

BOARD OF DIRECTORS

Klickitat County Emergency Medical Services District No. 1

November 29, 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, November 29, 2023, at 3:00 pm at the Rural 7 Fire & Rescue Station located at 327 W Brooks St, Goldendale, Washington with Zoom option. Director Chuck Virts was the presiding officer. A quorum was present including Director Tony Gilmer, Director Dr. Alia Breon, Director JJ McCray, and Director Adam Wagner. All directors in attendance noted they were able to hear and be heard over Zoom conferencing.

Also, present William Harryman, EMS Chief, Erika Cooper, Finance Administrator, Katharina Larson, Suzie Gilmer, Nate Herbeck, Dave West, EMS Services, Chief Sarah Hancock, High Prairie Fire & EMS Ex-Officio, Jeff King, Director & EMS Ex-Officio and Garrett Gfeller, DZA.

CALL TO ORDER

Director Virts called the meeting to order at 3:07 pm.

APPROVAL OF AGENDA & CONFLICT OF INTEREST DISCLOSURE

Director McCray made a motion to approve the agenda as written. The motion was seconded by Director Gilmer. The motion carried unanimously.

Director Gilmer 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 involved. There is a letter on file from the District's attorney regarding this potential conflict.

BUSINESS FROM AUDIENCE

None noted.

CORRESPONDENCE

DZA Engagement Letter 2023. Director McCray made a motion to approve the DZA Engagement Letter. The motion was seconded by Director Wagner. The motion carried unanimously.

CONSENT AGENDA ITEMS

Director Gilmer moved to approve the Regular Meeting Minutes from October 25, 2023, Special Meeting Minutes from November 10, 2023, and November 15, 2023. Also, to approve; October Accounts Payable in the amount of \$202,953.11. October electronic transfers in the amount of

\$4,143,339.09. Bad Debt in the amount of \$14,852.49 and no Charity Care. The motion was seconded by Director McCray. The motion carried unanimously.

ADMINISTRATIVE REPORTS

Financial Report

Erika reviewed the October 2023 financials.

Chief of EMS Operations Report

The Chief report was provided.

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** – See CBA item below.
- **Strategic Planning** – No update currently.
- **Tuition Assistance** – No update currently.
- **Interfacility Transfer Policy** – There was a discussion on revising the interfacility transfer policy.

NEW BUSINESS

- **DZA 2022 Audit Presentation** – Garrett gave his presentation of the audit. He stated the “firm’s opinion of the financial statements was a clean opinion.” In other words, it “means that the financial statements presented here today are as accurate as you are going to get in terms of using for any kind of financial determinations.”
- **System Status Management Review Committee** – Director King suggested the district form a committee or task force to review the overall system status management with the intent of having a comprehensive approach to manage our resources to ensure our success in the future. The meetings would cover transfer policy, 911 response, covering special events in the county, anything that affects response. We need to analyze everything so we are not putting out one fire at a time. The board needs to set clear objectives and an end point so

the committee does not go on forever. The intent is to sit down with a group of people and explain what we are currently doing, what challenges we are facing and what the risks are. We would like to see employee involvement and some representation from the board. Dr. Breon expressed interest in joining the committee. Several employees (Suzie Gilmer, Dave West, and Jennifer Himes) are interested in joining the committee as well.

- **2024 CBA Review/Approval** – Nate gave a summary of the changes to the CBA. The wages are completely different than before. They are based on comparables to be competitive with the surrounding agencies. They added the COLA increase into the pay and subsequent years will be based on the Cpi. Dependent health and dental benefits will now be covered 75% by the District. The employees will receive one more personal day. Sick pay will be paid as hours worked. Mandatory shifts will be paid as double time. Employees will receive a food per diem of \$30 when on transfers fifty miles away (not to exceed \$60). Longevity pay will be expanded to include 5 years. Deferred compensation will be added with an employer match of \$25. A sick leave retirement rollover will be created when all requirements are met. Maximum vacation accrual will be increased. Employees will be issued a \$400 uniform allowance. Director King made a motion to approve the 2024 CBA. The motion was seconded by Director Wagner. The motion carried unanimously.
- **2024 Employment Contracts-Chief/Finance Adm** – There was a long discussion on the Finance Administrator’s employment contract. Director McCray made a motion to approve the employment contract as written. The motion was seconded by Director Wagner. After further discussion, the employment contracts of both the Chief and Finance Administrator were tabled until the next meeting.
- **Resolution 2023-07 2024 Meeting dates** – Director McCray made a motion to approve Resolution 2023-07. The motion was seconded by Director Wagner. The motion carried unanimously.
- **Resolution 2023-08 2024 Appointing investment officers** - Director Gilmer made a motion to approve Resolution 2023-08. The motion was seconded by Director McCray. The motion carried unanimously.
- **Resolution 2023-09 2024 Appointing director positions** - Director McCray made a motion to approve Resolution 2023-09. The motion was seconded by Director Gilmer. The motion carried unanimously.
- **Resolution 2023-10 2024 Appointing payroll officers** - Director Gilmer made a motion to approve Resolution 2023-10. The motion was seconded by Director McCray. The motion carried unanimously.

- **Resolution 2023-11 2024 Appointing auditing officers** – Director Gilmer made a motion to approve Resolution 2023-11. The motion was seconded by Director McCray. The motion carried unanimously.
- **Resolution 2023-12 2024 Appointing public records officer** - Director McCray made a motion to approve Resolution 2023-12. The motion was seconded by Director Wagner. The motion carried unanimously.
- **Resolution 2023-13 2024 Establishing Meal Per Diem/Mileage Expenses** - Director Gilmer made a motion to approve Resolution 2023-13. The motion was seconded by Director McCray. The motion carried unanimously.

COMMITTEE REPORTS

Grant/Bond Committee (Gilmer)

This is on hold.

Executive Session

None needed.

Good of the Order

Director Gilmer requested that the board receive copies of all correspondence from our attorney, Brian Snure, when he is called for advice on board business.

Future Meeting Dates

The next regular meeting will be December 27, 2023, at 3:00 pm at the White Salmon Fire Station at 119 NE Church Ave in White Salmon, Washington 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 5:20 pm. Director McCray seconded the motion. The motion passed unanimously.

Chair of the Board of Directors

Director