

BOARD OF DIRECTORS

Klickitat County Emergency Medical Services District No. 1

October 27, 2022 – 3:00 p.m.

REGULAR MEETING MINUTES

A regular meeting of the Klickitat County Emergency Medical Services District No. 1 (KCEMSD1) Board of Directors was held on Friday, October 27, 2022, at 3:00 pm via virtual attendance on the Zoom Meeting app. Tony Gilmer was the presiding officer. A quorum was present including, Director Leslie Hiebert and Director Heiko Stopsack. Directors Chuck Virts and JJ McCray were absent. All Directors noted they were able to hear and be heard over Zoom conferencing.

Also present: William Harryman, EMS Chief, Erika Cooper, Finance Administrator. Karen Williams, Mark Bryan, and Suzie Gilmer, EMS Services. Chief Bill Hunsaker, KCIFA and EMS Ex-Officio. Jeff King, Klickitat County Director of Emergency Management and EMS Ex-Officio was absent. Garrett Gfeller, Manager of Dingus, Zarecore & Associates.

CALL TO ORDER

Director Gilmer called the meeting to order at 3:09 pm.

APPROVAL OF AGENDA & CONFLICT OF INTEREST DISCLOSURE

Director Stopsack made a motion to approve the agenda as written. The motion was seconded by Director McCray. The motion carried unanimously.

Director Gilmer continued by requesting disclosure from the Directors of any conflict of interest with items on the agenda. All Directors present noted that they had no conflict of interest.

BUSINESS FROM AUDIENCE

None noted.

CORRESPONDENCE

Letter received from Skyline and KVH Board of Directors regarding fourth car.

CONSENT AGENDA ITEMS

Director Stopsack moved to approve the Regular Meeting Minutes from September 29, 2022, Also, to approve; September Accounts Payable in the amount of \$159,727.77, Electronic Transfers in the amount of \$112,357.23, Bad Debt in the amount of \$-16,108.39, and Charity Care in the amount of \$1394.08. The motion was seconded by Director Hiebert. The motion carried unanimously.

ADMINISTRATIVE REPORTS

Financial Report

Erika reviewed the September financial report. The district received \$271k in revenue, \$950 from Life Flight and almost \$1400 in Charity Care. The supplies were over budget due to the purchase of radios. Insurance is over budget because the premium almost doubled. We received \$38 in timber tax. We are over budget on runs. We budgeted 1050 and are currently at 1111 runs. We have a year and a half cash on hand.

Chief of EMS Operations Report

Chief Report was provided. Chief Harryman said he and Erika attended Snure's annual seminar. He said with the executive order expiring, we now must have a physical location to hold the meetings. However, the directors can still Zoom into them. He said they will be working to increase technology so accomplish that goal. The vaccination mandate will also end. We are not subject to the hospital level rules but we are still required to wear masks in the ambulance, on scene and in the hospitals.

The transfer numbers are down. We only had eighteen last month.

Trygve will begin working regular shifts in November with Paul. New paramedic Thomas will begin orientation. He will be our first surplus medic.

Chief Harryman said he has a meeting with the County Commissioners next week to discuss the transportation issue of mental health patients.

We signed up for a chassis for the next year.

The LifePaks we've been waiting for all year finally arrived the other day.

Vehicle Report

The vehicle report was provided.

Data/Run Report

The run report was provided.

CONTINUING BUSINESS

- **KCIFA Report** – No meeting this month.
- **Union Local Report** – No update currently
- **Fourth Car** – No update currently
- **Strategic Planning** – No update currently
- **Newsletter** – No update currently

NEW BUSINESS

- **DZA Audit Presentation** – Garrett Gfeller shared his screen and reviewed the audit. He said the information disclosed within the financial statements was accurate and fairly stated. He said that is a good sign, as far as the information that you, as Board members are receiving and reviewing monthly. The audit that they performed was also in accordance with the Government accounting standards or GAAP. The numbers will show and reveal the district's operations year over year have grown not substantially but show a growth trend and pattern. The assets of the district, meaning the cash and cash equivalence has increased substantially for the district. This is based on the district's collections and the tax levy revenues that it brings in. It looks like the district has about 675 days cash on hand versus last year, about 459. That's an incredibly good metric. Most organizations we usually recommend 250, depending on the organization in its situation. He said anywhere from 90 to 180 is usually a good, recommended benchmark to shoot for. The district is well and above that, as a matter of fact, almost to the point of having over two years of cash on hand to meet your daily expenditures, that is a strong reserve in place. About the pension plan, these line items correspond to the LEOFF pension plan organized by the State of Washington. The district is required to record their portion of the asset of the benefit plan and the portion of the asset for the entire plan itself so there's a lot of calculations that we assist the district with in order to come up with and prepare these amounts. The deferred outflow for inflows of resources represents the other portion of the liabilities, and what the district would potentially owe back to the State for those pension plan requirements and obligations, but beyond that your statement in that position is very strong. There is nothing on here that as an auditor, I would really flag as an area of concern. I see an overall 8% increase year over year which indicates higher call volumes and potential higher rates generated. On the expense side, they have been maintained. There has been a little increase overall but year by year, they are very comparable. There wasn't a lot of change from this year's audit compared to last year. On patient revenue, there is an increase overall Medicaid which is probably the result of the Medicaid expansion. For the findings portion of our report, we did find a material weakness for accrued compensation and third-party adjustments. These items were corrected with auditor proposed adjustments. That was the only spot we had. It is considered an isolated problem. It's not something that we would find as a systemic problem to the organization. It's a couple of instances we just need to make sure we don't have them going forward and get the accounting right on the first pass. Working with Erika is always a treat, and she always does a very good job getting us the information, as timely as possible. We always appreciate the work that's done behind the scenes on the other end of the arrangement. So, thank you, Erika, for the work you did.

Director Hiebert said she wanted to express her appreciation for Erika. She said she knows it's a lot of work, and so she appreciates her working through it and getting it finalized.

- **Investment Amount** – The board would like to discuss investing \$100k this year. This item to be tabled until next meeting.
- **Raises-Chief Harryman/Erika Cooper** – Director Gilmer asked for comparables. Erika will try to look for comparables.
- **Reaffirm Chuck Virts board position** – Director Gilmer made a motion to reaffirm Director Chuck Virts position. Director Hiebert seconded the motion. The motion passed unanimously.

COMMITTEE REPORTS

Grant Committee (Gilmer)

No report.

Bond Committee (Gilmer)

No report.

Executive Session

The board went into Executive Session for 15 minutes (from 4:10-4:25 pm) to discuss raises for William Harryman and Erika Cooper.

Good of the Order

Director Gilmer proposed moving the meeting dates to the first Thursday of the month to allow management more time to get the paperwork on time.

Future Meeting Dates

The next regular meeting will be November 30, 2022, at 3:00 pm at White Salmon Fire Station at 119 NE Church Avenue in White Salmon, WA with Zoom option.

ADJOURNMENT

There being no further business to come before the Board of Directors, Director Stopsack moved that the meeting be adjourned at 4:35 pm. Director Hiebert seconded the motion. The motion carried unanimously.

Chair of the Board of Directors

Secretary of the Board of Directors