



East Umatilla County Ambulance Area Health District  
**Medic 400**

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**Meeting Minutes**  
**January 19<sup>th</sup>, 2023, Board Meeting**

**Call to Order:** 6:33pm by Chrys Wernlund

**Roll Call:** Chrys Wernlund (CW), Chris Williams (CW), Carol Kirk (CK),  
Christine Erb (CE)

**Guests:** Chief Dave Baty, Rachelle Lasater, Juan Avila, Michael Kobasa, Greg Phillips, Terry Case, Jason Hall, Andrew Fournell, JoAnn McKern, Matt Hoehna, Sheri Allen

**Approve Agenda:** Chief Baty advised that he neglected to get agenda requests to Rachelle before the agenda was posted but would like to add the following: Surplus of 2005 Tahoe and 1998 Chevy Ambulance, Vehicle Titling Update, Credit Card Information, and Accounting Software Presentation. Motion to approve the agenda, with requested additions, made by C. Williams, C. Erb seconded the motion. All voted in favor (CW, CW, CK, CE), none opposed (0).

**Public Comment:** Rachelle Lasater advised that there are three board positions coming open (positions 1, 4, and 5). Applications will be accepted, by the county courthouse – elections office, beginning February 4<sup>th</sup> (which is a weekend day, so the 6<sup>th</sup> is the first day to turn them in) and will close on March 16<sup>th</sup>. There is a \$10.00 filing fee. The application has been updated from last year. C. Wernlund said that she received the packet in the mail from the county and gave it to Chief Baty.

**Approve Minutes from December 15<sup>th</sup>, 2022, meeting:** C. Kirk moved to approve the board meeting minutes from the December 15<sup>th</sup>, 2022, board meeting. C. Williams seconded the motion. All voted in favor (CW, CW, CK, CE), none opposed (0).

**Accept Treasurer Report for December 2022 and approve paying December bills:** All board members were emailed the financial documents for the month, prior to the meeting, for their review. All board members

present at this meeting have reviewed the financials and C. Kirk (treasurer) has reviewed the profit and loss statements for December and has signed off on them.

C. Williams advised that he met with JoAnn, Sheri, and Dave regarding financials. A change had been made to a heading to reflect accounting items. He was advised that the district does not “match” retirement funds for employees, which is what the heading is titled, under Company Contributions, “457b Plan Co. Match (medic)”. EUCAAHD pays a percentage of the employees’ gross income, monthly, into their retirement account (OSGP), only.

C. Wernlund asked what “Government Ethics” is. JoAnn stated she will have to look into this to be able to give her a clear answer. Chief Baty stated that he thought it was an annual committee fee.

C. Williams asked for a profit and loss, monthly, to be able to keep track of what the ambulance district is spending. To date EUCAAHD has sent \$330,000 to EUFR for the IGA, and the total of expenses through 12/31/22 is \$306,000. JoAnn advised she will send the Profit and Loss out monthly.

C. Williams moved to accept the treasurer report for December, and to pay the monthly bills for December, C. Erb seconded the motion. All voted in favor (CW, CW, CK, CE), none opposed (0).

### **Old Business:**

**HVAC:** Chief Baty advised that there are four units on the roof, and one needed to be replaced. This was done by Thews, at the end of December.

C. Williams asked about the issue of water pooling in the basement. Chief Baty stated that, as far as he knows, there have been no further complaints of the issue; however, this tends to happen with heavy rains. The roof was fixed this last year, in a few areas, and Chief Baty expects this to have helped. This issue will be monitored, as ground water causes most of the water leakage in the basement. The main concern is mold growth.

**New Business:**

Total Medical Calls for Service in December: 61 (2022 Total: 479)

**Audit:** The audit for FY 21-22 is complete. Rachelle is drafting the letter to the state for the Plan of Action to address any deficiencies. She will send this letter out to board members for their reviewing before sending it to the state.

**Fire Chief's Report:** This was emailed out ahead of the meeting. (Copies may be obtained by emailing your request to [firechief@eufr.org](mailto:firechief@eufr.org)) Chief Baty advised that the 2005 Tahoe (Rescue 61) has 180,000+ miles on it and has a light that says "airbag" that is on. Getting it fixed will cost more than it is worth. Mark Woolbright is currently driving the Explorer. Motion to surplus the Tahoe was made by C. Williams and seconded by C. Kirk. All voted in favor (CW, CW, CK, CE), none opposed (0).

The 1998 Chevy Ambulance needs to be surplussed as well due to its age and issue with the transmission that will cost more to fix than it is worth. Motion to surplus the 1998 Chevy Ambulance was made by C. Kirk, and seconded by C. Erb. All voted in favor (CW, CW, CK, CE), none opposed (0).

C. Williams asked about the policy on surplus. Chief Baty advised that the process usually is handled through auction, sealed bid, open bid, or park it with a for sale sign. Questions were answered.

Sheri Allen presented software quotes from vendors. (Copies of these quotes, and information, can be obtained by emailing requests to [busmgr@eufr.org](mailto:busmgr@eufr.org)). Currently, the bookkeeper uses QuickBooks. EUCAAHD used QuickBooks prior to outsourcing their bookkeeping. Sheri Allen believes the district will outgrow QuickBooks soon and JoAnn doesn't believe it tracks everything necessary. Rachelle Lasater suggested the board members contact Kellie at RBH Group to ask her thoughts on switching accounting software due to Kellie's comments to her at the on-site visit portion of the audit. C. Erb stated she would reach out to Kellie. Questions were answered.

Chief Baty advised that Andrew Fournell and Michael Kobasa have both accepted the EMS Co-Coordinator positions and that each know what they are responsible for and will be signing their job offers tonight. They were given

task books and neither have questions. Both gentlemen feel they are up for the task. Questions from the board were answered by Chief Baty.

**Business from the Board:** C. Erb requested “Review IGA” be placed on the agenda for February.

C. Williams asked about the tree that is in the front of the ambulance building on Main Street. The roots are lifting the sidewalk. It was thought that, at one point, the City had said they would take care of all the trees on Main Street but this one appears to have been overlooked. C. Williams will stop by City Hall and talk to them about it.

Chief Baty advised that there were some vehicle titles that were still under the name East Umatilla County Health District. These have since been re-titled under EUCAAHD.

The ASA was voted on today and was renewed as a 10-year commitment.

Michael Kobasa attended, via Zoom, the St. Anthony Hospital Trauma Board Meeting.

Chief Baty advised that we have one credit card, under Carol Kirk, and we will see if we can do with just the one rather than applying for an additional one.

The Assistance to Firefighters Grant will be applied for via EUCAAHD based upon the needs of the ambulance district, as well as one other grant.

C. Wernlund would like to do a walk-through of the ambulance building. Chief Baty suggested that Jason Hall accompany her. C. Wernlund will look in to scheduling this with Jason.

**Adjourn:** Chrys Wernlund adjourned the meeting at 7:29pm.

**Next Regular Board Meeting:** February 16<sup>th</sup>, 2023 @ 6:30pm