

BOARD OF DIRECTORS

KLICKITAT COUNTY EMERGENCY MEDICAL SERVICES DISTRICT NO. 1

November 12, 2021 – 10:00 a.m.

SPECIAL MEETING MINUTES

A special meeting of the Klickitat County Emergency Medical Services District No. 1 (KCEMSD1) Board of Directors was held on Friday, November 12, 2021, at 10:00 am via virtual attendance on the Zoom Meeting app. Chuck Virts was the presiding officer. A quorum was present including, Director Tony Gilmer, Director Heiko Stopsack and Director JJ McCray. Director Leslie Hiebert was absent. All Directors noted they were able to hear and be heard over Zoom conferencing.

Also present: Erika Cooper, Finance Administrator. William Harryman, EMS Chief was absent.

CALL TO ORDER

Director Virts called the meeting to order at 10:06 am.

2022 BUDGET DISCUSSION

Income Statement: Erika shared her screen and provided a slideshow presentation of the budget. Erika said the assumptions included salary increases of 3% step increases for union staff, 3% annual evaluation for the Chief and Finance Administrator positions as well as a 4% COLA for all employees. The district is now budgeting \$60k to allow for the 12-hour stipend program. They increased the holidays from 7 to 8 and increased sick time from .04 to .08 for union staff. She said that they increased office supplies 5% and fuel expense 15%. Purchased services included an increase in service contracts of 36.82% to \$12k. Preventative maintenance was added to the budget in the amount of \$5,000. The audit services line item was changed to \$2,500 to account for the state audit. We are assuming rent will increase \$50,528 with the possible acquisition of new property. Staff training and education assistance remained the same as last year. With the employee raises, our employers' taxes should increase \$7,800 over last year. Erika said the LEOFF retirement employer contribution will be 5.3% per email from DRS. She said there would not be an increase in health benefits this year. She said that Enduris increased 14% to \$46,799 but that she will be doing some shopping around next year but is not sure if they will switch since they were there for the district when we really needed them. She predicted an increase in debt in the amount of \$250k and \$1,900 in interest for the possible purchase of a building.

Cash Flow: Erika said the district expects to pay off the ambulance lease by October 2022 in the amount of \$112,430. At the end of 2022, she assumes the accounts receivable will be \$304,188.

Balance Sheet: Erika assumes that we have 461.39 days cash on hand and the accounts receivable will age 78.75 days.

KCEMSD1

November 12, 2021

Special Meeting

Erika then covered the itemized balance sheet, profit, and loss, cash flow and capital on the budget. She said that the County suggested that she write the Levy for a higher amount to maximize our Levy. Director Virts asked what our legal levy amount was. Erika said last year it was \$1,685,320.06 and this year \$1,703,707.45. Erika said that last year she did not ask for enough so this year Jessica told her to maximize it. She said that some counties are writing it for \$2 million so that is what she wrote it for. Director Virts said he did not doubt it Chuck Snure that used to be the attorney at law at Snure Law, used to recommend 20%. Director Virts said our actual levy is going to be \$1.7 million but we asked for \$2 million, and he asked who recommended it. Erika said it was Jessica Byers, Chief Deputy Assessor. Erika said that is who she works with, Director Virts said he did not recognize her name.

Director Gilmer asked if we inflated the number for the timber taxes. Erika said she went on actuals for timber tax, excise tax and leasehold tax and annualized them. Director Gilmer said the timber tax is somewhat untrustworthy because it is managed by the Department of Natural Resources. Director Gilmer asked if we were dependent on those funds and Erika said we are not. Director Virts said even if we did not receive those funds, wouldn't our reserve cover it and Erika confirmed. Director Virts said if do not ask for it we will not get it. Director Gilmer asked if we took that number out of the equation would still be ok. Erika said if we removed it, we would still have \$555k net income.

Director Stopsack asked how we are generating revenue from Life Flight. Erika said when Life Flight cannot fly, we transfer their people and patients for them and charge a rental fee of \$450 and a mileage fee of \$9/mile. We drive them and they oversee their patient. She said most of the transports are around \$486 but that we have had a few to Portland and those are around \$1,500 so it is generating income. Erika said it is a steady income she believes Chief Harryman did a great job with that.

Director Virts asked if there are not any more questions where we go from here. Erika said last year at this meeting the budget was approved and adopted. She said that the board needs to adopt the budget at this meeting. Director Virts said yes and we will approve it at the next meeting. Director Virts asked if we need to move to item 5 on the agenda then, Erika said yes. Director Virts said we need to approve the resolutions that go along with the budget, Resolution #2021-05 and #2021-05-02. Director Virts asked for a motion to approve. Director Gilmer moved to approve Ordinance/Resolution #2021-05, Director Stopsack seconded the motion, the motion carried unanimously.

Director Virts said that gets us to the next resolution which is #2021-05-02. Director Gilmer asked on the second page it states RCS isn't it supposed to say RCW, Director Virts said it should be RCW, everyone agreed. Erika said she will have to look at the previous years because they are all copies from the previous years. Director Virts told Director Gilmer that it was a good catch. Erika corrected the resolution during the meeting while sharing her screen. Director Gilmer asked if Director Virts wanted a motion to approve, he said yes. Director Gilmer said he

KCEMSD1
November 12, 2021
Special Meeting

would like to make a motion to approve Resolution #2021-05-02 with corrections to RCW, Director McCray seconded the motion, Director Virts asked Erika if she was going to fix them on the fly, she said yes that is what she was doing. The motion carried unanimously. Director Stopsack said he did a quick Google search and found there is an RCS but it is Residential Care Services so that is not right.

Director Virts said that Director McCray brought up that we need to have a clear written procedure on how to complete the budget process. Director Virts said that in the beginning, Erika put together a nice calendar that outlined the process. The only thing that made it incorrect is we moved some of the dates around. We need to use that and make a process out of it, something that states that it begins in August and ends with our upcoming meeting when we officially adopt it. Director Virts said let's get that going and try to stick with it every year. Director Virts said that leads us to adjournment.

Director Gilmer asked with some of the directors absent, can we send out an email to the directors and Ex-officios so they know what they miss when they miss a meeting. Director Virts said wouldn't that be when she sends the minutes to all the directors and Ex-officios when the minutes are finalized. Director Gilmer said that would but it does not give people enough time to read them. Director Virts suggested that Erika send the minutes out in draft form to everyone that wants them when they are completed so they can see what happened during the meeting. He said usually the changes are minimal. He asked if that would address his concerns, Director Gilmer agreed that would be fine. Director Virts asked Erika if that would work ok and told her to put the draft watermark on them and send them out to everyone, she said that would be fine. Director Stopsack thanked Erika for all her hard work and patience while explaining things. Director Virts thanked Erika for everything she does for the district.

ADJOURNMENT

There being no further business to come before the Board of Directors, Director Stopsack moved that the meeting be adjourned at 11:39 am. Director McCray seconded the motion. The motion carried unanimously.

DocuSigned by:
Charles Virts
A5A21B0C0D1011F0
Chair of the Board of Directors

DocuSigned by:
Heiko Stopsack
1EB670A1F0418F
Secretary of the Board of Directors