

BOARD OF DIRECTORS

Klickitat County Emergency Medical Services District No. 1

January 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 Thursday, January 27, 2022, at 3:00 pm via virtual attendance on the Zoom Meeting app. Chuck Virts was the presiding officer. A quorum was present including Director Tony Gilmer, and Director Leslie Hiebert. Director JJ McCray and Director Heiko Stopsack 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; Suzanne Gilmer, and Nate Herbeck, EMS Services.

CALL TO ORDER

Director Virts called the meeting to order at 3:04 pm.

APPROVAL OF AGENDA & CONFLICT OF INTEREST DISCLOSURE

Director Gilmer made a motion to approve the agenda with changes to add Board of Director's positions under new business. 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. All Directors present noted that they had no conflict of interest.

BUSINESS FROM AUDIENCE

None noted.

CORRESPONDENCE

None noted.

CONSENT AGENDA ITEMS

Director Gilmer moved to approve the Regular Meeting Minutes from December 16, 2021, Special Meeting Minutes from December 30th, and Special Meeting Minutes from January 6th. Also, to approve; December Accounts Payable in the amount of \$47,833.98, Electronic Transfers in the amount of \$103,670.51, Bad Debt in the amount of \$-23,139.15, and Charity Care in the amount of \$0. The motion was seconded by Director Hiebert. The motion carried unanimously.

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ADMINISTRATIVE REPORTS

Financial Report

Erika reviewed the December 2021 year end financials. Erika shared her screen and reviewed the December year end financials. She stated we had \$290,618 in revenue and \$1816 in Life Flight transfers. She stated salaries were over budget \$10k which was expected due to the 12-hour stipends. Fuel was higher due to rising prices and increase in number of transports. We received \$4351 in timber/excise tax. We had 126 billed runs. We have 532 days cash on hand. Net revenue for the month was \$83,037 and for the year was \$998,038.

Chief of EMS Operations Report

COVID: Chief Harryman said they've had a huge increase in numbers and he's sure it's a combination of more people getting tested and this variant is more contagious. For schematic counting this month, he had an increase of 360 reported cases. To see that big of a jump in one month is quite a bit. Overall people's impression is that COVID is slowing but the numbers indicate that it's still being spread quickly at a community level. The cases that we're seeing in the field and transfers within the last couple days, we've received quite a few COVID transfers. He said he's not seeing anything, as far as changes and mandates or recommendations about what we're already doing. He said that doesn't mean that won't change but there's not a lot being put out right now from the governmental side and CDC, as far as what PIC plan to do about this sort of increase in COVID. He always has his ear to the ground, so we'll know what's coming up, so we can get ahead of it, and make sure that we have the recommended equipment.

CHIEF VEHICLE: The snow buried our surplus vehicle so that slowed it down. The chief did get the other vehicle out of the way, but the mechanic could not put a battery in the vehicle so we must wait for that person to come back to work and put a battery in it and then we'll take possession of it. As soon as Chief Harryman gets it, he's going to get it up to the shop and leave it up there so Brad can go through it and see if there's anything that needs to be done to it immediately to put it in service.

STAFFING: As far as staffing Chief Harryman said he is still working with the gentleman who has his Oregon certification and he's working through that process. The part time person that he had interviewed has already gone through her orientation shifts. She has worked a shift with another medic and everything that he's heard back from the crew is that she's a very good hire and she wants to work lots of hours. She's talking about cutting her full-time job down so that she can be available for more shifts with us, that's helpful until we get her hired full time which is the goal.

WEMSIS: We're still moving on with the WEMSIS and the server. It's working fine. We're tweaking it, working out any bugs and getting everybody familiar with it so they are comfortable using it every day.

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TRAINING: We've had our first case reviews for the year which Dr Smith requires everyone to attend once a year. The EMTs and paramedics can attend either in person or via zoom recording. Yesterday we had our in-house training on drug calculations and IV pumps, which was good. It was put on by Josh Weston, one of our own paramedics. It was available via zoom and was recorded so it can be reviewed later. For those who couldn't attend then, next month we're going to be having PALS Pediatric Advanced life support training.

Chief Harryman stated that he and Director Virts talked about training and it'll be a new topic that he'll discuss monthly. Director Virts said he'd like to point out that Chief Harryman and Erika both attended some training with the Fire Commissioner Association so everyone is involved in the loop not just the employees in the cars. Director Virts told Chief Harryman even though it's not required, he was thankful and appreciated him keeping up with his paramedic certification.

Vehicle Report

The vehicle report was provided.

Data/Run Report

The run report was provided. Chief Harryman said we did make over 2500 calls last year, 2501.

CONTINUING BUSINESS

- **KCIFA Report** – No update currently.
- **Union Local Report** – Nate said we do officially have the contracts signed by everyone. Chief Harryman and Nate both have their own copy. He said the staff really appreciates the Board's help on it. Nate said the board doesn't hear the feedback but he's heard it from a couple of people that they have noticed it on their paychecks and they appreciate it. They can see the whole process is finally paid off. Thank you for everything. Director Virts said thank you to Nate and said it's a two-way street.

NEW BUSINESS

- **Draft Claims for Damages Policy/ Board to appoint agent** – Chief Harryman said the policy outlines what someone should do if somebody shows up on our doorstep with a subpoena or summons. Chief Harryman said we'll need the resolution for the board to assign who will be the representative or agent. Director Virts said a better solution would be to put together a resolution and appoint a legal representative to accept any subpoenas or documents of that type and our legal representative is Bryan Snure. We had a resolution previously that was filed three years ago but it lists a previous employee so an updated version is needed.

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Director Virts said he has been reviewing resolutions of what we as an EMS district need to do. The first one he thinks should be done is the privacy records officer. For healthcare information we need a designated person who can provide those kinds of records in a proper legal format. His intent is to put together a draft resolution appointing Chief Harryman, as our HIPAA officer who will review those requests and provide information as necessary. In the past, we've appointed by motion and approval of the Board somebody to be an auditing officer for the district, and currently those people are Chief Harryman, Erika, Director Gilmer, and Director Hiebert. Director Virts would like to formalize that process and put together a resolution, so that we can clearly do it in a forthright manner. Similarly, there is a payroll officer somebody who's able to deal with payroll. He would put that in a resolution to get that done. Investment officers, we don't have many investments, but we do have a little bit of money in the county's investment fund, and we really need to have somebody who is responsible for it any investments that we make. Those would be again Erika, Chief Harryman, and a couple of directors. We are required to have someone designated for public records requests. We will need a resolution appointing Chief Harryman for that task.

Board of directors' officer positions would be the chairman and vice chairman of the board and that again should be by resolution. We need to put together a graph that covers that aspect of our operations so it will formalize stuff and get it to be a regular part of our operations, and so we can be a bit more businesslike.

- **Resolution Authorizing Participation in PERS, Resolution #2022-01** – This form is required by DRS to authorize Erika's enrollment in the PERS retirement system. The previous service goes back to September with option B selected. Director Hiebert motioned to approve the Resolution 2022-01, Director Gilmer seconded, the motion carried unanimously.
- **DZA Engagement Letter** – The audit went up \$1000. Director Hiebert made a motion to approve the DZA Engagement letter. Director Gilmer seconded the motion. The motion carried unanimously.
- **Strategic Planning** – Chief Harryman said he is just getting started with it and would like to get the board's feedback so he can prioritize what to do.
- **Board of Directors officers' positions** – Director Virts said there are two positions the Chair and Vice Chair. He said he was open to suggestions and asked if somebody wanted to take over as Chair. Director Hiebert said she was really happy with the leadership that Director Virts has provided and what Director Gilmer too. She said they both have provided excellent leadership. Director Virts asked Director Gilmer if he was interested in being Chair, he declined. Director Hiebert made a motion to make Director Virts Chair and Director Gilmer Vice Chair. Director Gilmer seconded the motion, the motion carried unanimously.

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COMMITTEE REPORTS

Grant Committee (Gilmer)

Director Gilmer said he was hoping to get the application completed. Chief Harryman and Erika are looking up an entire page of financial history for him.

Bond Committee (Gilmer)

None noted.

Good of the Order

None noted.

Executive Session

None noted.

Future Meeting Dates

The next regular meeting will be February 24, 2022, at 3:00 pm Via Zoom conference call.

ADJOURNMENT

There being no further business to come before the Board of Directors, Director Hiebert moved that the meeting be adjourned at 4:32 pm. Director Gilmer seconded the motion. The motion carried unanimously.

DocuSigned by:

Charles Virts

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Chair of the Board of Directors

DocuSigned by:

Heiko Stopsack

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Secretary of the Board of Directors