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| **Meeting Title: ASA (Ambulance Service Area) Committee Meeting** **Date & Time: March 17th, 2023, 8:30-10:30am** **Location: Microsoft Teams** **Recorder: Sara Taylor Facilitator: Shawn Baird**  |
| **Appointed:** [x] Kyle Amsberry [x] Shawn Baird [x] Sherry Bensema [x] Mark Bjorklund [ ] Brian Butler [x]  Frank Ehrmantraut [x]  Danny Freitag [x] Loren Hall [ ] Scott Heesacker [x] Stephanie McClung [x] Dan Mullen [x] Rebecca Shivers **Attendees:** [ ]  Mike Berger [ ] Matt Black [ ] Caroline Castillo [x] Mike Corless [ ] Jordan Donat [ ] Darrin George [x] Katrina Griffith [ ] Kevin Hendricks [ ] Kyle McMann [x] Matt Neuvenheim [ ] Kathleen Silva [ ] Jim Triewiler [ ]  Robert Dalke [x]  Alisa Zastoupil [x]  Steve Vets  |
| **Time** | **Agenda Item (Who) Information/Discussion** | **Notes** |
| 8:30am | Welcome and Approve Previous Minutes | Stephanie made a motion to approve the minutes. Sherry seconded the motion. Minutes approved. |
| 8:35am-8:45am | ASA Plan Approval: Plan approval update and effective date for response map changes **-Katrina** | Katrina and Matt would like to create a desk manual for the mechanics of plan updates, ordinances, approval, etc... New plan effective date: June 8th, 2023. Click link below for location of the plan on our website:[https://www.co.marion.or.us/HLT/BoardsCoalitionsCommittees/Pages/ASA.aspx](https://www.co.marion.or.us/HLT/AdministrativeServices/Pages/ASA.aspx)  |
| 8:45am-8:55am | ASA Committee Bylaws Update: Discuss additional changes after meeting with legal. Administrative policies and procedures for county advisory boards **-Matt** | A few main things to address:1. ASA appointment process modified to align with other County administrative policies and utilize a more public recruitment.

[Administrative Policies & Procedures (marion.or.us)](https://www.co.marion.or.us/BOC/Pages/policies.aspx) 1. Mandatory orientation and training specifically to the ASA Committee upon joining.
2. Appointment notifications and resignation process to include ASA administrator.
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| 8:55am-9:10am  | Discussion of procedure and timeline for vacant vice-chair appointment. | Designate an annual meeting to re-elect officers. Voting to elect/re-elect chair and elect vice chair on April 14th. This makes sense moving forward to annually elect and re-elect every April. Add to bylaws. Nominations for Vice-chair: 1. Sherry Bensema: Dan Mullen made a motion to nominate. Mark Bjorklund made a second. None apposed. Motion approved to nominate Sherry Bensema for Vice-chair.

Nominations for Chair: 1. Shawn Baird: Dan Mullen made a motion to nominate. Sherry Bensema made a second. None apposed. Motion approved to nominate Shawn Baird for Chair.

Motion to close nominations moved by Dan Mullen, seconded by Kyle Amsberry. Further nominations can be sent electronically and taken as floor nominations during the April 14th meeting.  |
| 9:10am-9:20am | Status of other ASA related work: Information management system. Franchise agreement status/timeline. HCC grant application. -**Katrina & Matt** | Franchise agreement and timelineWe will share the contract template; however, we’re not going to be voting on a franchise agreement. We will accept feedback and questions for the Board to consider. You could potentially be negotiating a contract that you would potentially benefit from financially. Trying to reduce that conflict of interest.We will release the contract template no later than June after the Board sees it at a public meeting (add to June meeting agenda).We’ve been looking into a Qualtrics type platform for a custom-built data system. It has one of the best security systems, it’s cost friendly, and limits the amount of amount of administrative burden on agencies.HCC Grant Application was sent out by Matt. Closes March 31st. If anyone is applying, please reach out for a letter of support. In the past, ASA would apply together and then allocate the funds out to all service areas.  |
| 9:20am-9:30am | Roundtable Discussion | Shawn: The EMT student cohort should be coming to a close. Katrina will get an update from Marin. Would he like to attend the next meeting?Kyle is wondering about suspending the degree requirement for paramedics. Shawn stated there is a hearing on the 20th next week.Mark Bjorklund is retired and will be slowly transitioning out. Mike Berger will be taking his place. Thank you, Mark, for all of your work! |
| 9:30am |  | Motion to adjourn at 9:30 |
| **Action Item** | **Responsible Party** | **Completion Target Date** |
| -Complete Minutes. -Change start time to 9:00 ongoing. -Change meetings to 2nd Friday. | Sara Taylor | Within five business days of meeting |
| -Bring final copy of Bylaws back for a voted motion to approve-Invite Marin to the next ASA meeting? | Katrina | Next meeting |

**Next Meeting:** Friday, April 14th, 2023, 9:00am-10:30am (In person or virtual),

Location: Marion County Health & Human Services, 3180 Center St. NE, 1st Floor, Silver Falls Conference Room