

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE
November 3, 2021 - Committee Minutes (w/additional actions noted if required between meetings)
Submitted by - Cheryl Burrows, EMS Coordinator

MEMBERS (emailed packet): Lee Hadden, Chairman, Josh DeHerrera, Vice Chair, Dede Utley, Secretary/Treasurer, and staff-Cheryl Burrows, EMS Coordinator/Administrator
Members reviewed Financial Report emailed & vouchers in person by Chairman.

FINANCIAL REPORT / ACTION ITEMS:

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

Account Balance:

- Checking 2021 = \$ 95,329.40
Total Balance = \$ 95,329.40

Program Balances:

- 2021 Office = \$ 78,066.01
- FY22 Training = \$ 17,263.39
Total Balance = \$ 95,329.40

Checks issued (2021): #6361-6374 (14) = \$20,757.77

Voided check(s): none

TOTAL PAYMENTS = \$20,757.77

The Executive Committee reviewed and approved payroll & benefits for October, revenues, and expense vouchers/account register. All account activities were available for review in the form of Umpqua Accounts Activity Summary, revenue log, Quicken register, and program tracking spreadsheets.

• **Other – Committee/Chair update or action:**

- Banking & Internal Controls - Dede reviewed monthly activities for September and October on 11-18-21 and has online banking access. Copy of bank activity report & Revenue Log included in financial packet.
- Two Winter CWU Course Applications for recommendation. Applications were in order.
 - ESE Evaluator Workshop (2 new instructors)
 - '22 Winter EMT Course (per Workplan)
- Updates provided on Move, County Network/computers, and Training

Approved by:

Prepared by:

Lee Hadden, Chairman
Joshua DeHerrera, Vice Chair

Cheryl Burrows
EMS Coordinator

Date: _____