

North Country Emergency Medical Service

Administrative Board Meeting
Yacolt Administrative Building
300 W. Hoag St., Yacolt, Washington

Thursday, January 27, 2022

2:00 p.m.

Minutes

Due to COVID-19 precautions, the meeting was held via GoToMeeting.

MEMBERS IN ATTENDANCE

Bob Appling – Rural Yale-Cougar Area
Ronald Homola – Town of Yacolt
Dale Grams – Skamania County Hospital District
Winston Miller – PacifiCorp
Jerry Olson – Cowlitz County Commissioners
D.E.B. Ward – Rural Yacolt area
Lori Homola – Rural Amboy area
Richard Mahar – Skamania County Commissioners
Eileen Quiring O’Brien – Clark County Councilors

ABSENT

Rebecca Hoffman – USFS Mount St. Helens Monument

STAFF

Chief Shaun Ford
Finance Manager Monica Hofstetter
Battalion Chiefs’ Dennis Madler and Bryce Shirley

CALL MEETING TO ORDER – Chair Jerry Olson called the meeting to order at 2:05 p.m.

ANNOUNCEMENT OF OPEN PUBLIC HEARING ON REVENUE SOURCES

APPROVAL OF MINUTES – Dale Grams made a motion to approve the minutes from the November 18, 2021 regular meeting, seconded by Richard Mahar and carried unanimously.

COMMUNICATIONS – Chief Ford introduced Monica Hofstetter as the replacement for Kim Pitts, as Finance and Administration.

DISCUSSION

1. SKAMANIA COUNTY COSTING

Chief Ford advised that during a recent Skamania County audit, the State Auditor’s Office disallowed overhead and administrative costs from being billed to Title III. Title III reimburses costs for Pine Creek staffing during the summer months for emergency medical services and for search and rescue operations year-round. The solution that is being proposed would be to have the admin be billed to the \$10,000 annual hospital fund. Ann Leuders, Finance Administrator with Skamania County is in discussion with Chief Ford regarding the matter.

NEW BUSINESS

1. The board discussed whether to add Juneteenth as a paid holiday to the nine holidays currently allowed. The cost was estimated at approximately \$3,000 annually. The board voted on the matter with 5 yes – 3 no votes, Dale Grams made a motion to approve Richard Mahar second, approved with 5/3 vote.
2. Bob Appling was nominated to become new Chair. With a passing vote Dale Grams made a motion to approve, seconded by Eileen Quiring O’Brien. With a passing vote for Dale Grams to Vice Chair, Richard Mahar made a motion to approve Dale Grams to Vice Chair, Eileen Quiring O’Brien seconded, and carried unanimously.
3. Dale Grams made a motion to approve claims for November, December, and January as paid, seconded D.E.B. Ward and carried unanimously.

1/12/2022	\$29,237.88
1/7/2022	\$12,759.21
1/5/2022	\$72,979.65
1/4/2022	\$17,480.12
12/20/2021	\$64,822.76
12/17/2021	\$44,536.73
12/12/2021	\$63,531.32
12/1/2021	\$11,567.62
11/22/2021	\$64,335.84
11/17/2021	\$50,833.75

4. Office staffing currently being billed 80/20 for office assistant, Fire District 13 approved shared employee agreement to bill both finance manager and office assistant 90/10. Dale Grams made a motion to approve Office Assistant at 90/10 per agreement, seconded Eileen Quiring O’Brien and carried unanimously.

5. Office staffing currently being billed 80/20 for office assistant, Fire District 13 approved shared employee agreement to bill both finance manager and office assistant 90/10. Dale Grams made a motion to approve Finance Administrator at 90/10 per agreement, seconded Eileen Quiring O'Brien and carried unanimously.

STAFF REPORT

1. Chief Ford reported the status on the plans for the new building at Farger Lake. The tentative month to start breaking ground will be June 2022. It is currently dependent of permits. Our call volume has increased, being the most calls on record and up 16% from last year. The majority of the calls came from sick or difficulty breathing.
2. Battalion Chief Bryce Shirley reported an expected hiring event would be in the works for February. New residence are needed as well and we will be posting notice for interviewing residence.
3. Battalion Chief Dennis Madler reported on the VRT missions, with 31 missions last year. With the new year just beginning they has already run their first call. The two new Ski-Doo's are expected in soon to aid on missions during winter season.
4. Monica Hofstetter reported the last meeting NC was behind in the billing for ambulance transports. Jodi was able to catch up on the billing and end the year in transport fees on budget. Cowlitz County was billed for property tax, but we did not receive the revenue until after the first of the year, they had three invoices not paid as of Jan 10th totaling over \$60k. We did not reach our intended goal for Income and stayed under on Expenses - remaining within 90% of the budget. Very little activity In the Skamania fund during the fall and winter months. Expected fund balance came in just above what was expected, ending at \$135,877.75

ADJOURNMENT – Chair Jerry Olson adjourned the meeting at 2:48 p.m.

Next meeting: Thursday, March 24, 2022 at 2:00 p.m.



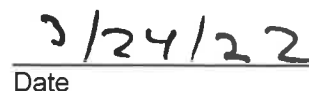
Chairman



Date



Attest



Date