

North Country Emergency Medical Service

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

Thursday, March 25, 2021

2:00 p.m.

Minutes

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

MEMBERS IN ATTENDANCE

Jerry Olson – Cowlitz County Commissioners
Eileen Quiring O'Brien – Clark County Councilors
Dale Grams – Skamania County Hospital District
Richard Mahar – Skamania County Commissioners
Malita Moseley – Town of Yacolt
Lori Homola – Rural Amboy area
Winston Miller – PacifiCorp
Bob Appling – Rural Yale-Cougar Area

ABSENT

Rebecca Hoffman – USFS Mount St. Helens Monument
D.E.B. Ward – Rural Yacolt area

STAFF: Chief Shaun Ford, Battalion Chief Dennis Madler and Finance Manager Kim Pitts.

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

APPROVAL OF MINUTES – Dale Grams made a motion to approve the minutes from the January 28, 2021 regular meeting, seconded by Lori Homola and carried.

PRESENTATIONS AND DISCUSSION

1. Camilla Cok with Hennebery Eddy Architects attended the meeting to present new cost estimates for the Station 52 building project. Fire District 10 is no longer part of the project and the square footage for the building as well as paving and parking have been reduced. The final estimated cost is now at \$3,822,012. Discussion by the administrative board ensued with concerns from Jerry Olson regarding the site distance requirements for the driveways by WSDOT and Clark County. It was requested that the architects go back to these entities for further confirmation we are able to build. Jerry was concerned this could be a fatal flaw that could halt the project. Camilla Cok will go back to WSDOT

and Clark County and confirm we are able to move forward. Jerry agreed to review the report on behalf of the board.

2. The Chief's 2020 Annual Report was emailed to the administrative board prior to the meeting. The board did not have any questions and Chief Ford advised it will be placed on the agency website.
3. Dale Grams made a motion to allow Clark County Fire District 13 to participate in the key man life insurance. If their commissioners approve, they will contribute to premiums and be listed as a beneficiary at the same percentage split as the Chief's salary (currently 70% NCEMS / 30% FD13). The motion was seconded by Eileen Quiring-O'Brien and carried unanimously.
4. Chief Ford advised that under the emergency declaration regarding COVID-19 last spring 84 additional hours of sick leave was granted to employees either quarantining or ill from COVID-19. With the vaccine currently available to those who want it, he advised he would terminate the policy at the end of this month. The board was in agreement.

NEW BUSINESS

1. Eileen Quiring-O'Brien made a motion to move to the next phase of the Station 52 building project subject to confirmation that the possible fatal flaw of the sight distance for the driveways is mitigated and that Jerry Olson agrees to review and confirm, seconded by Dale Grams and carried unanimously.
2. Dale Grams made a motion to approve submission of State Auditor's Annual Reports, seconded by Bob Appling and carried unanimously.
3. Dale Grams made a motion to approve the surplus of the damaged 2011 Skidoo Snowmobile VIN#0861, seconded by Bob Appling and carried unanimously.
4. Dale Grams made a motion to approve payment of claims, seconded by Lori Homola and carried unanimously.


01/27/2021	\$42,445.18
02/01/2021	\$63,988.33
02/09/2021	\$38,931.73
02/16/2021	\$67,025.87
02/23/2021	\$31,015.54
03/01/2021	\$66,445.11
03/09/2021	\$102,896.93
03/15/2021	\$62,200.20

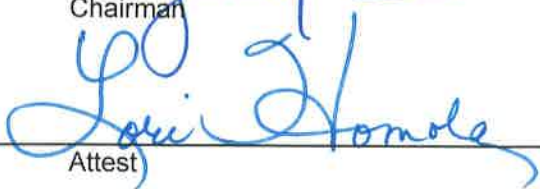
STAFF REPORT

1. Chief Ford advised he is participating in the regional vaccination clinics, has been appointed the EMS Division Chair for the Washington Fire Chiefs, and is part of the Regional Incident Management team assisting in COVID vaccination clinics. The owner of the Bumpski property NCEMS and Fire District 13 are interested in purchasing is not ready to sell until he logs his other property in that area. Chief Ford met with Rebecca Hoffman with the USFS and they are working on updating the site lease agreement for Pine Creek. The volunteers will probably not be able to hold the Father's Day Breakfast at Yacolt Primary School again this year due to COVID restrictions. The annual Health & Safety Fair may take place as it is an outdoor event. Chief Ford reported we are currently recruiting for seasonal Pine Creek EMTs.
2. Battalion Chief Madler reported three VRT missions year to date, lower than average. We currently have three resident EMTs and the SAR vehicle should be delivered soon.
3. Kim Pitts reported the operating fund balance is lower than normal as we should be receiving property taxes over the next two months. We are at 23% of the year and have expended 22% for salaries & benefits, expenditures are at 21% overall. One transfer of \$200,000 has been made from the excess levy fund of the \$566,464 budgeted for the year to the operating fund. Minimal activity in the Skamania fund this early in the year. The capital fund is at \$2.9M in anticipation of the Station 52 building project. Capital expenditures year to date are \$81,000 for the SAR vehicle, \$10,000 for Toughbooks, and \$29,000 for Lucas devices.


ADJOURNMENT – Chair Jerry Olson adjourned the meeting at 3:30 p.m.

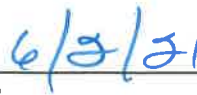
Next meeting: Thursday, March 25, 2021 at 2:00 p.m.



Chairman


Attest



Date


Date