

**Minutes**  
**North Gilliam County Health District**  
**BOARD OF DIRECTORS**  
**April 16, 2024**  
**7:00pm**  
**Arlington City Hall**  
**500 West First Street**  
**Arlington, Oregon**

**Call to Order** – Ron Cecil, Chair @7pm

Board Members Present: Todd Terp, Grant Wilkins, April Aamodt, Ron Cecil

Board Member not present: Kolton Boethin

District Employees Present: Carrie Schadewitz, David Anderson, Stacey Reding, Laurel Williams, Christine Kieweg.

Guests Present: Pat and Leah Shannon.

**Consent Agenda**

**Minutes-** Grant made motion to approve February minutes as corrected and the March 19 minutes as presented with corrections. Todd seconded, All in favor, Aye – Ron Cecil, Todd Terp, Grant Wilkins, and April Aamodt. Opposed-None. **Motion Passed.**

**Financial Report-** Ron made motion to approve, April Seconded, All in favor, Aye – Ron Cecil, Todd Terp, Grant Wilkins, and April Aamodt. Opposed-None. **Motion Passed.**

**Public Comment**

The NGCHD board members will hear public comments on listed and or unlisted agenda items. Public comment is limited to (5) minutes per guest.

**Public Comment- None.**

**Department Reports**

**Clinic Report:** Attached to Minutes

**Carrie-** I would like to remind all of you to be cognizant of being involved in serial meetings. A serial meeting is where one board member has a conversation with another via face to face, email or over the phone and then one of those board members involved in the conversation contacts another board member and discusses the same information. 1. This is a quorum. 2. If a decision is made this must be a public meeting and by not doing that it demonstrates not being transparent. As a public entity we are obligated to handle district business in a public meeting that has been posted appropriately. This is an unacceptable practice and I encourage each of you to be careful not to put yourself or the district in violation of the Open Public Meetings Act.

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**Medic Report:**

David- is making Laurel Williams the new operations assistant for the ambulance hall.

The number of calls are down this month with 7 calls and 2 transports.

David and Kathy provided mutual aid for Condon while Condon was covering for Fossil.

David states that there is a 2014 diesel being sold in the region for \$70-85,000, which includes the power load.

April -asked if there is a guarantee for the power load that transfers when it sells. David said, it doesn't. There are winter tires that will also be sold with it.

David- is working on a mutual aid agreement with Boardman and is awaiting a call back. Also needing agreements from Sherman and Morrow counties.

**Old Business**

- Policy & Procedures Changes/ Discussion

**Todd-** wanted to clarify that vacation over the allotted time, employees would have 6 months from their anniversary dates to use old, accrued vacation time and what isn't used would go away at the end of the 6-month period. April will call and talk to Andrew to make sure he has gone over the policy handbook and make sure everything is put together before the next meeting. Ron would like him to attend the next meeting, if possible, in person/via zoom.

**April-** wants to make clear that it is 6 months to use the vacation time, and this does not include sick time. Ron and Todd agreed.

**Ron-** would like to add from the Employee Handbook on page 5, under the New Hire Employment requirements to include: **biomed background check, physical, drug and alcohol screening.** Ron, Todd, April, and Grant agree that this would be a Zero Tolerance policy for regarding new hires.

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- **Budget Committee Update**

Todd -would like to thank everyone that is working on it. It is going better than anticipated.  
David -would like to make sure we are being transparent and following local budget laws.

- **Vehicle Decal Update**

David-Samples that came from truck were wrong color, chip taken from truck and sent back in.  
Once this is matched it will be sent out.

- **Legal Representation update**

April is going to call and get some answers and ask that he be present for the next meeting.

**New Business**

- a. **High School Scholarship**

David- We have one grant for \$3,000.00 to mirror last years. Graduation is June 8<sup>th</sup> and would need applications before the next meeting. Callie Troutman has shown interest in this grant.

- b. **Gilliam County Grant for Ambulance**

David- is talking with Liz about grants for a capital investment grant, which have rolling application dates. This would be a 25/75 match. The county would give \$64,000 and we would need \$192,000 for a total of \$256,000.

April- noted that there is \$148,000 allotted for the ambulance in this coming year's budget, that they are currently working on.

David- will get this application put together.

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**Adjournment @ 8:14 pm on 5/21/24, Todd Motioned and seconded by Grant. Meeting Adjourned.**

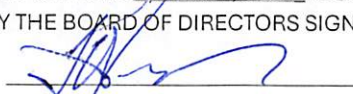
Executive session may be called as needed in accordance with ORS.192.660 (i)  
Agenda subject to change without prior notification.

**Next Regular Meeting Tuesday, May 21, 2024**

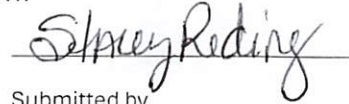
THESE MINUTES ARE APPROVED AS THE OFFICIAL April 16th, 2024 REGULAR MEETING MINUTES OF THE NORTH GILLIAM COUNTY HEALTH DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:



NGCHD Board Member



NGCHD Board Member



Submitted by