffersoncounty-mt.gov/clerk\\_recorder.html](http://www.jeffersoncounty-mt.gov/clerk_recorder.html)
    - JVRAD is able to create and sit on a capital account in case of emergency if desired; we should put it in the budget as such.
    - JVRAD can hold over as much money as we want to from one year to the next.
  - Leslie at Pintler will be emailed this evening that the new zones on the ambulance form will clearly indicate the residence of all patients in terms of in-district or out-of-district. (done 9/21 HH)
  - Janet, the person in charge of registering all AED's at the state, said that JVRAD does not need a presence in the registry because although we may purchase an AED or pay for an AED's supplies, the registry only records the entity that does the physical maintenance. That is PULSE for all stationary AED's in the ambulance district.
6. JVRAD website and email address, minutes on county website
  - [jeffersonvalleyrad@gmail.com](mailto:jeffersonvalleyrad@gmail.com) website has been corrected since the previous meeting.
  - Jvrاد.com is the website address.
  - Holly will upload historical docs this week (minutes, bylaws, etc.)
7. Inventory of JVRAD equipment—move to next meeting
8. Update on Ambulance Building:
  - John Janik made down payment, electricians and engineers, etc. Progress is being made.
  - PULSE has rented Whitehall Drug building for the office, training, meetings, etc.
    - Office is there now, next Monday first PULSE meeting, JVRAD is invited to have meetings there.
    - One-year contract

- No parking on gas station side!!
  - JVRAD will have to clarify and keep in mind its expected payment for rental of Janik's building in light of the rental of Mulligan's building by PULSE.
9. Highway 69 AED installation, AED list within district and town
    - a. Voted to purchase a new AED and to be put outside the Boulder River fire station. It should cost less than \$2000, with a good case.
    - b. Sue moved to set aside \$2000 to purchase an EAD to be located at the Boulder Fire Department, Dana seconded. Unanimous.**
    - c. List of stationary local AEDs:
      - i. Cardwell School (maintained by PULSE)
      - ii. Cardwell Store (maintained by PULSE)
      - iii. Tia Kober Gym at Whitehall Elementary (maintained by PULSE)
      - iv. Varsity Gym Foyer at Whitehall High School (maintained by PULSE)
      - v. Administrative Hallway outside Multi-Purpose Room in Whitehall High School (maintained by PULSE)
      - vi. Point of Rocks Road, Near Reinschmidt's house, maintained by local homeowners. Holly will verify details.
    - d. List of mobile AEDs:
      - i. John Janik (USFS Law Enforcement)
      - ii. Dave Oliverson (Jefferson County Sheriff)
      - iii. All Federal Law Enforcement personnel (FWP, etc.)
    - e. Denise mentioned that they are trying to get one in her areas of Madison County but close to Jefferson County.
    - f. Holly will include this list in the Ledger article that she writes.
  10. Update on PULSE meeting, presentation of spending breakdown by categories
    - a. Next PULSE meeting Sep 28<sup>th</sup> 6pm PULSE building (old Whitehall Drug)
  11. Presentation of PULSE categories and percentage of in-district and out-of-district calls over past 6 months
    - a. Spreadsheet below: Both the categories and the process of tallying in and out-of-district ambulance calls is currently being refined. The July-January expenses and calls will provide a much clearer picture.
    - b. Holly suggested paying two quarterly amounts of \$10,000 to PULSE based on these figures and the fact that the funds have not been flowing as freely as intended this past year.
    - c. Dana moved to pay PULSE \$10,000 on October first for quarterly expenses. Sue seconded. Unanimous.**
  12. Review of budget from County, draft spending timeline, no vote: move to next month
  13. Conversation around list of possible purchases, but no vote.
    - a. Dana asked that PULSE discuss, adjust, and prioritize this list at their next meeting
    - b. Denise & Terry said it is on the PULSE meeting agenda.
    - c. Holly clarified that items purchased by JVRAD belong to JVRAD for PULSE and JVEMSR to use.
    - d. Discussion of items and clarification of details:
      - AMKUS Extraction Combtool from Big Sky Fire \$10,544
        - 17% calls are motor vehicles

- Battery operated tools work more consistently than gas operated
  - It would be good to have such a tool, but maybe not right now
  - We have a bid for this model
  - Side by side UTV (PULSE has \$1490 in ATV fund) \$10,000
    - Currently using personal equipment
    - This would really help with off-road access
  - 4 Batteries for the LUCAS chest compression machine (\$700 ea) \$2800
    - Maybe should be a standing item on JVRAD battery every four years?
  - Bottom halves of Nomex extraction outfits from the town (10 @ \$50) \$500
    - Might need new ones instead of purchasing from the Town
  - 60 volt DeWalt battery two-pack \$250
    - Was this for the AMKUS or something else?
  - Auto-loader for ambulance loading ???
14. Set next JVRAD meeting: October 19<sup>th</sup> at PULSE Training Facility, 203 West Legion (former Whitehall Drug). 6pm.
15. Adjourn at 7:15

Spreadsheet: next page

JVEMSR Expenses January-June 2020			
Category	amount	JVRAD %	
Minor vehicle expenses (small par	48.97	y	48.97
Fuel for Ambulances	3,821.37	y	3,821.37
Insurance	6,281.00	y	6,281.00
Office Supplies	231.05	y	231.05
Professional Fees (Accountant)	1,675.00	y	1,675.00
Registration Fees (JeffCo Treasurer	430.42	y	430.42
Utilities & Rent	3,171.06	y	3,171.06
Vehicle Repairs (ambulance)	5,027.18	y	5,027.18
Advertising and Promotion	150.00		
Business License and Permits	60.00		
Computer and Internet	1,109.99		
Dues and Subscriptions	0.00		
Fee for Service Income	9,993.67		60% of unbillable charges
Form 941	2,108.57		12382.2
Meals and Entertainment	75.00		
Medical Supplies	11,964.54		Oct payment half \$6,191.12
Medications	591.89		Jan payment half \$6,191.12
Payroll	25,712.38		
State WTH	641.00		
Training Class	120.00		
Unemployment Insurance	247.68		
Work Comp Ins.	1,524.39		
	74,985.16		20,637.08

Both the categories and number of calls are low.

Jan-June 2020

**Jefferson Valley Rural Ambulance District  
(Tentative) Meeting Notice and Agenda,  
October 19, 2020 6pm**

**PULSE Training Facility 203 West Legion, Whitehall (previously Whitehall Drug)**

1. Call to Order
2. Public Comment on Non-Agenda Items
3. Approval of Agenda
4. Approval of the previous minutes
5. Election of Officers
6. Correspondence & Communication
  - Liz's article
  - Ledger article re: AED locations, website release
  - Town's extraction pants
  - other
7. Inventory of JVRAD equipment
8. Highway 69 AED purchase and installation update
9. Buildings: Estimated timeline and shift in payments (John Janik, Mulligan building, house)

10. Discussion on paying specific expenses versus or in addition to quarterly payments
11. Review of budget from County, draft spending timeline
  - JVRAD expense sheet and projected income for next year
  - Begin creation of calendar of expenses (standing items, quarterly payments, capital account) so we know how much we will be spending
12. Prioritized list of items presented by PULSE (vote to approve purchases)
13. Set next meeting date
14. Adjourn