

North Country Emergency Medical Service

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

Thursday, January 28, 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
D.E.B. Ward – Rural Yacolt area
Bob Appling – Rural Yale-Cougar Area

ABSENT

Rebecca Hoffman – USFS Mount St. Helens Monument

STAFF: Chief Shaun Ford, Battalion Chief Dennis Madler, Battalion Chief Bryce Shirley, 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 November 12, 2020 regular meeting, seconded by Eileen Quiring O'Brien and carried.

COMMUNICATIONS

Chief Ford advised the board that NCEMS had received a thank you letter from Cowlitz District #5 in appreciation for sending staff to cover after the death of one of their members.

Jerry Olson reported that he had received a letter of resignation from Tom Ryan, a full-time paramedic who has served the agency for 30 years. He will be retiring at the end of February.

CHIEF'S PRESENTATION OF 2021 DISTRICT GOALS

Chief Ford presented the 2021 Agency Goals regarding budgeting, staffing, training, vehicles, community outreach and facilities.

DISCUSSION

- 1. Staff Community Involvement** – A board member had expressed concern regarding community involvement of the agency staff. Chief Ford advised that as the agency has grown over the years, not many of our members live locally and they may be participating in and donating to causes where they live. The agency would have to pay them for activities outside of their regular duties. Annually, members participate in the planning and execution of the Father's Day Breakfast and Health & Safety Fair for the community as well as participating in the parades in Yacolt and Amboy. Because of COVID, these events were not held in 2020 and likely will not be held this year.
- 2. Station 52 Update** – Chief Ford has been working with the architects to lower the cost of the Station 52 construction. The site work was one area that was of concern. The building project is no longer shared with Fire District #10 and the square footage is able to be reduced to approximately 5,000 square feet with a single ambulance bay. Since North Country EMS was formed through an interlocal agreement, they are not able to borrow directly via the WA State Treasurer's Local Financing Program nor can the District issue bonds to finance this project. At the suggestion of the State Treasurer's Office Chief Ford has met with the Clark County Manager to ask them to consider executing a loan via the Local Program on behalf of NCEMS, then invoice NCEMS for the loan payments. The County Manager is reviewing this possibility with their staff, but had no initial objections.

NEW BUSINESS

1. DEB Ward made a motion to approve Staff Report No. 2021-01-01 for approval to run an Excess Levy in 2021, seconded by Dale Grams and carried unanimously.
2. Dale Grams made a motion to approve Resolution 2021-01-01 for approval to purchase two Lucas CPR devices under sole source competitive solicitation exception, seconded by Bob Appling and carried unanimously.
3. After discussion, Dale Grams made a motion to approve the purchase of 'key man' life insurance on the Chief at \$250,000 in coverage for a 15-year term, seconded by Eileen Quiring O'Brien and carried unanimously. The beneficiary is North Country EMS.

4. Dale Grams made a motion to accept claims as paid, seconded by Lori Homola and carried unanimously.


11/09/20	\$62,713.79
11/12/20	\$56,427.71
11/23/20	\$75,995.35
12/01/20	\$15,105.97
12/08/20	\$66,200.74
12/16/20	\$17,110.53
12/21/20	\$64,843.64
12/29/20	\$26,060.35
01/04/21	\$39,556.98
01/05/21	68,026.07
01/12/21	\$39,074.24
01/19/21	\$61,209.11

STAFF REPORT

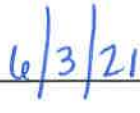
1. Chief Ford reported on ongoing planning for vaccination clinics in the county, annual call reports, and a union merger between Fire District #6 and Vancouver Fire, of which our full paramedic employees are members. He reminded the board that open public meeting training is required in no more than four year intervals. Reminder, do not reply to all board members regarding agency business as it violates open public meeting laws. Skamania calls increased in 2020 back to average.
2. Battalion Chief Shirley advised we have one retirement in February and have hired one of our part time paramedics with many years' experience for the position. Since hiring the three full time EMTs at the beginning of 2020 we have not had the need for hiring new part time EMTs.
3. Battalion Chief Madler reported the VRT currently has 40 active members and has participated in four missions since our last meeting including one helicopter hoist rescue. Small group trainings have been conducted outside and classroom attendance has increased with virtual training. The assistant medical program director taught a class in hypothermia.
4. Kim Pitts reported that we have been building the balance in the Capital fund in anticipation of the new build at Station 2. We should be transferring carry over funds from operations to the capital fund bringing the balance to just under \$3,000,000. In the operations fund we collected 101% of estimated property taxes and 105% of ambulance revenue. We came in under budget in every expense category and will be able to report to the State Auditor's that we did not overspend our budget for 2020. We have applied for FEMA grant funds to cover 75% of the overtime wages for COVID backfill costs.

ADJOURNMENT – Chair Jerry Olson adjourned the meeting at 2:59 p.m.


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



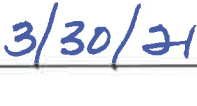
Chairman



Date



Attest



Date