

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE (EC)**  
**July 13, 2023** - Committee Minutes (w/additional actions noted if required between meetings)  
**Submitted by** - Cheryl Burrows, EMS Coordinator

**MEMBERS (emailed packet 7/13/23 & UKCM1 – In-person Meeting):** Lee Hadden, Chairman, George Long, Vice, Geoff Scherer, Sec./Treas., and staff-Cheryl Burrows, EMS Coord./Admin..

**FINANCIAL REPORT / ACTION ITEMS 7/12/23:**

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

| <b>Account Balance:</b>  |                        | <u><b>Correction</b></u> | <b>7/24/2023</b>    |
|--------------------------|------------------------|--------------------------|---------------------|
| • <b>Checking</b>        | = \$ <b>116,869.96</b> | <b>-\$34.95</b>          | <b>\$116,835.01</b> |
| <b>Program Balances:</b> |                        |                          |                     |
| • 2023 Office =          | \$ 76,234.37           |                          | \$ 76,234.37        |
| • FY23 Training =        | <u>\$ 40,635.59</u>    | <b>-\$34.95</b>          | <u>\$ 40,600.64</u> |
| <b>Total Balance =</b>   | <b>\$ 116,869.96</b>   |                          | <b>\$116,835.01</b> |

|   |                       |                   |                     |
|---|-----------------------|-------------------|---------------------|
| Checks issued (2023): #6713-6726 (14) = | \$ 23,078.39          | <b>\$1,050.00</b> | \$24,128.39         |
| Electronic Fund Transfer (4/20/23) =    | \$ 537.11             |                   | \$ 537.11           |
| Voided check(s): none                   |                       |                   |                     |
| <b>TOTAL PAYMENTS</b>                   | = <b>\$ 23,615.50</b> |                   | <b>\$ 24,665.50</b> |

The Executive Committee reviewed and approved vouchers and corresponding invoices for May/June, revenues, account registers, and activities for 6/8/23-7/12/23. All account activities were available for review in the form of Umpqua Bank Accounts Activity Summary, Bank Statement, Quick Books register, and program spreadsheets. Chairman verified vouchers, signed, and mailed checks on 7/13/23.

• **Other Committee Action:**

- South Central Region Council Training Grant Agreement/FY24 Grant Request (\$12,796.67)/3-Year Training Needs Assessment. FY24 Training Workplan reviewed at 6/8/23 council meeting. Agreement was reviewed and the EC approved for Chairman signature.
- 2024 Proposed Budget Plan (to include 4/1/23 population distribution update and benefits increase adjustment to 20% per County. Amended 2024 Budget plan reviewed and approved for Chairman signature.
- Pulse Point – Request approval to explore funding options and management plan (documents sent out in previous email). EC approved. Information sent out to EMS Council and Fire Chief’s association for comment. Approval to explore will also be requested at Fire Chief’s meeting on 7/20.
- EMS Office staffing update and discussion. EMS Asst. informed Coordinator she would like to go part-time effective 7/31/23. EC prefers one full-time person. Other interim staffing options discussed for smooth transition. Cheryl will present the Staff Report to KCBOCC at HR Study Session 7/25/23, to approve flexibility in staffing position as needed.
- 7/25/23 – Met with Geoff Scherer, Secretary / Treasurer to review revenues and account reconciliation.

**Approved by:**

**Prepared by:**

\_\_\_\_\_  
 Lee Hadden, Chairman  
 George Long, Vice Chair  
 Date: \_\_\_\_\_

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 Cheryl Burrows  
 EMS Coordinator