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## RECORD OF PROCEEDINGS

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Minutes of the Regular Meeting  
October 15, 2020

The Regular Meeting of the Eagle County Health Service District occurred on October 15, 2020 at 8:00 a.m.; at 1055 Edwards Village Blvd., Edwards, Eagle County, Colorado, in accordance with the applicable statutes of the State of Colorado.

**The following Directors were present and acting:**

**Attendance:**

Jeff Babb  
Mark Bergman  
Dan Smith  
Dr. John Woodland  
Janet Bartnik

**Also in attendance:**

ECHSD Staff:  
Jim Bradford, CEO/COO  
Amy Gnojek, CEO/CFO  
Will Dunn, Senior Manager of Clinical Services  
Scott Lindquist, IT Manager  
Jennifer Cooley Follett, Administrative Assistant

Kate Byers-Contractor, Interim HR

**Attending remotely:**

ECHSD Staff:  
Kevin Creek, Community Paramedic Supervisor  
Katie Coakley, Communications Coordinator/PIO  
Graham Kane, Education Specialist  
Steve Vardaman, Operations Manager  
Kim Nelson, Operations Specialist  
David Miller, Community Paramedic  
Chris Marsh, Vehicle Maintenance Coordinator  
Ryan Bush, Paramedic

Chris Montera-Contractor, Transition Phase

Public:  
None

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### Eagle County Health Service District Regular Meeting Minutes October 15, 2020

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#### **Call to Order**

The Regular Meeting of the Board of Directors of Eagle County Health Service District was called to order by Director Babb on October 15, 2020 at 08:04 a.m. noting a quorum was present.

#### **Consent Agenda**

Motion made by Mr. Bergman to approve the consent agenda as presented. Second by Ms. Bartnik. Motion passed unanimously.

RESOLVED to approve the September 17, 2020 Board Meeting Minutes and September monthly expenditures as presented.

#### **OLD BUSINESS:**

#### **COVID Update:**

COVID positive cases are increasing in the county, with an average of 8-10 positives/day. To date there have been 10 COVID related deaths in Eagle County. Most concerning to Public Health is that 60% of the cases are from unknown exposures. In addition, many COVID positive people are not cooperating with quarantining and not divulging with whom or where they have been recently, which makes it harder to monitor and trace. There have also been several workplace, school, and child care center outbreaks. The best course of action is to continue to follow the 5 commitments of containment until we get a vaccine.

#### **Transition update:**

Ms. Gnojek and Mr. Bradford feel like the execution of the transition plan is moving along. The District is continuing the hiring process for the various positions. There are some solid candidates for the Office Coordinator and the Human Resource (HR) Manager positions. Mr. Vardaman was promoted to Operations Manager. Mr. Bradford and Ms. Gnojek have been meeting with Director Babb on a bi-weekly basis to discuss strategy and tasks. Also, they have been trying to communicate as much as possible and the staff seems to be more comfortable with the transition plan. They are working on making the weekly Leadership Meetings more open and transparent. They have also been meeting with Mr. Montera on a regular basis concerning ET3, the Hawthorne foreclosure, and transition issues and questions. Mr. Montera thinks the transition plan is going well and that they are settling into their roles. One item they would like to focus on moving forward are the strategic pillars of the District and making sure they align with the budget goals.

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### NEW BUSINESS:

#### **Budget Draft Discussion:**

The District has a Program based budget. The draft is run with the assumption that billed services will be down about 20%. The Finance office will focus on collections and reducing write-offs. It is possible that there will be a reduction in grant revenues next year, but there may also be additional opportunities for funding due to COVID. The District will be looking for other revenue opportunities as long as they align with the goals. On the expenditures side the purse strings have been tightened. The rough draft of the budget does show a small net surplus for 2021. There will be no changes to benefits as was previously expected. The District will still be following the long-term strategy for capital expenditures. Most seminars are virtual due to COVID, so there is a reduction in professional development expenses due to lack of travel.

Total Net revenues are showing at \$12,886,000 down from just over \$14 million in 2020.

The District has a significant reserve balance which is unrestricted. The TABOR amendment requires 3% in an emergency reserve. Ms. Bartnik wondered if it might be beneficial to reassess and possibly increase that number to ensure financial security for the District into the future. The Board members will discuss this at the upcoming retreat.

Ms. Gnojek thinks this is a strong first draft. There were many small budget line item meetings with staff members which helped this draft come together. The final assessed valuation will come out in December, and if it changes from the initial assessment, it will affect the final budget numbers.

Moving forward, Ms. Gnojek will show program based breakdowns in the quarterly financials.

Mr. Bergman expressed concerns over keeping salaries and cost of living flat this year. If the numbers in 2021 look better than expected, the District may reassess and offer bonuses or a better than expected increase in 2022.

The November meeting will be the public meeting for the final budget review.

#### **ET3 Update:**

The final implementation plan is due on November 15, 2020. The staff involved with ET3 are taking a step back to analyze data. They will look at the calls over the last 12 months to see if this model is a sustainable endeavor for us. At this time only Medicaid and Medicare are on board as payors for this program. Although ET3 may be the right patient care model, it is uncertain if it is a worthwhile project for the District to undertake.

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At the State level there is movement towards getting EMS designated as an essential service.

Mr. Smith apprised the group of the first Veterans Affairs (VA) mobile medical unit visit. Mr. Smith and Mr. Vardaman will discuss accommodating the VA bus in the Edwards parking lot on their next visit.

**Board One-on-One's (Director Babb):**

Director Babb would like to set up some one-on-one meetings with the other Board members. Also, he would like to plan a Board Retreat in 2021 to discuss strategy for the organization.

**Wildland Deployments:**

The District is halfway through the second deployment to the Cameron Peak fire. A verbal request was made for an additional week after the current deployment ends. After that, the District plans on ending Wildland deployments for this year. The startup costs incurred have been covered by the income earned to date. Mr. Smith would be happy to bring the canteen.

The federal government pays for personnel that are deployed including overtime and backfill shift coverage, a 38% overhead, plus reimbursement for equipment and the ambulance deployed. By the end of the fire season the District will be reimbursed for approximately \$115,000, approximately 15% of that will go to the bottom line.

**Rotary Awards:**

The District nominated a few current and former staff members for rotary awards. Ms. Coakley assisted with that process. Kevin Creek and the Behavioral Health Navigators were awarded the Unit Citation Award for their work early on in the COVID pandemic. Mr. Brandes received the Lifetime Achievement Award. There will be a virtual award ceremony on November 1, 2020 and a small live ceremony is scheduled on Thursday, November 26, 2020.

**UPDATES:**

**Executive Report –**

Ms. Gnojek wanted to mention Ms. Coakley's Communication Strategy Plan. She would like staff to work on similar plans for the Finance, Information Technology and Human Resource departments.

**Financial Report –**Ms. Gnojek did not have anything else to report beyond her budget draft presentation.

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### **Operations Report-**

Mr. Vardaman is our new Operations Manager. He is working on replacing himself as a supervisor. Applications for that position are due this Friday. It is open to all staff members. If necessary, he will also work on filling a part-time supervisor position. Academy for the new hires is next Monday and Tuesday. The District hired three seasonal swing employees plus one part-time EMT. They will work 5pm to 7 am 3 days a week. The District continues to have a flexible staffing plan. The reserve crew from this Spring can be quickly spooled up if necessary.

**Outreach -** The Outreach report was presented at the Board Meeting for review.

**Clinical -** The Clinical report was included in the packet for review.

Mr. Dunn noted that ketamine has been undergoing unprecedented scrutiny in the news lately. Dr. Hearne must make a waiver request in order for the staff to continue to use it. The staff is required to do a lot of training on how and when to use it. It is the fastest and easiest way to calm a patient when they are extremely agitated and threatening to end their own or others' lives. The District has controls in place to make sure patients are getting the proper dosage. The few times it has been administered by a staff member, Mr. Dunn requests the police body cameras in order to review the usage.

**Communications-**The Communications report was included in the packet for review.

### **EXECUTIVE SESSION-**

The Board did not convene into Executive Session.

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**Adjournment –**

There being no further business to come before the Board, by motion duly made and seconded it was unanimously

RESOLVED to adjourn the Regular Meeting of October 15, 2020.

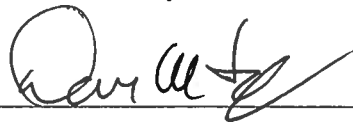
Respectfully submitted,

Secretary for the Meeting

Jennifer Cooley Follett


Approved: Board of Directors

  
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