KOOTENAI COUNTY EMERGENCY MEDICAL SERVICES SYSTEM
4381 W. Seltice Way
Coeur d'Alene, ID 83814
Phone: (208) 930-4224 Fax: (208) 930-4259

NOTICE OF BUDGET HEARING

NOTICE IS HEREBY GIVEN that the Joint Powers Board of the Kootenai County Emergency Medical Services System will hold a public hearing on the 2023-2024 fiscal year proposed budget as part of their regularly scheduled meeting on July 27th, 2023 at 3:00 PM. The public hearing will be held at the Kootenai County EMS Administrative Building, located at 4381 W. Seltice Way, Coeur d'Alene, Idaho. The budget may be examined prior to the hearing date at the same address Monday through Thursday 7:30 a.m. to 4:00 p.m., and Fridays from 7:30 a.m. to 3:00 p.m.

PROPOSED 2023-2024 BUDGET

Anticipated Revenue:	
Tax Revenue	3,748,925
Ambulance Service Revenue	6,715,635
WA GEMT Revenue	60,000
Contract Revenue	8,500
Impact Fee Revenue	130,000
Interest & Other Revenue	34,000
Total Anticipated Revenue:	10,697,060
Anticipated Expenses:	
Service Contracts	6,448,283
Bad Debt Write-off	599,178
Billing & Collection Contracts	292,130
Medical Supplies	381,800
Personnel Expenses	937,051
Education & Training	65,750
Vehicle Operation & Maintenance	402,473
Administrative & Other Expenses	353,255
Equipment & Services	75,700
Capital & Equipment Expenditures	1,141,440
Total Anticipated Expenses:	10,697,060

Dated July 12th & 19TH, 2023
Tracy Abrahamson
KCEMSS Director of Finance/Treasurer

MEETING MINUTES OF THE
KOOTENAI COUNTY EMS SYSTEM
REGULAR MONTHLY MEETING OF THE
JOINT POWERS BOARD AND PUBLIC HEARING
July 27th, 2023

PRESENT

Chairman McEvers	Commissioner Doellefeld	Commissioner Duncan
Pat Braden	Bill Keeley	Tracy Abrahamson
Rodney Geilenfeldt	Shawn Ptashkin	Amy Evans
Dawson Jude	Brandon Hermenet	Bodie Golla
Matt Dill	Shane Anderson	Steve Jones
Bill Deruyter	Mitchell Copstead	Pete Holley
Doug Duncan	Chris Way	Pat Riley

REGULAR MONTHLY JPB MEETING

1. CALL TO ORDER
Chairman McEvers called the KCEMSS Joint Powers Board regular monthly meeting to order at 3:00 PM.

2. PLEDGE OF ALLEGIANCE
The pledge of allegiance was recited.

3. AGENDA CHANGES
No changes

4. PUBLIC HEARING ON THE 2024 FISCAL YEAR PROPOSED BUDGET
Commissioner McEvers opened the public meeting stating the purpose of the public hearing is to gather public comments on the KCEMSS FY2024 proposed budget.

Chief Keeley reviewed the proposed budget covering these highlights:

- The KCEMSS budget focuses on the 10-year capital replacement plan, providing increases to partners and KCEMSS staff, and the addition of an administrative assistant.
- KCEMSS is asking for the 3% allowable for tax increase, along with new development and URD closures. This will bring the tax levy to around 7 cents per thousand.
- We are projecting a 3% increase in call volume revenue.
- We have a 2.5% increase proposed for the partner agency contracts. Contracts make up about 60% of the KCEMSS budget. We also bumped up Shoshone's contract by $2000 for added coverage.
- We have a decrease in bad debt from better collections.
- Billing services and medical supply costs are up and are driven by increased call volume.
- We have requested a 3% increase for KCEMSS staff plus the new administrative position.
- No changes to education and training.
- Capital replacement costs are down compared to the prior year.
- Total proposed budget for FY2024 is $10,697,060. The budget keeps the system in a sound financial position.

Commissioner McEvers opened the floor for public comment on the Kootenai County Emergency Medical Services Systems' FY2024 proposed budget.

There were no public comments. Commissioner McEvers asked the board for a motion to close the public hearing.

COMMISSIONER DOELLEFELD made a motion to close the public hearing on the Kootenai County EMS proposed budget for the 2024 Fiscal Year.
COMMISSIONER DUNCAN seconded the motion.
CHAIRMAN MCEVERS asked for any discussion. Hearing none, he asked all those in favor to signify by saying aye.

COMMISSIONER DOELLEFELD – AYE
COMMISSIONER MCEVERS - AYE
COMMISSIONER DUNCAN - AYE

Motion Carried.

5. JPB VOTE ON THE KCEMSS FY2024 BUDGET

COMMISSIONER DUNCAN made a motion to approve and forward the Kootenai County EMS Fiscal Year 2024 budget on to the County Commissioners as presented.
COMMISSIONER DOELLEFELD seconded the motion.
CHAIRMAN MCEVERS asked for any discussion. Hearing none, he asked all those in favor to signify by saying aye.

COMMISSIONER DOELLEFELD – AYE
COMMISSIONER MCEVERS - AYE
COMMISSIONER DUNCAN - AYE

Motion Carried.

6A. EXECUTIVE SESSION TO DISCUSS CHIEF CANDIDATES

COMMISSIONER DUNCAN made a motion to enter into executive session pursuant to the provisions of Idaho Code 74-206, subsection 1(a).
COMMISSIONER DOELLEFELD seconded the motion.
CHAIRMAN MCEVERS asked for any discussion. Hearing none, he asked for a roll call vote:

COMMISSIONER DOELLEFELD - YES
CHAIRMAN MCEVERS - YES
COMMISSIONER DUNCAN - YES

Motion carried. Executive session entered into at 3:12 PM

6B. EXECUTIVE SESSION ENDED

COMMISSIONER DUNCAN made a motion to exit out of executive session with staff to proceed as discussed.
COMMISSIONER DOELLEFELD seconded the motion.
CHAIRMAN MCEVERS asked for any discussion? Hearing none, he asked all those in favor to signify by saying aye.

COMMISSIONER DOELLEFELD – AYE
COMMISSIONER MCEVERS – AYE
COMMISSIONER DUNCAN - AYE

Motion carried. Executive session ending at 4:01 PM

7. CHIEF OFFICER HIRING DECISION

The Joint Powers Board made the decision not to hire any of the three candidates that were interviewed for the Chief Officer position. The board agreed that Chief Keeley should continue with his plans to retire on 10/1/2023 as planned. The board asked that a JPB Special Meeting be held in the near future to discuss another hiring process and come up with a plan to receive assistance from the fire districts during the interim period with no Chief.

COMMISSIONER DUNCAN made a motion that the board shall not hire any of the three candidates that were interviewed for the Chief position and go with an interim option.
COMMISSIONER DOELLEFELD seconded the motion.
CHAIRMAN MCEVERS asked for any discussion? Hearing none, he asked all those in favor to signify by saying aye.

COMMISSIONER DOELLEFELD – AYE
COMMISSIONER MCEVERS – AYE
COMMISSIONER DUNCAN - AYE

Motion carried.

8. APPROVAL OF MEETING MINUTES

8A – June 22nd, 2023 Meeting Minutes
COMMISSIONER DOELLEFELD made a motion to approve the meeting minutes for the June 22nd, 2023 regular monthly meeting as presented.
COMMISSIONER DUNCAN seconded the motion.
CHAIRMAN MCEVERS asked for any discussion. Hearing none, he asked all those in favor to signify by saying aye.

COMMISSIONER DOELLEFELD – AYE
COMMISSIONER MCEVERS - AYE
COMMISSIONER DUNCAN - AYE

Motion Carried.

9. OLD BUSINESS

9A – Pyxis Machine Acquisition Update
Chief Keeley reported that the new Pyxis machine should be delivered on August 8th, and they will be here to provide training on the machine.

10. NEW BUSINESS

10A – Audit Engagement Letter from Hoover CPA
Tracy Abrahamson stated the engagement letter from Hoover CPA is lengthy this year due to the single audit requirements. For FY2023 the ARPA grant that we received put KCEMSS over the federal grant threshold of $750,000 a year which causes the requirement of a single audit. This engagement letter covers both the normal annual audit and the single audit for FY2023.

COMMISSIONER DUNCAN made a motion to approve the audit engagement letter as presented.
COMMISSIONER DOELLEFELD seconded the motion.
CHAIRMAN MCEVERS asked for any discussion. Hearing none, he asked all those in favor to signify by saying aye.

COMMISSIONER DOELLEFELD – AYE
COMMISSIONER MCEVERS - AYE
COMMISSIONER DUNCAN - AYE

Motion Carried.

10B – Policy Revision on Bereavement
COMMISSIONER DUNCAN made a motion to table the bereavement policy until one of the JPB meetings in August.
COMMISSIONER DOELLEFELD seconded the motion.

CHAIRMAN MCEVERS asked for any discussion. Hearing none, he asked all those in favor to signify by saying aye.

COMMISSIONER DOELLEFELD – AYE
COMMISSIONER MCEVERS - AYE
COMMISSIONER DUNCAN - AYE

Motion Carried.

10C – Policy Revision on Vacation Process

COMMISSIONER DUNCAN made a motion to table the vacation policy revision until one of the JPB meetings in August.

COMMISSIONER DOELLEFELD seconded the motion.

CHAIRMAN MCEVERS asked for any discussion. Hearing none, he asked all those in favor to signify by saying aye.

COMMISSIONER DOELLEFELD – AYE
COMMISSIONER MCEVERS - AYE
COMMISSIONER DUNCAN - AYE

Motion Carried.

10D – Equipment Surplus (Radios & IV Pumps)

Chief Keeley requested the board to surplus the radios that came out of the ambulances when we switched over to the 700 MHz radios. We've also moved over to a newer IV pump system. We don't believe that the old radios have much value since everyone has been switching to the 700's. The IV pumps would have a very small value. If we can't find anyone that wants to purchase any of this equipment, we will dispose of the equipment.

COMMISSIONER DUNCAN made a motion to surplus the radios and IV pumps on the list provided.

COMMISSIONER DOELLEFELD seconded the motion.

CHAIRMAN MCEVERS asked for any discussion. Hearing none, he asked all those in favor to signify by saying aye.

COMMISSIONER DOELLEFELD – AYE
COMMISSIONER MCEVERS - AYE
COMMISSIONER DUNCAN - AYE

Motion Carried.

10E – HVAC Replacement Request

Chief Keeley reported that we have had 4 HVAC companies come out and look at our systems. The conference room, doctor's offices, bathrooms, supply room and back meeting room do not have heat or AC in them. Part of the issue is a system in the attic that was heating and air conditioning the doctor's office, the kitchen and back meeting room has failed. The conference room, bathrooms and supply room have never had heating and air conditioning. We have three bids ranging from $18,000 to $31,000. The problem is that the bids are not apples to apples as each company had a different idea on how to fix the problems. One bid was to simply install local systems into the two conference rooms. The next two bids are similar, but the higher bid changes the location of the air return needed for the system that feeds the conference room and bathrooms. The middle bid does not heat the bathrooms or the supply room. We would like the board to approve the higher bid from Andy's Heating that was much more thorough and covered all our needs. Pat Braden stated that because it is under $50,000 we do not have to take the lower bid. We do need to make sure the contractor has a public works license.

COMMISSIONER DOELLEFELD made a motion to approve HVAC installations systems not to exceed $35,000.

COMMISSIONER DUNCAN seconded the motion.

CHAIRMAN MCEVERS asked for any discussion. Hearing none, he asked all those in favor to signify by saying aye.

COMMISSIONER DOELLEFELD – AYE
COMMISSIONER MCEVERS - AYE
COMMISSIONER DUNCAN - AYE

Motion Carried.

11. ALS/BLS COMMITTEE MEETING

Chief Geilenfeldt stated we completed a big vehicle rotation. Our EMS license renewal is on its way, and inspections we expect to have in the near future. Kootenai Health is sending out feedback emails to providers. Protocol update reviews are underway. Hydrostatic testing of oxygen bottles are being completed. The equipment committee has been resurrected where we discuss equipment requests.

12. APPROVAL OF THE BILLS AND FINANCIALS

Tracy Abrahamson reported the June gross ambulance revenue is up by 2.7% compared to last June. That brings our year-to-date increase to 7.6%. $10,000 was spent on 21 new field tablets. The last of the advanced EMT training course checks to instructors went out in June. $52,000 to Stryker was for 2 power load systems. These were for the two remount ambulances under construction at this time.

COMMISSIONER DOELLEFELD made a motion to approve the bills and financials for June, 2023 as presented.
COMMISSIONER DUNCAN seconded the motion.
CHAIRMAN MCEVERS asked for any discussion. Hearing none, he asked all those in favor to signify by saying aye.

COMMISSIONER DOELLEFELD – AYE
COMMISSIONER MCEVERS - AYE
COMMISSIONER DUNCAN - AYE

Motion Carried.

13. CHIEF REPORTS

13A – Chief Keeley

Chief Keeley discussed the PulsePoint app which notifies people trained in CPR near the event and where the nearest AED is located. KCEMSS is looking at splitting the cost with the agencies. Chief stated he and Rodney will be visiting Horton on 8/21 for the inspection on the remounted ambulance. He reported that he is working on the setup for online narcotic purchasing. This is a lengthy and complicated process that will need to happen again when he retires.

13B – Chief Geilenfeldt

Chief Geilenfeldt discussed the East Side startup for ambulance service, and the push-in ceremony that East Side recently had with the ambulance. The EMS call number for the East Side ambulance is EMS91. He reported on how amazing the KCEMSS shop looks from all the work Dawson has done. He reported that we believe the recent problems we've had with the septic drain field was caused by the water purification system that was constantly flushing water into the system. That has been corrected and we think we are good. We recently had a dead tree removed from the property so it would not cause damage to the trailer park next door. Call volume was a bit slower, but transports are up. Chief reported that the vehicle maintenance program with Kootenai Fire is going fantastic.

14. PUBLIC INPUT

No Public Input

15. COMMISSIONERS COMMENTS AND/OR CORRESPONDENCE

No Commissioner Comments

16. ADJOURNMENT

COMMISSIONER DOELLEFELD made a motion to adjourn the regular meeting of July 27th, 2023.
COMMISSIONER DUNCAN seconded the motion.
CHAIRMAN MCEVERS asked for any discussion. Hearing none, he asked all those in favor to signify by saying aye.

COMMISSIONER DOELLEFELD – AYE
COMMISSIONER MCEVERS - AYE
COMMISSIONER DUNCAN - AYE

Motion Carried.

Regular meeting adjourned at 4:37 PM.

Woody McEvers, Chairman

Tracy Abrahamson
Secretary/Treasurer