

BOARD OF DIRECTORS

Klickitat County Emergency Medical Services District No. 1

April 26, 2023 – 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 Wednesday, April 26, 2023, at 3:00 pm at the White Salmon Fire Station at 119 NE Church Ave in White Salmon, Washington with Zoom option. Director Charles Virts was the presiding officer. A quorum was present including Director Tony Gilmer and Director Leslie Hiebert (KVH). Director Heiko Stopsack and Director JJ McCray were 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. Katharina Larson, Jennifer Himes, Nate Herbeck, Thomas Crumpacker and Suzie Gilmer, EMS Services, Robb Kimmes (CEO), Skyline Hospital. Director Jeff King, Klickitat County Emergency Management and EMS Ex-Officio.

CALL TO ORDER

Director Virts called the meeting to order at 3:03 pm.

APPROVAL OF AGENDA & CONFLICT OF INTEREST DISCLOSURE

Director Hiebert made a motion to approve the agenda with modifications. The motion was seconded by Director Gilmer. 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

The district received a letter from Director Heiko Stopsack resigning effective 4/26/23.

CONSENT AGENDA ITEMS

Director Gilmer moved to approve the Regular Meeting Minutes from March 29, 2023. Also, to approve; March Accounts Payable in the amount of \$31,739.06. March Electronic Transfers in the amount of \$3,177,753.73, March Bad Debt in the amount of \$32,127.41, and March Charity

Care in the amount of \$0.00. The motion was seconded by Director Hiebert. The motion carried unanimously.

ADMINISTRATIVE REPORTS

Financial Report

Erika reviewed the March 2023 financials.

Chief of EMS Operations Report

Staffing: Chief Harryman said we are not going to lose the medic he thought was leaving so that's good news. We have a new medic starting orientation. Chief Harryman said there are two medics he wants to interview and he hopes to get them into orientation soon. His goal is to have enough people to staff another vehicle at least part of the day.

Vehicles: Wally Walsborn is doing the vehicle reports now so you will notice they look different. He said we will be keeping a running total of how much each vehicle costs to keep on the road. The goal is to build a database to keep track of all repairs, performance maintenance, miles, etc.

Training: The training program at KVH that we discussed is \$305 per person. It would allow our personnel to recert their HCP cards, ACLS and PALS.

Chief Harryman would like to implement a formal field training program. Katharina went to a weeklong training course to learn how to implement and administer the program. We are currently looking for employees to act as Field Training Officers.

Vehicle Report

The vehicle report was provided.

Data/Run Report

The data run report was provided.

CONTINUING BUSINESS

- **KCIFA Report** – No update currently.
- **Union Local Report** – Nate said the union submitted their letter of intent to negotiate. They'd like to encourage the board to put together a group so they can start planning the first negotiation meeting.
- **Strategic Planning** – With the departure of Director Stopsack, they haven't been able to meet. Director Virts suggested sending an email to see if any of the other directors would be willing to become a member of the strategic planning committee and take it from there.

- **Review Bylaws** – Director Virts sent the bylaws to Snure for review. Snure said we need to include the posting of our regular and special meetings on the website within the document. Regarding the public comment, he said we were being overly generous with the 7 minutes, 3 minutes is the standard. Lastly, he said to remove the references to Robert’s Rules and reference the RCWs instead. Director Virts said he’d prefer not to make any changes to the bylaws until after the meeting with the County Commissioners.

NEW BUSINESS

- **Tuition Assistance** – Chief Harryman said they have a good agreement. The next step is to send it to Snure for legal review and bring it back to the board.
- **Vote on Resolution 2023-1 Establishing a Designated Funds Policy** – After discussion it was suggested to send the policy to Snure to review and bring back to the board for approval.
- **Vote on Resolution 2023-2 Increase Chief’s spending level** – Director Hiebert made a motion to approve Resolution 2023-2. Director Gilmer seconded the motion. The motion passed unanimously.
- **Vote on Resolution 2023-3 Authorize Purchase of Property** - Director Hiebert made a motion to approve Resolution 2023-3. Director Gilmer seconded the motion. The motion passed unanimously.
- **Re-elect Finance Committee members** – The board discussed rotating the positions so all members had a chance to see what it entails. Director Hiebert said she was willing to step down and give someone else a chance. Director Virts said he would send an email to JJ to see if she was interested in joining the Finance Committee. Director Virts said he’d already done it but would do it again if need be.

COMMITTEE REPORTS

Grant Committee (Gilmer)

No report.

Bond Committee (Gilmer)

No report.

Executive Session

None needed.

Good of the Order

Chief Harryman said Suzie and Thomas took time on their day off to go down and represent the district at the job fair at White Salmon High School. Chief Harryman went down and visited

them. He said they had all our equipment out. There were people standing around the table the entire time. The district has two and a half pages of students interested in doing a ride-along. It was done solely by the employees. Thomas heard that they were having a job fair so he got a hold of them so we could be there. Suzie spent a large amount of time designing a PowerPoint presentation that ran the entire time. Chief Harryman said he couldn't be prouder of them. He said it was awesome, there are things like that going on every day. Employees taking initiative and sharing ideas. The property we're purchasing was an idea from Wally Walsborn. He saw it on Zillow and thought it'd work for us. Chief Harryman said "having employees engaged at that level and looking out for the district, being their boss, that's all I could ask for."

Future Meeting Dates

The next regular meeting will be May 31, 2023, at 3:00 pm at Rural 7 Fire & Rescue at 327 W Brooks St, Goldendale, Washington with Zoom option.

ADJOURNMENT

There being no further business to come before the Board of Directors, Director Hiebert moved that the meeting be adjourned at 4:17 pm. Director Gilmer seconded the motion. The motion passed unanimously.

Chair of the Board of Directors

Vice Chair of the Board of Directors