

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE**

November 12, 2018 - Committee Minutes

Submitted by: Cheryl Burrows, EMS Coordinator

**MEMBERS:** Lee Hadden, Chairman (SCEFD), Josh DeHerrera, Vice Chair (ALS), Cheryl Burrows, Acting Secretary/Treasurer (EMS Coordinator); Dede Utley, Sec./Treasure – emailed documents

**ACTION ITEMS:**

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

**Account Balances:**

- Checking 2018 = \$ 84,719.97
- Savings =     \$ 3,090.19
- Total Balance = \$ 87,810.16**

**Program Balances:**

- 2018 Office = \$ 71,587.12
- FY19 Training = \$ 16,223.04
- Total Balance = \$ 87,810.16**

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

**Checks issued for 2018: #5725-5737 (13) = \$ 11,830.41**

Voided checks: none

**TOTAL PAYMENTS = \$ 11,830.41**

- **Other – Committee/Chair action (Council approved):**

- KCHD#2 & KVH Training Agreements were signed by Chairman as preapproved by EMS Council at 10/4/18 meeting. Agreements were also signed by MPD.
- Cheryl informed the Chairman that she would be presenting the 2019 Proposed Budget Plan at the 11/14 Kittitas County Council of Governments meeting. Rich Elliott offered to attend to represent Council. Chairman approved.
- HR was consulted regarding EMS Assistant status. HR recommended the Council request a letter from physician regarding prognosis for when possible to return to work. Cheryl communicated request verbally. Nothing received to date.
- Cheryl sent out an updated draft Senior EMS Instructor (SEI) Personal Services Agreement for the 2018-2020 training cycle for review and approval. The update allows for the EMS Coordinator to utilize the SEIs for training related projects as their time allows and needs exist while the EMS Assistant is on leave. The council has approved this same agreement language in the past, but it was not included in the last agreement. There is no obligation on the part of the SEIs to fill this need. Funds not utilized for the EMS Assistant position will be used to pay for this support at the current SEI rate. Members approved. Ratify on 12/6.
- 11/15 (additional communication via email) – Cheryl informed Executive Committee Members that she would be using Special Project funds to pay for lamination of new MCI cards in the amount of about \$1,000. Budget amendment will be presented on 12/6.

**Approved by:**

**Prepared by:**

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

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Cheryl Burrows  
EMS Coordinator  
Acting Secretary/Treasurer Date: \_\_\_\_\_