

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

**January 14, 2019** - 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 to all

**ACTION ITEMS:**

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

**Account Balances:**

- Checking 2018 = \$ 59,441.54
  - Checking 2019 = \$ 7,025.00 – Pending year-end resolution
  - Savings = \$ 0.00 – Acct. closed per council approval.
- Total Balance = \$ 66,466.54**

**Program Balances:**

- 2018 Office = \$ 56,388.77
  - 2019 Office = (\$ 2,325.00) – Pending year-end resolution
  - FY19 Training = \$ 12,402.77
- Total Balance = \$ 66,466.54**

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

**Checks issued for 2018: #5770-5785 (15) = \$ 11,864.67**

**Checks issued for 2019: #5788 (1) = \$ 1,250.00**

Voided checks: 5786-5787 (damaged)

**TOTAL PAYMENTS = \$ 13,114.67**

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

- KVH Training Agreement Addendum A – This addendum primarily impacts the ALS transport agencies for ongoing skill maintenance. Rich Elliott and Geoff Scherer have both reviewed it and understand they will be signing the agreement. The agreements were also signed by Chairman and MPD.
- By-law (draft) proposed amendment, as requested by Josh DeHerrera, was sent out for review and comment. No input was received. The proposed by-law amendment will be sent out two weeks before the next council meeting for board member review.
- EMT Assistant Letter of Termination (approved by HR) was sent out for review and comment. Cheryl will hand deliver the letter and get signed receipt for HR records.
- OTEP Schedule Change – After discussion with Chief Wiseman, SPFR, the office will no longer provide the 3 OTEP sessions onsite at KCFD#51-St. #8 (old FD#8-Lake Kachess). Cheryl would like to continue offering this scheduled training as it is helpful for people whose schedule is not conducive to week night training. Cheryl proposed holding these sessions at FD#6 (Lake Cle Elum) new fire station for one-year trial period. Chief Milbert is happy to host it. No objection by Exec. Comm. 2019 OTEP Schedule will reflect this change.

**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: \_\_\_\_\_