

North Country Emergency Medical Service

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

Thursday, November 18, 2021

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
Rebecca Hoffman – USFS Mount St. Helens Monument
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

ABSENT

Lori Homola – Rural Amboy area
Richard Mahar – Skamania County Commissioners
Eileen Quiring O’Brien – Clark County Councilors

STAFF

Chief Shaun Ford
Finance Manager Kim Pitts.

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 September 23, 2021 regular meeting, seconded by Bob Appling and carried unanimously.

COMMUNICATIONS - Chief Ford introduced the new Town of Yacolt representative, Ronald Homola.

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. However, in 2008 North Country EMS received a management letter from the State Auditor’s Office requiring that these costs be billed to Skamania County as North Country EMS taxpayers could not subsidize Skamania County operations. Chief Ford will discuss with the Skamania County Commissioners.

2. JUNETEENTH HOLIDAY

The board discussed whether to add another paid holiday to the nine holidays currently allowed. The cost was estimated at approximately \$3,000 annually. The board postponed any action until the next regular board meeting.

NEW BUSINESS

- 1. Dale Grams made a motion to approve Resolution 2021-11-01 for adoption of the 2022 final budgets, seconded by Bob Appling and approved unanimously.

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|-----------------------|-------------|
| Operating Fund 6270 | \$2,705,034 |
| Excess Levy Fund 6271 | \$ 598,182 |
| Skamania Fund 6272 | \$ 93,850 |
| Capital Fund 6273 | \$2,090,500 |

- 2. Dale Grams made a motion to approve continuation in the Washington Fire Commissioners health care plan, seconded by Bob Appling and approved unanimously.
- 3. The board discussed the biennial election of officers. As some board members were not present, Dale Grams made a motion to table until the next regular meeting, seconded by D.E.B. Ward and carried unanimously.
- 4. Dale Grams made a motion to approve Monica Hofstetter as a signer on the \$75,000 Imprest checking account ending in 1708 and the \$3,000 petty cash checking account ending in 3100. Monica Hofstetter has been conditionally hired as the new Finance Manager and will begin employment December 13, 2021. As Monica Hofstetter is currently undergoing her preemployment requirements, should she be disqualified from employment, the person who is hired by Chief Ford will be appointed the new signer. The motion was seconded by D.E.B. Ward and carried unanimously.

5. Dale Grams made a motion to approve claims for September, October and November as paid, seconded D.E.B. Ward and carried unanimously.

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| 09/21/21 | \$105,296.80 |
| 09/27/21 | \$ 64,758.40 |
| 09/28/21 | \$ 9,515.18 |
| 10/11/21 | \$ 62,375.41 |
| 10/18/21 | \$106,289.4 |
| 10/25/21 | \$ 61,930.65 |
| 11/02/21 | \$ 65,017.31 |
| 11/09/21 | \$ 61,247.30 |

STAFF REPORT

1. Chief Ford presented his 2022 Agency Goals which he is emailing to the board members. Call volume and ambulance transports have increased 10% and 13% respectively. The land use review is nearly complete for Station 52 (Fargher Lake). One employee resigned due to the COVID-10 vaccine mandate. Two new employees have been hired. The labor union has elected a new unit vice president. The agency experienced a cyber attack recently and security has been further increased.

2. Kim Pitts reported on the financial statements. At the time of the reports, we were at 86% of the year. Ambulance collections are slightly below where they should be because the ambulance biller retired. The new biller is working to catch up. We have not incurred any unexpected expenditures and have expended 78% of the budget.

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

Next meeting: Thursday, January 27, 2022 at 2:00 p.m.



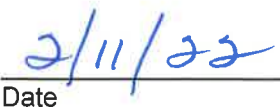
Chairman



Date



Attest



Date