

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE

July 10, 2019 - Committee Minutes (w/additional actions noted required between meetings)

Submitted by: Cheryl Burrows, EMS Coordinator

MEMBERS (emailed packet): Lee Hadden, Chairman (SCEFD), Josh DeHerrera, Vice Chair (ALS), Dede Utley, Secretary/Treasurer, Cheryl Burrows, Staff Acting Secretary/Treasurer (EMS Coordinator) Members reviewed Financial Report email & vouchers in person: J. DeHerrera and D. Utley

ACTION ITEMS:

- **Treasurer’s Report / Vouchers:** Coordinator

Account Balance:

- Checking 2019 = \$ 69,575.21
Total Balance = \$ 69,575.21

Program Balances:

- 2019 Office = \$ 55,991.47
- FY19 Training = \$ 13,583.74
- FY20 Training = \$ 0.00
Total Balance = \$ 69,575.21

The Executive Committee reviewed and approved payroll & benefits for June and vouchers as noted. All account activities were available for review.

Checks issued for 2019: #5901-5918 (18) = \$ 10,906.10

Voided checks: none

TOTAL PAYMENTS = \$ 10,906.10

- **Other – Committee/Chair action:**

- 2020 Proposed Budget – 4/1/2019 Office of Financial Management Population adjustments were made and approved. These numbers were not available for the June meeting and it was noted the 2020 Proposed Budget would need to be adjusted before sending out to the Jurisdictions. **CORRECTION 7/19/19:** Cheryl identified two distribution % errors and one other correction sent to the Executive Committee for approval before sending out to the participating jurisdictions. Approved for Lee to sign.
- Executive Committee was provided the two extended warranty options. All agreed extended warranty should be purchased and for Chair to sign contract. The following option was selected based on the yearly average miles accumulated to date. Nine years/85000 miles, \$0 deductible when go to University Auto Center, \$100 deductible at another dealership. Works at all 50 states and Canada. \$3800 plus tax. = \$4,115.40
- **ACTION REQUESTED 7/29/19:** Due to a medical condition, the new EMS Assistant has requested an extension to her 8/5/19 start date. Cheryl requested the Executive Committee’s approval for Lee to sign an adjusted Personnel Action Form to reflect a 9/9/19 start date.

Approved by:

Prepared by:

Lee Hadden, Chairman
 Joshua DeHerrera, Vice Chair
 Dede Utley, Secretary/Treasurer

Cheryl Burrows
 EMS Coordinator
 Acting Secretary/Treasurer

Date: _____