

**EMS COUNCIL EXECUTIVE COMMITTEE
MEETING MINUTES
Jan. 29, 2018, 9 – 10 am
Spokane Fire Training Center**

Present:

Mike Lopez, Chair
Adam Richards, Vice Chair
Patrick Ramsey, Treasurer
Cathy St. Amand, Executive Chair
Cindy Pavlischak, EMS Office Administrator

Update on Share Fees payments:

Cindy reported that 4 agencies still owe their share fees (SVFD, SCFD12, Airway Heights FD, and Medical Lake FD). The 4 agencies have been responsive to Cindy's follow-up emails and are processing their checks for the fees.

IEESA has not paid their share fees the last 4+ years and have not responded to any of the share fee emails this year either. It was suggested that IEESA be asked to make a presentation to the Council or at the very least meet with the MPD and Council Chair to explain their reasoning for not paying their share fees. (Addendum: Cindy found out the day following the meeting that IEESA did not submit their agency recertification application to DOH and their agency certification expired on 11/30/2017. A letter was sent to IEESA regarding their certification expiring and David Salerno responded by email that they might be pursuing an ESSO application.)

Action: No further action needed at this time.

Treasurer position responsibilities:

Mike Lopez reviewed the expectations of E-Board for the Treasurer position.

- The Treasurer should report monthly at the Council meeting on the previous month's Council expenditures (general ledger). The CPA, David Teague, has agreed to provide an annual report to the Council every year.
- The Treasurer will also be responsible for approving the time card of the Office Administrator, reviewing invoices and signing all checks to pay those invoices. Cindy will order new double-signature checks and once they arrive, all checks will require two signatures.

Mike also said an office policy should be drafted and the E-Board will work on this in the upcoming months.

Action: Cindy will order double-signature checks.

Update STCU account signature card:

The STCU Business Account Card was updated at this time (due to change in E-Board members) with signatures of approved individuals (Cindy, Mike, Adam, and Patrick).

OPMA Training for Council E-board:

- Mike said the E-Board members are responsible for taking the eLearning module for OPMA (Open Public Meetings Act) offered by the WA State Auditor's Office. They should complete the module, print and save the certificate of completion at the end, and send Cindy a copy of the completion certificate for the office files.
- Mike said that in the future, the meeting dates of the EMS Executive Board will be posted on the EMS website calendar and EMS Officers will be notified by email. We want to

achieve as much transparency as possible and the meetings are open to the public. We won't be accepting public input as that will be reserved for the larger EMS Council meetings. Agendas will be published prior to any future Executive Board meetings.

Action: Cindy will send the link to the eLearning module to Patrick and Cathy. Mike, Adam, and Cindy completed the module for the East Region Council already. Cindy will also post future E-Board meetings dates/times on website calendar and send meeting notices and agendas to EMS Officers.

Cindy's Evaluation:

Mike said that in the future, the evaluation for the Office Administrator will take place every December. Input to the evaluation will be collected from the E-Board members and EMS Officers in September by emailing an evaluation form to be returned to the Chair. The input will then be reviewed and the evaluation written to be presented/reviewed with the Office Administrator in December.

Action: Cindy will send Mike the EMS Officer email list and the current Office Administrator Job Description so he can create an evaluation form and send it out to the EMS Officers. Mike hopes to have an evaluation ready to review with Cindy by mid-February.

Cindy's request for increase in vacation from 10 days/year to 12 days/year:

Cindy said that no vacation or sick time accrual model was ever set when she was hired in Feb. 2014. She said that at the time she was hired she was given 8 days/year of vacation pay. She requested in late 2015 that starting in Jan. 2016 (year 3 with the Council) that her vacation time be increased to 10 days/year, which was approved. She is now requesting that starting in Jan. 2018 (year 5 with the Council), that her vacation days be increased from 10 days/year to 12 days/year. The E-Board members discussed this issue and the need to establish an accrual rate for vacation and sick time going forward.

Action: The members approved the request to increase vacation days from 10 days/year to 12/days per year. Cindy will ask the new CPA if he is aware of any accrual models the E-Board could look at. The board members were asked to do some research as well into accrual models as well as PTO bank versus separate vacation time and sick time. Once an accrual model is established, the Board reserves the right to review the increase in vacation time approved today.

Strategic Planning for the future of the EMS Council and Executive Board:

Mike feels that it is beneficial for us to have a strategic positioning approach to how the Council and the EMS office will function into the future. Specifically, we need to look at opportunities and threats to the continued function of the Council as well as current trends that may impact EMS in general within Spokane County. Additionally, there may be opportunities to continue improving the overall function of the Council to support member agencies and continuously improve our County's system. Adam referenced the upcoming Board Development Retreat in March that is a Regional (North Central and East) activity, but we may gain some perspective on how the Region will approach strategic planning and future work and objectives that may impact the Spokane County Council.

Action: Cindy will forward email regarding Board Development Retreat coming up March 8-10, 2018, at 12 Tribes Colville Casino in Omak, WA.

The meeting was adjourned.