

BOARD OF DIRECTORS

Klickitat County Emergency Medical Services District No. 1

November 18, 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, November 18, 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 Heiko Stopsack, Director Tony Gilmer, and Director Leslie Hiebert. Director JJ McCray was 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; Jeff King, Klickitat County Director of Emergency Management & EMS Ex-Officio, Suzanne Gilmer, EMS Services, Nate Herbeck was absent.

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 public records request. 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 November 18, 2021, for this month. Also, to approve; October Accounts Payable in the amount of \$109,206.22, Electronic Transfers in the amount of \$130,823.22, Bad Debt in the amount of \$2,318.70, and Charity Care in the amount of \$4,688.80. The motion was seconded by Director Hiebert. The motion carried unanimously.

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ADMINISTRATIVE REPORTS

Financial Report

Erika reviewed the October 2021 financials. We received \$1400 in revenue for Life Flight transfers. Our contractual allowances were \$220k. She stated that she would like to talk to Director Hiebert about changing the formula for contractals. The fuel was a little high this month but that is because it was low last month so it was a wash. We received \$6,500 in timber tax and after approval from the auditor we were able to deposit the communication grant funds from BNSF Railroad. Net over expenses is \$54,907 this month. The CD was put back into our cash, we made \$9 in investment income from it. Director Virts asked about rolling the CD back over again. The board would like to roll it over for six months. Director Hiebert stated we can pull the funds out anytime. Director Hiebert said we cannot do anything that has any risk involved since we are a public entity.

Chief of EMS Operations Report

COVID: It has not gone away. We are now seeing cases in Glenwood. Goldendale is still the hotspot. We have had at least 8 COVID transfers out of the hospital. Some of the staff has had their boosters. People are having more side effects to the boosters than the regular vaccines. We are not requiring it because it's not a recommendation from the state or any official person. We are leaving it up to the employees to make their own decisions. Director Virts stated that he liked that decision.

STAFFING: Chief Harryman hired a new part time candidate. He is currently in orientation. Chief Harryman has another applicant that is interested in part time. He is unsure how that will work out since the applicant is out of the area. He is not sure how many shifts she will be able to do. We have had people that had to take emergency leave to stay home and take care of their families when they had COVID.

WEMSYS: Good news. We have WEMSYS up and running now. We hit a button and it links with the system. All the times are coming in, except two of them. Dates and times are all linked together with dispatch and our system. It is a minimum performance link that we need to have to get affiliated. We are not ready to move away from the ledger now but we can easily link the two together to find the run.

WEBSITE: The glitch we had at the website has been fixed. Nate was able to work with a web designer to get that up and running. It is fully functional. The content has been updated. The agendas and minutes have been added to the site. If someone wants to investigate us, they can do so within our website.

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All our employees are to be congratulated. Last month, we had no mistakes for submitting reports. System Design sends a report every month for us to review. This is the first time we didn't have any issues. It was a mess when Chief Harryman started but now things are moving along smoothly. We were close the last few months and this month was spot on. The employees were focused on what they were doing. It was an hour turn around this month. Those were all goals we set at the beginning and we met them. Director Hiebert said that is great. And asked if Chief Harryman was able to celebrate with the staff. Chief Harryman said he will get with the staff at the next training and let them know. He will sit down with everyone and let them know what makes his job easier. Director Virts said its great and to let everyone know they are appreciated and need to be thanked for their hard work. Chief Harryman said we could get a lot more accomplished with the negotiations if they do a great job. The employees are proving his point. Director Virts said amen to that.

Vehicle Report

The vehicle report was provided. One of our backup vehicles does not want to start. We have a call into Braun to get it fixed. Another one of our backup vehicles is having electrical issues so we need to get that into the dealer to get it fixed but nothing major. All but one of the vehicles has studs on them. He has investigated getting a surplus vehicle from White Salmon police department. He will get it to service and see what needs to be done with it. Free is good so we will see what will happen with it.

Data/Run Report

The run report was provided. We had a high rate of calls. We ran over 240 calls and over 40 transfers. He said this is the busiest month he has had since he has been here. Everyone is working hard. Director Virts stated we did have one extended call and he wanted to ask about it. He said there was wildlife on the roadway and he was curious why it took 29 minutes. Chief Harryman said Nate did not bring that one up to him specifically so he did not have a lot of information to offer about it. He did not think it would delay it more than a few minutes. He said he would have to look at the run itself for specific details. He thinks if wildlife was in the roadway, it was an extended response anyway. Erika said they could have been in an open range area where the cattle roam. Director Stopsack said he just got stuck by a cattle drive on his bike for about 20 minutes. Erika said she was late for work one day for the same reason, cattle in the roadway. Director Hiebert stated it is the time of year that they move the cattle. That answered Director Virts question. He said it is more common than he thought.

CONTINUING BUSINESS

- **KCIFA Report** – Director King said he attended the meeting which was last night. He does not understand why KCIFA is on board agenda and not EMS Council. Some Fire Commissioners have decided that the Chief gets to make decisions on what accommodations can be made for the vaccination mandates. Approximately half of them agreed that the vaccination mandate did not apply to fire fighters only EMS workers. The

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other half said it applied to everybody. Some districts have not lost anyone because of the approach they take and others have lost significant numbers of people. Trout Lake has five people that have taken a leave of absence and five people for a district like Trout Lake is a serious thing.

White Salmon Fire Department Assistant Chief Jay Holtmann resigned so they are looking for a replacement. Director Stopsack asked if the open position was paid or volunteer. Director King stated it is a volunteer position. The Fire Chief is Code enforcement and Fire Chief so it is a paid position now. The Assistant Fire Chief is volunteer. Rural 7 and Rural 3 are the only full-time paid Chiefs.

The Lyle Fire District 4 Courtney Road Station was broken into and vandalized last week. That is continuing to go on. We should all guard personal and business property. They did catch one individual that was working with three people. They arrested him yesterday.

DEM has PPE and trauma kits available upon request.

DNR did finalize the purchase of the Dallesport school. They will have 20 people on staff starting next fire season.

DEM is looking into an all-hazards county mutual aid agreement, currently it is just fire centric.

- **Union Local Report** – Nothing to report.
- **12-hour stipend** – We used it this month. Chief Harryman stated he will utilize during the day in Goldendale to minimize the level zeros on that portion of the county. Director Virts asked how often Goldendale has stepped in, Chief Harryman said twice they have helped. Director Virts said Fire District #3 has not helped much in that area.
- **Review employment contracts** – They are still in draft form. Director Virts will get those finished out today. The retirement resolution is later in this meeting. Director Virts will have it ready for the next board meeting.
- **Approval of 2022 Budget–Resolution #2021-06** – Director Virts read the resolution and Director Hiebert made motion to approve Director Stopsack seconded the motion the motion passed unanimously.

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NEW BUSINESS

- **MOU FD #10** – Director Virts would like to move forward with modifying the agreement and remove the justification paragraph. Chief Harryman stated it is not mutual aid. Director Virts said it is an open-ended agreement and nothing has really changed since it was implemented. Director Hiebert made a motion to leave the document as it is, Director Stopsack seconded the motion, the motion carried unanimously.

Director Gilmer did not know if there was a purpose to do anything because the service would still exist even if we did not have a MOU. Director Hiebert said it is better to document it now in case in a few years from now we want to know what happened. Director Virts stated we are just memorializing the discussion of the document to reaffirm that we reviewed it. Director King said it exists because of him. The EMS district had been made aware that Fire District 2 and 10 were outside the district and they were not being charged for the calls. Certain board members wanted to stop services to them and Director King said no you cannot just stop providing services to them. FD 10 went with Yakima and Benton County. There were a few heated discussions about it. We cannot just stop dispatching someone.

- **2022 Meeting Dates - Resolution #2021-04**– Director Virts questioned the date of the November meeting. He wanted to know if we should move the meeting to a week earlier. Erika stated she moved it because the week is extremely busy for her with benefit renewal, GEMT, levy, budget process and board meetings. Director Virts questioned if she needed an assistant for the week. She said she would move it back to where it was but it is stressful. Director King stated it all depended on whether we had a quorum. She reviewed the calendar and said it might work this next year. She said this year it was so hard because we had the budget process meetings the same week as the board meeting. Next year the budget meetings will fall a week earlier than the board meeting. She said all the meetings together were just too much (board, budget and GEMT meetings). Director Virts stated it needs to fit everyone's needs and if Erika is ok with moving it back, he'd like to move forward with doing that. Erika stated she would move it to November 17. Director Stopsack asked if we had the flexibility to change dates throughout the year? He said we could look at them on October 1st and see if we need to change anything. He said the schedule looks fine to him now. Director Virts said Erika had a valid point with the budget process. He said things got backed up. He feels it's his fault and hopes next year we will be ahead of the game. Director Virts asked for a motion with that date change. Director Hiebert motioned to approve Resolution #2021-04, Director Stopsack seconded the motion. The motion carried unanimously.
- **2022 TPSC Employer application (health/dental benefits renewal)** – To renew the insurance. Nothing has changed. We do not need board approval. Erika just wanted the board to see the new application. Erika will send to Director Virts to sign via DocuSign.

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- **Resolution Authorizing Participation in PERS, Resolution #2021-07** – This is to add PERS to our existing DRS account. DRS manages our current LEOFF for the employees. This would cover Chief Harryman and Erika’s retirement. Erika has been dealing with Melanie at DRS. Melanie informed Erika that PERS is a little more difficult than LEOFF so she had her sign up for classes to administer the plan. Melanie needs board approval for the district to add PERS to our account. Part of the plan states that we can purchase prior service credits. The board needs to decide which option they want either by percentage, 50/50, employer paid or employee paid. If the employee pays, they have 5 years to pay it, if the employer pays, they have 15 years to pay it. That is the most important part they need to know about. Director Virts asked if there were any questions about it. Chief Harryman stated that PERS will give you a calculation for each of those. Erika gave a ballpark of what hers would be, which was \$9k. Director Virts asked why we are buying back time. She said it is to get vested into PERS for the time she has been with them. Chief Harryman stated the max would be one year. Director Virts said he was just seeking verification. Director Stopsack said he would suggest doing it now rather than having to play catch up like he is now. He said to also consider survivorship. He said if either Chief Harryman or Erika had questions he was available to talk to them about it or they can contact DRS directly. He said it was worthwhile. Director Virts said to bring it back next month and we will vote on it and if we get any information in the meantime to please send it on.
- **Public records request policy** – Director Virts said we need to get a policy going. He has a draft policy from Snure. He will get it out to everyone to review as soon as he receives it back. It is very important, Director King said you need to handle it correctly, it can cost a lot of money. People are out there making a living doing this.
- **Union MOU** – Negotiations are complete, they have been TA’d. It was sent to legal for review. We do not want him to rewrite it. We just want him to review it for labor laws. We used the same attorney as last time. Chief Harryman does not expect him to take long. Heiko asked if the goal was to have it complete next month. Director Virts stated yes it should be completed and passed next month. Director Stopsack wants to make sure it is completed by year end. Director Gilmer wants to make sure it is done through legal. It has exceeded his expectations. Director Virts agreed, he stated he was very pleased with the outcome. Director Virts said unless there is a problem it should pass easily next month. Chief Harryman said the union does not want something that is not legal put into place.

COMMITTEE REPORTS

Grant Committee (Gilmer)

No update currently.

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Bond Committee (Gilmer)

No update currently.

Good of the Order

None noted.

Executive Session

None noted.

Future Meeting Dates

The next regular meeting will be December 16, 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 4:33 pm. Director King 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