

BOARD OF DIRECTORS

Klickitat County Emergency Medical Services District No. 1

December 22, 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 Thursday, December 22, 2022, at 3:00 pm at the White Salmon Fire Station at 119 NE Church Ave in White Salmon, Washington with Zoom option. Director Charles Virts was the presiding officer. A quorum was present including Director Leslie Hiebert and Director JJ McCray. Director Heiko Stopsack was absent. Director Tony Gilmer joined the meeting at 3:25 pm. All Directors noted they were able to hear and be heard over Zoom conferencing.

Also present, Erika Cooper, Finance Administrator. Nate Herbeck, Acting Chief of EMS, Dave West and Suzie Gilmer, EMS Services. Chief Bill Hunsaker, KCIFA and EMS Ex-Officio. William Harryman, EMS Chief was absent.

CALL TO ORDER

Director Virts called the meeting to order at 3:10 pm.

APPROVAL OF AGENDA & CONFLICT OF INTEREST DISCLOSURE

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

Director Virts continued by requesting disclosure from the Directors of any conflict of interest with items on the agenda. No one expressed a conflict.

BUSINESS FROM AUDIENCE

None noted.

CORRESPONDENCE

Director Virts said he received an email from Director Stopsack the beginning of December. Director Virts wanted to apologize that the email didn't make it to the Ex-Officio members. In the letter, Director Stopsack states he wants to convene a meeting to discuss the conflicts he sees within the board itself. Director Stopsack provided Director Virts with possible dates. Everyone needs to look at their calendar and find a date that will work. Director Virts suggested an offsite meeting at a neutral location, not at a hospital. Suzie asked if it was going to be a public meeting with more than two board members. Director Virts said it could be. Suzie said it must be unless it's an executive session. Director Virts said an executive session would be the preferred method, however, he needed to get some legal guidance on that.

The district also received a communication from the International Association of Firefighters Local 5172. The union would like to see the position of the hospital representative removed as a voting member and instead place them into an advisory role. Director Hiebert said she didn't see the correspondence. Director Virts said it was included in the packet. The union would like to avoid any kind of conflict of interest that may arise. Director McCray said she saw it understood what the union was asking for. Director Virts made sure Director Hiebert was able to locate the letter.

CONSENT AGENDA ITEMS

Director Hiebert moved to approve the Regular Meeting Minutes from November 30, 2022. Also, to approve; November Accounts Payable in the amount of \$54,015.90 Electronic Transfers in the amount of \$118,294.71, Bad Debt in the amount of \$37,737, and Charity Care in the amount of \$1,838.43. The motion was seconded by Director McCray. The motion carried unanimously.

ADMINISTRATIVE REPORTS

Financial Report

Erika reviewed the November financials. She said we had a great month. We received \$348k in ambulance revenue, \$1500 in Life Flight income, \$42k in timber tax and \$1200 in excise tax income. Contractual allowances were \$212k, bad debt was \$37k and Charity Care was \$1800. Payroll taxes were below budget because several of the employees have already hit their L&I deductions for the year. Fuel was over \$1100. Repairs were over budget \$3600 for the ambulance that broke down in Portland. We have already hit our goal for billed runs for the year. We budgeted 117 monthly, last month we had 147 runs.

Chief of EMS Operations Report

Chief update: Nate said the Chief had his post op appointment and is on track. He will begin working from home on December 26th and then plans to be back in the office on January 2nd.

COVID: No update currently.

Scheduling software: The new software is fully implemented. It will be the only scheduling software we will use. It's a new software so we are working through the bugs with Image Trend. Nate said this was the first payroll Erika had used the software and she told him it made things much easier to balance payroll. Erika said she can run reports now and read notes on exactly what transpired on a particular day.

Staffing: Nate said not much has changed. We do have an extra medic on one of our shifts which has been helpful when needing to fill shifts when employees call in sick. That way we don't have to mandate people. We've received emails from two potential part time paramedics so if we could get them on board that would be a huge benefit.

Run Report: Nate said we are at 2470 total calls for the year, which is 30 calls short of last year. This is different from what Erika covered. These are all the calls including ones not billed. Nate said we are very close to breaking even with last year. He said the runs have been increasing 5%-10% every year.

Vehicles: The only thing that has been done is standard maintenance except for the ambulance that broke down in Portland.

Contracts: Nate said we currently have a contract with Life Flight which allows us to pick them up either at the hospital or airport and bring them to the hospital. We do not currently have a contract with Airlift Northwest which hinders what we can do as far as transport. We must bring the patient to them to get any billable charges out of it. Nate said he plans to bring it up with Chief Harryman when he returns.

Vehicle Report

The vehicle report was provided.

Data/Run Report

The run report was provided.

CONTINUING BUSINESS

- **KCIFA Report** – No update currently
- **Union Local Report** – Suzie said the employees are working on a cold weather clothing drive. It will extend into January.
- **Fourth Car** – Nate said with Chief Harryman being out they haven't had a chance to meet. Director Hiebert said she had the November transfer information so when Chief Harryman gets back in January they will plan to meet then.
- **Strategic Planning** – No update currently
- **Newsletter** – No update currently

NEW BUSINESS

- Response to both hospital boards (Fourth car letter received) – Director Virts said he composed a letter to the hospital boards and is ready to send it. Director Gilmer had asked him to add the verbiage that the district is now at full staff capacity after two years. Director Virts tried to add it but it made the document carryover two lines and he preferred to keep it clean. Director McCray said it was fine as it is. She said everyone knows we were

understaffed. Director Virts said we've been fully staffed a few times but it's always short lived. We'll get up to full staff then in a few months we'll lose a staff member so he thinks it's a moot point. Director Hiebert said she didn't think it matters either way. Director Virts asked for authorization to send the letter out, everyone agreed.

- DZA Engagement Letter – Erika said she needed approval for the financial audit engagement letter. None of the board members had any comments. Director Hiebert made a motion to approve the engagement letter. Director McCray seconded the motion. The motion passed unanimously.
- 2023 Meeting Dates, Resolution #2022-07 – Director Gilmer pointed out a typo. Erika will correct the typo. Director Virts asked for a motion to approve with the correction. Director Gilmer made a motion to approve the Resolution with corrections. Director McCray seconded the motion. The motion passed unanimously.
- Appointing 2023 Investment officers, Resolution #2022-08 – Director Gilmer wanted clarity on which accounts were affected. He said he was looking for a way of defining which funds would be invested, it appeared to be open ended to him. Director Hiebert said we have a warrant account and a deposit account which sweeps over to the warrant account that's set up with the county. Director Hiebert didn't think we needed to change anything. Director Virts said he wanted to ensure all members' concerns were heard and if everyone approved, he needed a motion. Director Gilmer made a motion to approve the resolution. Director McCray seconded the motion. The motion passed unanimously.
- Appointing 2023 Directors' positions, Resolution #2022-09 – Director Hiebert made a motion to approve the resolution. Director Gilmer seconded the motion. The motion passed unanimously.
- Appointing 2023 Payroll officers, Resolution #2022-10 - Director McCray made a motion to approve the resolution. Director Gilmer seconded the motion. The motion passed unanimously.
- Appointing 2023 Auditing officers, Resolution #2022-11– Director Gilmer made a motion to approve the resolution. Director McCray seconded the motion. The motion passed unanimously.
- Appointing 2023 Public Records officers, Resolution #2022-12– Director McCray made a motion to approve the resolution. Director Hiebert seconded the motion. The motion passed unanimously.

Director Virts thanked the group and said we are done with the yearend paperwork. He wanted to thank Erika for being on top of that, it was a lot of work. He said she created a pretty good tickler file and it seems to be working nicely.

COMMITTEE REPORTS

Grant Committee (Gilmer)

Director Gilmer said there hasn't been a change in that area. He said Erika forwarded an additional grant for review but he didn't think we qualified. However, he appreciated her keeping her eyes open.

Director Hiebert said in the finance meeting we talked about setting aside some funds each year for a building fund. The funds would be restricted to the building only but if we experienced an emergency those funds could be accessed by amending the resolution. She said with a significant level of days cash on hand it would be in the district's best interest to set the money aside so that money doesn't interfere with renewing our levy. Director Virts said it was a reasonable suggestion and said we could address it in the next meeting. Director Gilmer said there are several big-ticket items identified in the strategic plan. They just haven't been updated to the capital plan yet. Director Virts said we've already identified it in our minds we haven't done a good job painting a picture for the public. He said if we had that money earmarked for specific purposes, we could show the public what we're doing. Director McCray said it sounded like a great idea. We know that's where we want to go in the future.

Bond Committee (Gilmer)

No report.

Executive Session

None needed.

Good of the Order

Suzie wanted to thank Director McCray and Former Director Furlong for graciously taking care of the crews for Christmas dinner. They have already delivered the food because of the impending poor weather. Suzie wanted to say thanks on behalf of the crews that will be working on Christmas. Director McCray thanked Suzie. She said it was something she and Norma really enjoyed doing and she hoped the crew enjoys it.

Future Meeting Dates

The next regular meeting will be January 25, 2023, 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 Hiebert moved that the meeting be adjourned at 4:37 pm. Director McCray seconded the motion. The motion passed unanimously.

Chair of the Board of Directors

Secretary of the Board of Directors