

BOARD OF DIRECTORS

Klickitat County Emergency Medical Services District No. 1

September 23, 2021 – 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, September 23, 2021, at 3:00 pm via virtual attendance on the Zoom Meeting app. Chuck Virts was the presiding officer. A quorum was present including, Director JJ McCray, Director Heiko Stopsack, Director Tony Gilmer, and Director Leslie Hiebert. All Directors noted they were able to hear and be heard over Zoom conferencing.

Also present: William Harryman, EMS Chief; Erika Cooper, Finance Administrator; Chief Bill Hunsaker, KCIFA & EMS Ex-Officio, Nate Herbeck and Suzanne Gilmer, EMS Services.

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. The motion was seconded by Director Stopsack. 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

Director Virts presented the board with letters received from Paramedic Mark Albus regarding COVID vaccinations.

CONSENT AGENDA ITEMS

Director Gilmer moved to approve the Regular Meeting Minutes from August 26, 2021, and the Special Meeting Minutes from September 8, 2021, for this month. Also, to approve; August Accounts Payable in the amount of \$61,139.14, Electronic Transfers in the amount of \$99,277.91, Bad Debt in the amount of \$19,711.89, 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

Chief of EMS Operations Report

COVID: The District has eleven vaccinated employees and one employee that has asked for accommodation.

WEMSIS: We were finally able to move forward, had to wait for dispatch to update system. Hopefully by next meeting it will be up and going.

STAFFING: No one left this month. However, the person that was going to start backed out and paramedic that was lined up for part time did not work out. It caused overtime for existing employees but we are not paying benefits to other employees so it is saving money. We do not like being down two spots because it is stressful on staff. Chief Harryman's next goal is to recruit private service employees or people fresh out of school that might be interested in joining the District. He plans to make up a flyer and distribute it to the hospitals that we transfer to. Director Stopsack offered to distribute them in the Seattle area.

Vehicle Report

The vehicle report was provided. We are doing routine maintenance on the vehicles, there has not been any breakdowns or failures of any kind. Director Virts asked if we were setup for snow tires at the appropriate moment. Chief Harryman said we would be doing that within the next month and a half. Director Virts asked who performs the service for us, it was stated Goldendale Tire performs our tire maintenance.

Data/Run Report

The run report was provided. Chief Harryman had Nate create a report for the mutual aid response calls. It has almost doubled this year in some of the areas we respond to. Skamania is down, 2018 they had a bump but that was due to staffing. It is high in The Dalles but many of those calls get canceled on our way there. That is also true with Hood River. We have been to Hood River 31 times this year, 39 times to The Dalles and 3 times to Skamania County year to date. Director Virts asked if we have been to The Dalles that many times, how many times has The Dalles been here? Director Virts stated this has been an ongoing problem. Chief Harryman stated it has been a staffing issue for The Dalles. Director Virts wants to make sure we are not being taken advantage of. Chief Harryman stated they are coming to help us; he cannot recall any time that they have been called and said no. Director Stopsack asked if we were getting transports out of it. Chief Harryman stated we are getting toned but then we are canceled.

This month so far is on track with last month. We had 23 transfers last month and we have 23 so far this month. Hospitals are opening and we can do transfers.

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Director Gilmer asked about overtime costs. Chief Harryman stated we did pay overtime but it was only \$2500 over budget this month. Chief Harryman works when no one else will so it will take the pressure off the other employees. We have the money for stipend but we are accounting for that in the next budget. We need more per diem employees. It is hard to keep them when they are working another job full time out of the area. The part time people we have on board have not been very available. The ten or less than ten that we currently have are not meeting our current EMT needs. Director Gilmer asked about hiring temporary employees to fill need and if that would be an issue with the union or be contrary to our bylaws. Director Gilmer wants Chief Harryman to consider a contingency plan for temporary employees. Chief Harryman stated there is not anything against it. The question would be how long we would retain them under those conditions since those employees are paid higher than normal employees. Director Gilmer asked Chief Harryman to consider it as an option. Director Stopsack suggested bringing it up at the next union meeting and Director Virts agreed.

Financial Report

Erika reviewed the August 2021 financials. The district received \$1,210 in Life Flight transports this month and had \$96k net revenue over expense this month.

CONTINUING BUSINESS

- **KCIFA Report** – KCIFA met last night, they spoke about the vaccination issue. Chief Hunsaker is available to bring stuff to them. Director Gilmer questioned if KCIFA discussed the addressing issue at the meeting. Chief Hunsaker stated he would add it to next month's agenda.
- **Union Local Report** – Next meeting is October 1. Chief Harryman sent MOU from last special meeting to all employees so they have a chance to review. Nate has not received feedback from anyone yet. Vaccine exemptions are going straight to Will.
- **Strategic Planning Update** – No update currently.

NEW BUSINESS

- **12-hour stipend** – Chief Harryman stated we did not use it this month but we came close. He does not want to dismantle it but would be open to scaling it back to days only. He is afraid as soon as we do that, we will get more night calls. Director Virts stated if Chief Harryman wants to produce a contingency plan for the days only he is free to do so.

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- **Review employment contracts** – Director Virts is taking information from all directors to put into one document. Director Virts met with Erika about wage agreement, retirement contribution is most important. Director Virts stated she needs to have HR in job description and job title. That position has always had HR duties previously. Director Virts stated everything Erika does supports Chief Harryman. He stated she is eligible for a pay increase and COLA and her contract should state that. Director Virts stated employment agreement and job description need to be coordinated.

Chief Harryman wants the location language on his contract to be removed. He feels it is unnecessary, it is not an issue now but can cause potential conflict in the future with a new board member. Director Stopsack said he did not have a problem with it at all. Director Gilmer stated he appreciated Chief Harryman bringing that up and asked him for a suggestion of what it should say, then the directors will look at it. Chief Harryman stated even 30 minutes would be better than 20.

- **2022 Budget** – Chief Harryman stated we spent most of the Finance Committee going over the draft budget. Chief Harryman stated his first meeting with the District, they were still meeting in person. Kayla presented the budget spreadsheet and they went over it line by line to see if anything needed to be adjusted up or down. It looks like our regular board packets; Erika shared her screen so everyone could see. Chief Harryman stated he printed the entire thing out and it takes up his entire white board so he can see the fluctuations over the years. What the board is seeing now is a condensed version. Chief Harryman and Erika discussed setting up the dates like last years' dates but it would be up to the board when it happens. Chief Harryman and Erika are waiting to hear from the County for final numbers. Chief Harryman stated we increased fuel and purchased services. Erika stated she increased the COLA to 4% for worst case scenario, changed the holidays from 7 to 8 and the sick time from .04 to .08. Erika stated she will look for insurance quotes in the coming year since Enduris increased so much. Erika will email the spreadsheet out to everyone again for those who missed it.

Governor Inslee letter – We received a letter asking if we needed to send a letter to the Governor about EMS services. Director Virts did not think it was necessary. Director Stopsack asked if we were supposed to send a letter to the Klickitat County Commissioners. Director Virts stated that the Commissioners sent a letter to the Governor contesting the Governor's mandate on vaccinations. The Commissioners stated we handled everything fine out here. Skyline and KVH had vaccination capabilities by the end of 2020. Director Stopsack stated we do not need to write any letters. Director Hiebert said the Goldendale end of the county is different than the west side. She stated people have been showing up to meetings and demanding they do something. She cannot believe they wrote a letter. Skyline thinks they may lose a few employees but not a lot. Director Virts agrees that there are differing

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opinions at each end of the county. He wishes they would have asked us for input prior to writing their letter. Everyone agreed to let it lay.

- **MOU FD #10** – We tore the computers apart looking for it. Director Hiebert got a copy from Barbara and saved us. Director Virts asked Erika to make a clean copy without the blue in it which she did. Director Virts did not know what we needed to do with it. He asked Chief Harryman what it entailed. He stated we help them when we can, we only get called if the two providers they usually use are not available. Chief Harryman stated we need to restart the process and complete it this time. We will add it to the agenda next month. Chief Hunsaker asked how its mutual aid? Chief Harryman stated there is not any EMS in District 9. Chief Hunsaker stated it is not our problem it is theirs. Chief Hunsaker stated he has run into it before. The contract needs to be reviewed and completed. Chief Harryman will contact FD #10 about wording. FD #10 has a copy but its not signed. Previously they sent a signed copy but it was lost. We will revisit next meeting. Director Gilmer stated it doesn't change what we are doing. Chief Hunsaker stated it needs to be reviewed by legal because they are not doing any mutual aid for us. He feels that if the auditor comes across it, it could become an issue later down the line. Director Virts stated it was a Snure edited version but it would not hurt to revisit the document. Director Virts stated that Chief Harryman should bring it back to the next meeting.
- **Terms of office** – Director Virts stated there are two Director positions up for appointment at the end of the year (Director Gilmer's and Director McCray's positions). Director McCray's position should be easy to manage since she just joined the board. Director Virts' position expires in Dec 2022. Director Hiebert's and Director Stopsack's positions expire in Dec 2023.
- **Director Email** - Director Stopsack asked if it is possible to get a company email so they are not putting their personal emails out in the public. Chief Harryman and Nate are currently getting the board members their own email addresses.

COMMITTEE REPORTS

Grant Committee (Gilmer)

No update currently.

Bond Committee (Gilmer)

No update currently.

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Good of the Order

Director Virts stated he received a call from a customer whose spouse was treated. The person gave a glowing review of our staff. They stated our staff was very caring and kind in the treatment of her husband.

Executive Session

None noted.

Future Meeting Dates

The next regular meeting will be October 28, 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 4:44 pm. Director Gilmer seconded the motion. The motion carried unanimously.

DocuSigned by:
Charles Virts
A5A218C8002D45F
Chair of the Board of Directors

DocuSigned by:
Heiko Stopsack
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Secretary of the Board of Directors