

North Country Emergency Medical Service

Administrative Board Meeting
held at the Yacolt EMS Station
300 W. Hoag St., Yacolt, Washington

Thursday, September 22, 2022

2:00 p.m.

Agenda

HELD IN-PERSON, WITH HYBRID ONLINE OPTION

ROLL CALL/CALL MEETING TO ORDER – Chair Bob Appling

APPROVAL OF MINUTES – May 26, 2022 regular meeting – *Board Action*

COMMUNICATIONS

From the Board

Open Communications

Interested individuals are invited to speak to the Board on any issue. Citizen comment guidelines are available upon request.

EXECUTIVE SESSION

DISCUSSION

1. Safety Fair
2. Skamania EMS District #1
3. Systems Design West LLC, New Billing Company
4. Office Assistant Position
5. Response reports for the board

NEW BUSINESS

1. Payment of claims – Board Action

Summary: Approve wages, benefits, and claims for March, April, and May 2022

2. Fargher Lake Station - Board Action

Summary: Award contract to Bremik Construction.

3. Approval of 2023 Authorized Positions and Pay Ranges – Board Action

Summary: Review and approve 2023 Authorized Positions and Pay Ranges for Chief, Battalion Chief, Administrative Staff, and EMTs. Paramedics are currently under a three-year contract ending December 31, 2023, no wages will be changed at this time.

4. Resolution 2022-09-01 for approval of 2023 preliminary budgets – Board Action

Operating Fund 6270	\$2,772,473
Excess Levy Fund 6271	\$ 635,702
Skamania Fund 6272	\$ 97,550
Capital Fund 6273	\$5,533,000

5. Skamania EMS District Contract – Board Action

Summary: Interlocal Agreement for the provision of Emergency Medical Services

6. Sick Leave – Board Action

Summary: Updated verbiage to replace current policy.

OLD BUSINESS

1. Open Board Positions

- a. Yacolt Rural

STAFF REPORT

1. Chief and training report – Shaun Ford
2. Operations report – Bryce Shirley
3. Logistics & VRT report – Dennis Madler
4. Financial report – Monica Hofstetter

ADJOURNMENT – Chair Bob Appling

Next meeting: Thursday, November 17, 2022 at 2:00 p.m.

North Country Emergency Medical Service

Balance Sheet

As of December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
6270 · NCEMS Operating Fund	262,604.64
6270IND · 6270 -102 \$3000 Petty cash	3,000.00
6270USB · 6270 -102 USB Imprest Account	75,000.00
6271 · Excess Levy Fund	1,230,599.61
6272 · Skamania Project	121,044.62
6273 · Capital Reserve Account	<u>3,375,113.70</u>
Total Checking/Savings	5,067,362.57
Accounts Receivable	
1200 · Accounts Receivable	<u>-1,396.95</u>
Total Accounts Receivable	<u>-1,396.95</u>
Total Current Assets	<u>5,065,965.62</u>
TOTAL ASSETS	<u><u>5,065,965.62</u></u>
LIABILITIES & EQUITY	0.00

**North Country Emergency Medical Service
Budget vs. Actual - North Country EMS
January through December 2022**

09/15/22

Cash Basis

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3089100 · Beginning net cash & inv.	0.00	200,000.00	-200,000.00	0.0%
3111000 · Taxes				
3111001 · Property Tax Clark County	574,305.23	989,000.00	-414,694.77	58.1%
3111002 · Property Tax Cowlitz County	154,327.31	155,616.00	-1,288.69	99.2%
3111003 · Property Tax Yacolt	40,936.16	73,000.00	-32,063.84	56.1%
3111050 · Admin Refund Clark	6.44			
Total 3111000 · Taxes	769,575.14	1,217,616.00	-448,040.86	63.2%
3340000 · State Grants				
3340490 · Dept. of Health Grant	3,375.00	3,600.00	-225.00	93.8%
Total 3340000 · State Grants	3,375.00	3,600.00	-225.00	93.8%
3370000 · Local Grants, Entitlements				
3370004 · Local grant misc	0.00	2,500.00	-2,500.00	0.0%
3370009 · DNR/Timber Sales Cowlitz County	5,375.87			
Total 3370000 · Local Grants, Entitlements	5,375.87	2,500.00	2,875.87	215.0%
3420000 · Charges for Goods and Services				
3422100 · Emergency Medical Services	750.00			
3422110 · Shared Employee Agreement	54,609.39	90,000.00	-35,390.61	60.7%
3422130 · FA / CPR Fee Receipts	810.00	1,500.00	-690.00	54.0%
3422140 · Tuition Charges - Other	100.00	2,500.00	-2,400.00	4.0%
3422150 · Clerical/copy fees	24.80			
3422160 · Speelyai Site Lease	0.00	3,250.00	-3,250.00	0.0%
Total 3420000 · Charges for Goods and Services	56,294.19	97,250.00	-40,955.81	57.9%
3426000 · Ambulance Transport Fees	419,269.32	577,886.00	-158,616.68	72.6%
3610000 · Miscellaneous Revenues				
3611000 · Investment Interest	1,368.42	4,000.00	-2,631.58	34.2%
3670000 · Contributions and Donations	5,796.00	3,000.00	2,796.00	193.2%
3691000 · Sales of Surplus	1,578.00			
3699100 · Miscellaneous Income	1,475.78	1,000.00	475.78	147.6%
Total 3610000 · Miscellaneous Revenues	10,218.20	8,000.00	2,218.20	127.7%
3900000 · Other Financing Sources				
3970000 · Operating Transfer In				
3970020 · Excess Levy transfer in	500,000.00	598,182.00	-98,182.00	83.6%
Total 3970000 · Operating Transfer In	500,000.00	598,182.00	-98,182.00	83.6%
Total 3900000 · Other Financing Sources	500,000.00	598,182.00	-98,182.00	83.6%
Total Income	1,764,107.72	2,705,034.00	-940,926.28	65.2%
Gross Profit	1,764,107.72	2,705,034.00	-940,926.28	65.2%
Expense				
5227010 · Salaries				
111 · Regular Salaries	1,107,024.67	1,640,000.00	-532,975.33	67.5%
Total 5227010 · Salaries	1,107,024.67	1,640,000.00	-532,975.33	67.5%
5227020 · Benefits				
211 · PERS	23,041.58			
212 · Social Security	82,437.28			
213 · LEOFF	45,579.71			
221 · Medical Insurance	173,527.99			
222 · Industrial Insurance	30,110.87			
223 · OR State Withholding	0.25			
224 · Long Term Disability	2,720.81			
225 · Deferred Comp	2,550.00			
226 · Life Insurance	2,816.72			
227 · FSA Employer contribution	2,000.00			

**North Country Emergency Medical Service
Budget vs. Actual - North Country EMS
January through December 2022**

09/15/22

Cash Basis

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
228 · Long Term Care for T. McDowell	-706.03			
229 · Medical Expense Reimb Plan	9,403.10			
242 · Unemployment	3,517.36			
5227020 · Benefits - Other	0.00	578,000.00	-578,000.00	0.0%
Total 5227020 · Benefits	376,999.64	578,000.00	-201,000.36	65.2%
5227030 · supplies				
310 · Admin. Supplies				
313 · Education Supplies	0.00	7,000.00	-7,000.00	0.0%
314 · Maps, Books, Subscriptions	660.00	600.00	60.00	110.0%
315 · Office Supplies	1,200.67	3,500.00	-2,299.33	34.3%
Total 310 · Admin. Supplies	1,860.67	11,100.00	-9,239.33	16.8%
320 · Operating Supplies				
321 · Course expenses				
32110 · Course Expenses	2,945.48	4,000.00	-1,054.52	73.6%
32110EM · EMT-B Course				
32110b · Course Evaluators/Trainers	0.00	1,000.00	-1,000.00	0.0%
Total 32110EM · EMT-B Course	0.00	1,000.00	-1,000.00	0.0%
321 · Course expenses - Other	3,972.18			
Total 321 · Course expenses	6,917.66	5,000.00	1,917.66	138.4%
322 · Cleaning Supplies	4,041.06			
323 · Medical Supplies				
323-COV · Covid-19 Expenses	190.00			
323 · Medical Supplies - Other	63,271.81	90,750.00	-27,478.19	69.7%
Total 323 · Medical Supplies	63,461.81	90,750.00	-27,288.19	69.9%
324 · Food/Water	0.00	100.00	-100.00	0.0%
325 · FA / CPR / ACLS/ PALS Supplies	850.76	1,500.00	-649.24	56.7%
326 · Expendable Supplies - Equip.	-425.23	3,300.00	-3,725.23	-12.9%
327 · Computer Supplies	6,516.43	7,000.00	-483.57	93.1%
328 · Uniform Equipment / Supplies	1,746.60	10,000.00	-8,253.40	17.5%
329 · Other Operating Equipment	204.63	2,500.00	-2,295.37	8.2%
320 · Operating Supplies - Other	80.16			
Total 320 · Operating Supplies	83,393.88	120,150.00	-36,756.12	69.4%
330 · Building Supplies				
331 · Electrical	246.92	1,000.00	-753.08	24.7%
333 · Plumbing	74.87	1,000.00	-925.13	7.5%
334 · Building	3,399.21	1,000.00	2,399.21	339.9%
330 · Building Supplies - Other	119.11			
Total 330 · Building Supplies	3,840.11	3,000.00	840.11	128.0%
350 · Equipment Supplies / Parts				
351 · Vehicle Supplies, parts	4,566.09	4,500.00	66.09	101.5%
352 · Tires	0.00	7,000.00	-7,000.00	0.0%
353 · Radio Supplies\	271.32	6,000.00	-5,728.68	4.5%
355 · Other Equipment parts	611.94			
359 · Equipment Supplies	5,398.37	20,000.00	-14,601.63	27.0%
350 · Equipment Supplies / Parts - Other	429.46			
Total 350 · Equipment Supplies / Parts	11,277.18	37,500.00	-26,222.82	30.1%
360 · Gas, Diesel & Oil				
363 · Unleaded fuel	2,919.20	12,000.00	-9,080.80	24.3%
364 · Diesel Fuel	31,063.82	18,000.00	13,063.82	172.6%
366 · Propane	43.75			
360 · Gas, Diesel & Oil - Other	82.82			
Total 360 · Gas, Diesel & Oil	34,109.59	30,000.00	4,109.59	113.7%

North Country Emergency Medical Service
Budget vs. Actual - North Country EMS
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
390 · Misc. other expense	3,811.90			
Total 5227030 · supplies	138,293.33	201,750.00	-63,456.67	68.5%
410 · Professional Services				
411 · SH Indirect Expense	-5,725.68			
412 · Legal Services	309.00	2,000.00	-1,691.00	15.5%
419 · Other Professional Services	33,197.55	40,000.00	-6,802.45	83.0%
Total 410 · Professional Services	27,780.87	42,000.00	-14,219.13	66.1%
420 · Communications				
421 · Telephone	1,004.62	5,000.00	-3,995.38	20.1%
422 · Postage	2,223.00	2,600.00	-377.00	85.5%
423 · Radio Dispatch	23,580.42	36,000.00	-12,419.58	65.5%
424 · Mobile Phone / Cradlepoint	3,579.95	7,500.00	-3,920.05	47.7%
425 · Paging System Expense	0.00	450.00	-450.00	0.0%
426 · Internet	-8.02			
Total 420 · Communications	30,379.97	51,550.00	-21,170.03	58.9%
430 · Travel Expenses				
435 · Meals	55.80			
438 · Lodging	338.08			
430 · Travel Expenses - Other	0.00	4,000.00	-4,000.00	0.0%
Total 430 · Travel Expenses	393.88	4,000.00	-3,606.12	9.8%
440 · Advertising				
441 · Call for bids	0.00	500.00	-500.00	0.0%
Total 440 · Advertising	0.00	500.00	-500.00	0.0%
450 · Rental / Lease Agreement				
453 · Co-location fee at Yacolt	3,380.00	4,000.00	-620.00	84.5%
454 · Land & Building	0.00	6,600.00	-6,600.00	0.0%
450 · Rental / Lease Agreement - Other	312.00	250.00	62.00	124.8%
Total 450 · Rental / Lease Agreement	3,692.00	10,850.00	-7,158.00	34.0%
460 · Insurance				
461 · Bonds	460.00	314.60	145.40	146.2%
462 · Building Insurance	9,314.00	18,000.00	-8,686.00	51.7%
463 · Equipment Insurance	8,662.00	8,250.00	412.00	105.0%
464 · Liability Insurance	21,515.00	19,819.40	1,695.60	108.6%
465 · Volunteer Pension	0.00	2,500.00	-2,500.00	0.0%
466 · Volunteer Medical / Disability	11,395.00	14,000.00	-2,605.00	81.4%
469 · Other Insurance	5,538.57			
Total 460 · Insurance	56,884.57	62,884.00	-5,999.43	90.5%
470 · Public Utility Service				
471 · Utilities	11,514.40	17,000.00	-5,485.60	67.7%
472 · Garbage	1,247.18	2,200.00	-952.82	56.7%
474 · Cable/Network TV	1,002.06	2,000.00	-997.94	50.1%
475 · Medical waste	135.33	400.00	-264.67	33.8%
476 · Water & Sewer	2,673.41	1,700.00	973.41	157.3%
Total 470 · Public Utility Service	16,572.38	23,300.00	-6,727.62	71.1%
480 · Contract Repairs & Maintenance				
481 · Building Repair/Maintenance	3,813.39	3,500.00	313.39	109.0%
482 · Equipment Repair/Maintenance	6,713.94	16,000.00	-9,286.06	42.0%
483 · Grounds Repair/Maintenance	870.16	500.00	370.16	174.0%
484 · Radio Repair/Maintenance	0.00	1,000.00	-1,000.00	0.0%
485 · Vehicle Repair/Maintenance	19,956.07	30,000.00	-10,043.93	66.5%
487 · Computer Software Support	17,056.88	18,500.00	-1,443.12	92.2%
488 · Computer Repair/Maintenance	180.00	1,500.00	-1,320.00	12.0%
489 · Other Contract Repair/Maint	2,261.70			

North Country Emergency Medical Service
Budget vs. Actual - North Country EMS
 January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Total 480 · Contract Repairs & Maintenance	50,852.14	71,000.00	-20,147.86	71.6%
490 · Miscellaneous				
491 · Association Dues	1,129.57	3,700.00	-2,570.43	30.5%
492 · Election Fees	7,044.50			
493.5 · Appreciation Dinner	68.92	2,500.00	-2,431.08	2.8%
495 · Taxes & Assessments	337.79	4,500.00	-4,162.21	7.5%
496 · Tuition & Registration	197.00	8,000.00	-7,803.00	2.5%
499 · Misc., Insurance refunds	1,143.17	500.00	643.17	228.6%
Total 490 · Miscellaneous	9,920.95	19,200.00	-9,279.05	51.7%
Total Expense	1,818,794.40	2,705,034.00	-886,239.60	67.2%
Net Ordinary Income	-54,686.68	0.00	-54,686.68	100.0%
Other Income/Expense				
Other Expense				
697003 · General Fund Transfer out	109,345.67			
Total Other Expense	109,345.67			
Net Other Income	-109,345.67	0.00	-109,345.67	100.0%
Net Income	-164,032.35	0.00	-164,032.35	100.0%

North Country Emergency Medical Service Budget vs. Actual - Skamania Project January through December 2022

	Jan - Dec 22	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
3320000 · Federal Grants				
3321070 · Title 3 Grant County Projects	0.00	67,000.00	-67,000.00	0.0%
Total 3320000 · Federal Grants	0.00	67,000.00	-67,000.00	0.0%
3331000 · Federal Indirect - Title III	25,041.79			
3420000 · Charges for Goods and Services				
3422100 · Emergency Medical Services	10,000.00	10,000.00	0.00	100.0%
Total 3420000 · Charges for Goods and Services	10,000.00	10,000.00	0.00	100.0%
3426000 · Ambulance Transport Fees	0.00	500.00	-500.00	0.0%
3610000 · Miscellaneous Revenues				
3611000 · Investment Interest	697.94	500.00	197.94	139.6%
Total 3610000 · Miscellaneous Revenues	697.94	500.00	197.94	139.6%
Total Income	35,739.73	78,000.00	-42,260.27	45.8%
Gross Profit	35,739.73	78,000.00	-42,260.27	45.8%
Expense				
5227010 · Salaries				
111SH · Skamania Payroll	31,716.51	42,000.00	-10,283.49	75.5%
Total 5227010 · Salaries	31,716.51	42,000.00	-10,283.49	75.5%
5227020 · Benefits				
211 · PERS	412.51			
212 · Social Security	1,987.00			
213 · LEOFF	86.01			
222 · Industrial Insurance	339.64			
242 · Unemployment	116.76			
5227020 · Benefits - Other	0.00	10,000.00	-10,000.00	0.0%
Total 5227020 · Benefits	2,941.92	10,000.00	-7,058.08	29.4%
5227030 · supplies				
320 · Operating Supplies				
323 · Medical Supplies	0.58	1,500.00	-1,499.42	0.0%
324 · Food/Water	68.00			
326 · Expendable Supplies - Equip.	0.00	150.00	-150.00	0.0%
328 · Uniform Equipment / Supplies	360.12	800.00	-439.88	45.0%
329 · Other Operating Equipment	0.00	100.00	-100.00	0.0%
Total 320 · Operating Supplies	428.70	2,550.00	-2,121.30	16.8%
330 · Building Supplies	0.00	1,000.00	-1,000.00	0.0%
350 · Equipment Supplies / Parts				
351 · Vehicle Supplies, parts	0.00	500.00	-500.00	0.0%
352 · Tires	0.00	200.00	-200.00	0.0%
353 · Radio Supplies\	0.00	500.00	-500.00	0.0%
359 · Equipment Supplies	0.00	2,000.00	-2,000.00	0.0%
Total 350 · Equipment Supplies / Parts	0.00	3,200.00	-3,200.00	0.0%
360 · Gas, Diesel & Oil				
364 · Diesel Fuel	962.51			
366 · Propane	997.90			
360 · Gas, Diesel & Oil - Other	0.00	4,000.00	-4,000.00	0.0%
Total 360 · Gas, Diesel & Oil	1,960.41	4,000.00	-2,039.59	49.0%
Total 5227030 · supplies	2,389.11	10,750.00	-8,360.89	22.2%
410 · Professional Services				
411 · SH Indirect Expense	6,082.74	17,000.00	-10,917.26	35.8%
419 · Other Professional Services	870.00			

12:04 PM

09/15/22

Cash Basis

**North Country Emergency Medical Service
Budget vs. Actual - Skamania Project
January through December 2022**

	<u>Jan - Dec 22</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
410 · Professional Services - Other	0.00	5,000.00	-5,000.00	0.0%
Total 410 · Professional Services	6,952.74	22,000.00	-15,047.26	31.6%
450 · Rental / Lease Agreement	0.00	2,600.00	-2,600.00	0.0%
460 · Insurance	0.00	3,400.00	-3,400.00	0.0%
480 · Contract Repairs & Maintenance	0.00	3,000.00	-3,000.00	0.0%
490 · Miscellaneous	0.00	100.00	-100.00	0.0%
Total Expense	<u>44,000.28</u>	<u>93,850.00</u>	<u>-49,849.72</u>	<u>46.9%</u>
Net Ordinary Income	<u>-8,260.55</u>	<u>-15,850.00</u>	<u>7,589.45</u>	<u>52.1%</u>
Net Income	<u><u>-8,260.55</u></u>	<u><u>-15,850.00</u></u>	<u><u>7,589.45</u></u>	<u><u>52.1%</u></u>

**North Country Emergency Medical Service
Budget vs Actual Capital Outlay Fund
January through December 2022**

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3111000 · Taxes				
311199 · Land Use Tax	0.01			
Total 3111000 · Taxes	0.01			
3320000 · Federal Grants				
3329340 · GEMT	187,346.64	250,000.00	-62,653.36	74.9%
Total 3320000 · Federal Grants	187,346.64	250,000.00	-62,653.36	74.9%
3370000 · Local Grants, Entitlements				
3370005 · Forest Excise Tax Clark County	0.00	10,000.00	-10,000.00	0.0%
3370006 · Forest Excise Tax Cowlitz Cty	840.49			
3370008 · DNR/Timber Sales Clark County	109,067.07			
3370009 · DNR/Timber Sales Cowlitz County	22,958.99			
Total 3370000 · Local Grants, Entitlements	132,866.55	10,000.00	122,866.55	1,328.7%
3610000 · Miscellaneous Revenues				
3611000 · Investment Interest	15,002.99	10,000.00	5,002.99	150.0%
Total 3610000 · Miscellaneous Revenues	15,002.99	10,000.00	5,002.99	150.0%
3900000 · Other Financing Sources				
3951010 · DNRTimber Sales Clark County	0.00	80,000.00	-80,000.00	0.0%
Total 3900000 · Other Financing Sources	0.00	80,000.00	-80,000.00	0.0%
Total Income	335,216.19	350,000.00	-14,783.81	95.8%
Gross Profit	335,216.19	350,000.00	-14,783.81	95.8%
Expense				
440 · Advertising				
441 · Call for bids	288.07			
Total 440 · Advertising	288.07			
480 · Contract Repairs & Maintenance				
484 · Radio Repair/Maintenance	4,627.32			
Total 480 · Contract Repairs & Maintenance	4,627.32			
5942260 · Capital Outlay				
652 · Farger Lake Progect	39,258.85			
620 · Bullding Outlay	0.00	2,033,000.00	-2,033,000.00	0.0%
640 · Equipment Outlay				
645 · Transportation Equipment	32,163.73			
640 · Equipment Outlay - Other	0.00	57,500.00	-57,500.00	0.0%
Total 640 · Equipment Outlay	32,163.73	57,500.00	-25,336.27	55.9%
Total 5942260 · Capital Outlay	71,422.58	2,090,500.00	-2,019,077.42	3.4%
Total Expense	76,337.97	2,090,500.00	-2,014,162.03	3.7%
Net Ordinary Income	258,878.22	-1,740,500.00	1,999,378.22	-14.9%
Net Income	258,878.22	-1,740,500.00	1,999,378.22	-14.9%