

## **BOARD OF DIRECTORS**

### **Klickitat County Emergency Medical Services District No. 1**

August 25, 2022 – 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, August 25, 2022, at 3:00 pm at the Goldendale Fire Station with Zoom option. Chuck Virts was the presiding officer. A quorum was present including Director Tony Gilmer, Director Leslie Hiebert and Director JJ McCray. Director Heiko Stopsack was absent.

Also present: William Harryman, Chief of EMS, Erika Cooper, Finance Administrator; Nate Herbeck, Trevor Keith, and Dave West, EMS Services. Jeff King, Klickitat County Director of Emergency Management and EMS Ex-Officio.

### **CALL TO ORDER**

Director Virts called the meeting to order at 3:01 pm.

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

Director Gilmer 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. Director Gilmer said he was married to Suzie. He said he does not have a supervisory capacity and has not negotiated or participated in the collective bargaining agreement. He said he has made a motion and seconded a motion but is abstaining from voting where personal gain is possibly involved.

### **BUSINESS FROM AUDIENCE**

None noted.

### **CORRESPONDENCE**

Erika presented an invoice from Enduris for \$78k for liability insurance. Director Hiebert made a motion to approve the invoice. Director McCray seconded the motion. The motion carried unanimously.

### **CONSENT AGENDA ITEMS**

Director Gilmer moved to approve the Regular Meeting Minutes from July 25, 2022, Also, to approve; July Accounts Payable in the amount of \$64,525.99, Electronic Transfers in the amount of \$132,748.37, Bad Debt in the amount of \$-25,565.05, 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 July financial report. She said the district was 8 runs away from the total budgeted amount for the year. The district's revenue last month was \$355k, which was \$63,000 over the budgeted amount. The only thing that stood out was the \$30k invoice from Systems Design that the board approved to pay last month.

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

On Call Program: Chief Harryman has eliminated the night on call shifts for now on so those funds can be used elsewhere.

Staffing: Chief Harryman said he hired a new paramedic, and he is going through orientation now. However, he will need some on the job training in Klickitat County because he is used to working in urban areas with much shorter call time.

Meetings: Chief Harryman met with Erin Wooley, Chief Nursing Officer for KVH. Starting next month, September 13, 2022, they will have their first meeting with representatives from both hospitals and the EMS district, to discuss ways to improve and refine the transfer process.

2023 Ambulance Purchase: Chief Harryman met with Braun NW and discussed the current configuration on our remounts and possible changes. Braun will have bid specs soon.

### **Vehicle Report**

The vehicle report was provided.

### **Data/Run Report**

The run report was provided. August to date (8/23/22) we've had 137 runs and 12 transfers.

## **CONTINUING BUSINESS**

- **KCIFA Report** – Director King said the last KCIFA meeting was in July. After COVID, they decided to meet every other month. The next meeting will be September 28<sup>th</sup>.
- **Union Local Report** – Nate wanted to bring it to the board's attention that many of the same employees are picking up the extra shifts which makes their workweeks 72 or 96 hours long. He said he knows we are working on the situation, but the employees are worried about burnout.

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## NEW BUSINESS

- **Scheduling Software** – Nate said we will be initiating the new scheduling software on September 1<sup>st</sup>. We will run both systems side by side until everyone is up to speed and we know the system is working correctly.
- **Strategic Planning** – Director Stopsack is out on a rescue mission and unable to give the report. Director Gilmer said that Director Stopsack did an excellent job taking the lead. He said the group met, refined the strategic planning document, and modified the top five items. Recruitment and retainment of staff, funding the ambulance station, establishing an assistant to the Chief position, and acquiring a district medical program director contract. Director Gilmer said they are looking for different perspectives so they will ask the union for their input. He said other things remain on the list, but he felt these could get accomplished in the coming year.

Director King said he had met with the County that morning about his budget. He said going to the County to ask for more funds was going to be a difficult task. He suggested looking for available grants for the EMS District. Director King said he'd be willing to facilitate the conversations specifically in the Goldendale area to help find a piece of property.

Director Hiebert said we'd have a better chance of receiving the grant funds if we were design ready. There was a discussion on hiring an architect.

- **Fourth Car** – Nate said they had their first meeting last night and the next one is scheduled for the 15<sup>th</sup>. They discussed what the process is now, the challenges they face and how we'd like to see it progress. When they meet again, they will discuss the ALS vs. BLS and contact the hospitals to get information on how many transfers were passed onto other agencies because we were off on other calls. Nate questioned how long the levy was. Director Hiebert said the original was six years, but she wasn't sure what the 2018 levy was. The County Treasurer told her that if you do a November election you cannot start collecting those funds until January of the next year. Nate said he would do some investigating and report back to the group. There was a suggestion to contact the Fire Commissioner Association and see if they'd be willing to advocate a potential levy increase for us.
- **Billing Policy/Charity Care expansion/Out of state Medicaid** – The billing policy was updated to include out of state Medicaid. All updates were highlighted in yellow for easy viewing. Most of the verbiage remained the same except for adding out of state Medicaid and stating that the policy included all patients that resided in the US. Director Gilmer made a motion to approve the updated Billing Policy. Director McCray seconded the motion. The motion carried unanimously.

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**COMMITTEE REPORTS**

**Grant Committee (Gilmer)**

No update currently.

**Bond Committee (Gilmer)**

No update currently.

**Good of the Order**

Director Virts said he sent out Chief Harryman’s evaluation form to all the directors, but he has not received any back. He’d like the directors to get the evaluations to him as soon as possible. He will compile them all into one document like he did last year. Director Virts would like to get them back before Chief Harryman’s anniversary date which is September 15<sup>th</sup>.

**Executive Session**

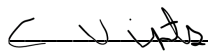
None noted.

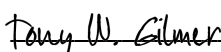
**Future Meeting Dates**

The next regular meeting will be October 3, 2022, at 3:00 pm at White Salmon Fire Station with Zoom option.

**ADJOURNMENT**

There being no further business to come before the Board of Directors, Director Gilmer moved that the meeting be adjourned at 4:28 pm. Director Hiebert seconded the motion. The motion carried unanimously.

DocuSigned by:  
  
A5A21B0C-5707-4621-82A4-1779E2B9212F  
Chair of the Board of Directors

DocuSigned by:  
  
E0D01B0C-5707-4621-82A4-1779E2B9212F  
Secretary of the Board of Directors  
Vice Chair for Secretary of the Board