

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE
August 12, 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 = \$122,102.90
Total Balance = \$122,102.90

Program Balances:

- 2021 Office = \$ 106,233.53
- FY21 Training = \$ 16,486.65 (pending year-end budget resolution)
- FY22 Training = \$ -617.28 (pending year-end budget resolution)
Total Balance = \$ 122,102.90

Checks issued (2021): #6323-6332 (10) = \$17,984.02
Voided check(s): none
TOTAL PAYMENTS = \$17,984.02

The Executive Committee reviewed and approved payroll & benefits for July, 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 on 8-24-21 and has online banking access. Copy of bank activity report & Revenue Log included in financial packet.
- 2022 KCEMS Proposed Budget Plan (rev. w/minor adjustments for OFM population #s)
- CWU Fall Course Applications (EMT & PM) – Recommended
- SCR Council Membership Renewal Applications (D. Utley & T. Watkins) - Recommended
- Debbie Losse - Six Month Performance Evaluation shared – All Good!
- County Changes Update – EMS Staff required to be on county network for email and storage of files. To be on network, must be on county computers for VPN. IT Committee making recommendation to Commissioners for approval. Annual cost is approximately \$1,040.
- Move Update – Out of Office 8/31/21. Work from home. Cost for two storage locations. Insurance coverage updated to reflect both storage locations.

Approved by:

Prepared by:

Lee Hadden, Chairman
Joshua DeHerrera, Vice Chair

Cheryl Burrows
EMS Coordinator

Date: _____