

## **BOARD OF DIRECTORS**

### **KLICKITAT COUNTY EMERGENCY MEDICAL SERVICES DISTRICT NO. 1**

March 25, 2021 – 3:00 p.m.

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## **REGULAR MEETING MINUTES**

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A regular meeting of the Klickitat County Emergency Medical Services District No. 1 (KCEMSD1) Board of Directors was held on Thursday, March 25, 2021 at 3:00 pm via virtual attendance on the Zoom Meeting app. Charles Virts was the presiding officer. A quorum was present including: Director Tony Gilmer, Director Norma Furlong, Director Leslie Hiebert and Director Stopsack. All Directors noted they were able to hear and be heard over Zoom conferencing.

Also, present: Chief William Harryman, Erika Cooper, KCEMSD Finance Administrator; Nate Herbeck and Suzanne Gilmer, KCEMSD.

### **CALL TO ORDER**

Director Virts called the meeting to order at 3:02 pm.

### **APPROVAL OF AGENDA & CONFLICT OF INTEREST DISCLOSURE**

Director Gilmer made a motion to approve the Agenda with the addition of the election of members. 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 February 25, 2021 for this month. Also, to approve; February Accounts Payable in the amount of \$101,712.65, Electronic Transfers in the amount of \$118,026.95 Bad Debt in the amount of \$<5,916.82> and Charity Care in the amount of \$0. The motion was seconded by Director Furlong. The motion carried unanimously.

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## **CONTINUING BUSINESS**

- **KCIFA Report** – KCIFA has not held a meeting since February 2020. Director Virts suggested revising Board’s bylaws to remove them since they have not attended a meeting in over a year. He suggested the possibility of removing Ex Officio members altogether since they have not attended either. Director Hiebert suggested sending correspondence stating we have missed their attendance in Board meetings and see what interaction comes from that.
- **Union Local Report** – Nate provided the Board with the Union’s letter of intent to negotiate. The Union would like to get the ball rolling now instead of waiting until Fall. Director Stopsack asked who was comparable to our union, Chief Harryman stated Skamania was.
- **Strategic Planning Update** – Chief Harryman is checking on vehicle pricing in case we must replace something in the future. In addition, he is looking for facility possibilities.
- **Extra Staffing Compensation** – Chief Harryman directed the employees to contact the scheduler to sign up for 12-hour shifts. He stated he changed the stipend from \$50 to \$75. Director Virts stated he would like to put the policy into place.
- **Policy/Form Review** – No update currently.

## **NEW BUSINESS**

- **Election of Members** – The members held an election of officers. Director Virts was elected Chair, Director Gilmer was elected Vice-Chair, Director Stopsack was elected Secretary. Director Stopsack made a motion to approve the election of members, Director Furlong seconded the motion, the motion carried unanimously.
- **HR Committee** – Director Virts stated that previously there was a HR Committee that consisted of him and Patty Elkins. Director Virts stated he is willing to stay on the committee but needs other volunteers. The HR Committee was responsible for all HR functions involving the Chief of EMS (i.e., hiring, discipline, evaluations). The committee would speak with attorneys when needed and then report back to the Board. Director Hiebert suggested getting feedback from Dr. Smith so the committee could have a comprehensive review of the EMS Chief. Director Hiebert volunteered to be on the committee. Director Hiebert stated the committee needs to be there to govern Chief Harryman’s position, but Will has the ultimate HR responsibility. Director Furlong stated it was a great idea and made a motion to approve the HR Committee. Director Gilmer stated it was exceptional and seconded the motion, the motion carried unanimously.

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- **Charity Care** – Chief Harryman stated Finance Committee had discuss Charity Care and would like to know if there was ever a board approved policy. Director Hiebert stated there was a policy from when KCEMS first began, and she will forward to Chief Harryman and Erika.
- **Open board position (Furlong)** – Director Virts stated he is going to contact JJ McCraw to see if she would be interested in taking Director Furlong’s position on the Board.

## **ADMINISTRATIVE REPORTS**

### **Chief of EMS Operations Report**

COVID-19 – Chief Harryman stated that 22% of Klickitat County has been vaccinated since last week. Currently there are 2 employees that have completed the course to administer the vaccine and several others are almost done. The program is slow. The employees must watch video, take a test, have test graded and then be evaluated. Chief Harryman stated there has only been one allergic reaction this month. Director Hiebert offered Penny’s assistance to get completed. Director Furlong asked if they are paid or volunteer, Chief Harryman stated the employees volunteer for the clinic.

New Ambulance Update – The decals will be ready to install next week. The power cot has been upgraded, narcotic box, IV pump pole, power source has been completed and it is almost ready for service.

Staffing – We are currently down 2 paramedics and have 2 potential openings. Chief Harryman stated we need to work on employee retention. AMR offers incentives and increased wages but even with that they are having difficulties filling vacancies. Two people are in orientation so we should be at full capacity in two months.

WEMIS Server – The server is now online but need better cooperation from dispatch.

### **Vehicle Report**

The vehicle report was provided.

### **Data/Run Report**

The data/run report was provided. Nate stated he added a yearly comparison to the monthly stats reports and said if there was anything else the Board would like added to let him know.

### **Financial Report**

Erika reviewed the February 2021 financials.

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**COMMITTEE REPORTS**

**Grant Committee (Gilmer)**

Nothing to report currently.

**Bond Committee (Gilmer)**

Nothing new currently.

**Good of the Order**

Director Virts stated he might not be in attendance since he will be out of town. Director Stopsack said he would like to spend time at the facilities so he can see how things operate. Chief Harryman offered to take Director Stopsack around to the stations on one of the Tuesdays.

**Executive Session**


None noted.

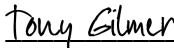
**Future Meeting Dates**

The next regular meeting will be April 22, 2021 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 4:26 pm. Director Stopsack seconded the motion. The motion carried unanimously.

DocuSigned by:  
  
77936AC08D38429  
Chair of the Board of Directors

DocuSigned by:  
  
37EAB08288F4D3  
Director of the Board of Directors