

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL

Executive Committee

July 13, 2017 - Committee Minutes

Submitted by: Cheryl Burrows, EMS Coordinator

MEMBERS: Lee Hadden, Chairman (SCEFD), Ray Risdon, Appointed Member, Cheryl Burrows, Secretary/Treasurer (EMS Coordinator)

ACTION ITEMS:

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

Account Balances:

- Savings = \$ 3,089.73
- Checking 2017 = \$ 34,662.49
- Total Balance = \$ 37,752.22**

Program Balances:

- 2017 Office = \$ 30,816.27
- FY17 Training = \$ 6,935.95
- Total Balance = \$ 37,752.22**

The Executive Committee reviewed payroll & benefits for June and vouchers in the amount of:

7/7/17: #5439-#5457 (19 checks) = \$ 19,370.78

7/13/17: VOID Check #5441-Financial Pacific Leasing (Paid by Credit Card 7/13/17)

Vouchers were approved. All account activities were available for review.

- **Other –**

- Chair signed 2 Letters of Funding Request as approved by EMS Council 6/8/17.
 - 6/12/17 – Life Support for WACARES Support = no specific amount requested
 - 7/12/17 – Life Support for Training Equipment/Supplies = \$5,000

Approved by:

Lee Hadden, Chairman
Joshua DeHerrera, Vice Chair
Ray Risdon, Council Appointed Member

Prepared by:



Cheryl Burrows
EMS Coordinator
Secretary/Treasurer

Date: _____

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL
FINANCIAL REPORT-MONTHLY
7/7/2017

ACCOUNTS	BALANCE
EMS 2017 CHECKING	\$34,662.49
EMS/TC COUNCIL SAVINGS	\$3,089.73
TOTAL ACCOUNTS BALANCE	\$37,752.22

PROGRAMS	
2017 OFFICE	\$30,816.27
FY17 TRAINING	\$6,935.95
TOTAL PROGRAMS BALANCE	\$37,752.22

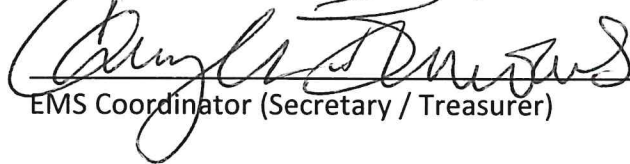
CHECKS ISSUED (2017): #5439-5457 (19)	\$19,370.78
Voided Checks (none)	
	\$19,370.78

APPROVED BY:



EMS & Trauma Care Council Chair / Vice Chair

PREPARED BY:



EMS Coordinator (Secretary / Treasurer)

2017 EMS CHECKING ACCOUNT

Project CK 2017
7/7/2017

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Date	Num	Transaction	Payment	C	Deposit	Balance
6/23/2017	DEP	Instructor memo: CERHS 18-HSFACPR (Bender-cost) cat: Training AHA			107.00	50,075.77
6/23/2017	DEP	Instructor memo: 9 AHA Cards (6/14-Evans) cat: Training AHA			90.00	50,165.77
6/23/2017	DEP	Wells Fargo memo: Reimbursement (new lease)-copies cat: Reimbursement			495.67	50,661.44
6/23/2017	DEP	Public memo: 6/30-BLAST Class (1) cat: Public Education			15.00	50,676.44
6/23/2017	DEP	Public memo: 8 Public FA/CPR/AED Class (6/10-Graham) cat: Public Education			220.00	50,896.44
6/28/2017	DEP	Public memo: 6/23-BLAST Class (20x\$15 & 8 booksx \$10) cat: Public Education			380.00	51,276.44
6/28/2017	DEP	Public memo: 1- FA/CPR Class (6/28-Risdon) & \$1 CER... cat: Public Education			11.00	51,287.44
7/3/2017	DEP	S.C. Regional Council memo: FY17 Training & Conf. reimbursement SPLIT Training Grants			2,450.83	53,738.27
		Training Grants FY17 - PMT #3			2,080.99	
		Training Grants EMS Council Conf.-reimbursemen			369.84	
7/3/2017	DEP	Public memo: 6/30-BLAST Class (15x\$14 & 7 books x \$10) cat: Public Education			295.00	54,033.27
7/7/2017	5439	M2 Mainstreet, LLC memo: Aug. Rent cat: Rent Paid	845.00			53,188.27
7/7/2017	5440	Kittitas County Auditor memo: Inv. #17777-June SPLIT Wages & Benefit	10,868.64			42,319.63
		Wages & Benefit	10,818.64			
		June- Burrows & Graham				
		Admin. Support	50.00			
		June				
7/7/2017	5441	Financial Pacific Leasing memo: 2nd pmt 2017 - Inv. #4252188 & CN 014-1... cat: Vehicle	4,579.62			37,740.01
7/7/2017	5442	Betty Butcher Benjamin memo: 6/23/17 - BLAST Babysitter Class + milea... cat: Public Education	130.24			37,609.77
7/7/2017	5443	Jennifer Jensen memo: 6/23/17-BLAST Babysitter Class - Mileage cat: Public Education	141.04			37,468.73
7/7/2017	5444	Beth Williams memo: 6/30-BLAST Babysitter Class cat: Public Education	60.00			37,408.73
7/7/2017	5445	Richard Graham memo: June - Expenses cat: Telephone	25.00			37,383.73

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2017 EMS CHECKING ACCOUNT

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Project CK 2017
7/7/2017

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Date	Num	Transaction	Payment	C	Deposit	Balance
7/7/2017	5446	Cheryl Burrows memo: June - Expenses cat: Telephone	25.00			37,358.73
7/7/2017	5447	U.S. Bank memo: #*****8244 - 2017 June SPLIT Travel	1,639.27			35,719.46
		Travel	152.01			
		Gas x 3				
		Telephone	50.08			
		Verizon - Air Card				
		Public Education	19.57			
		Snacks & Supplies x 2				
		Utilities	146.79			
		Kitt PUD - May				
		Telephone	276.26			
		Birch Comm & Moving Fee				
		AHA Training	656.26			
		Cascade AHA Cards				
		Travel	5.00			
		6/9 ACLS Parking CWU				
		Travel	7.65			
		6/5 MPD Workshop lunch				
		Computer Serv.	86.40			
		Timesaver PC - CB PC/Copier				
		AHA Training	170.95			
		AHA/Public Education supplies				
		Training Misc.	68.30			
7/7/2017	5448	ACLS Renewal -Snacks x2 Steve Smith	225.00			35,494.46
		memo: 6/9 ACLS Renewal Course cat: Instructor Fees				
7/7/2017	5449	James Pierce	275.00			35,219.46
		memo: 6/9 ACLS Renewal Course cat: Instructor Fees				
7/7/2017	5450	Rich Elliott	43.92			35,175.54
		memo: OTEP SPLIT BLS Eval. Fees				
		BLS Eval. Fees	18.00			
		OTEP				
		Mlg. Instr	25.92			
7/7/2017	5451	Lee Hadden	13.62			35,161.92
		memo: OTEP SPLIT BLS Eval. Fees				
		BLS Eval. Fees	12.00			
		OTEP				
		Mlg. Instr	1.62			
7/7/2017	5452	Crystal Campbell	224.84			34,937.08
		memo: OTEP SPLIT Instructor Fees				
		Instructor Fees	200.00			
		OTEP				
		Mlg. Instr	24.84			
7/7/2017	5453	Marlo Frownfelder	15.51			34,921.57
		memo: OTEP SPLIT BLS Eval. Fees				
		BLS Eval. Fees	12.00			
		OTEP				

2017 EMS CHECKING ACCOUNT

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Project CK 2017
7/7/2017

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Date	Num	Transaction	Payment	C	Deposit	Balance
		Mlg. Instr	3.51			
		OTEP				
7/7/2017	5454	Dave Houseberg	100.00			34,821.57
		memo: OTEP				
		cat: Instructor Fees				
7/7/2017	5455	Nathan Henderson	13.08			34,808.49
		memo: OTEP				
		SPLIT BLS Eval. Fees				
		BLS Eval. Fees	12.00			
		OTEP				
		Mlg. Instr	1.08			
		OTEP				
7/7/2017	5456	Lauren Fritts	50.00			34,758.49
		memo: OTEP				
		cat: Instructor Fees				
7/7/2017	5457	Richard Graham	96.00			34,662.49
		memo: OTEP				
		cat: BLS Eval. Fees				

**Kititas County EMS Division
Office Budget
2017 (1/1-12/31)**

Resolution # _____
Chairperson's Initials: _____

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Projected Expenditures												
Description	Amount Budgeted	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.
Salary - Coord.	55,522.00	4,492.00	4,492.00	4,492.00	4,492.00	4,492.00	4,492.00					
EMS Asst. (Program Support)	34,475.00	2,870.00	2,870.00	2,870.00	2,870.00	2,870.00	3,386.00					
Benefits/Taxes (staff)	31,850.00	2,831.81	2,836.51	2,841.68	2,836.72	2,845.57	2,940.64					
Professional Support	500.00		195.00									
County Admin. Fee	600.00	50.00	50.00	50.00	50.00	50.00	50.00					
Rent & Utilities & Moving	11,600.00	942.70	1,973.92	1,004.03	991.79	845.00	845.00	845.00				
Phone/Fax/Email/Internet	3,300.00	260.76	261.96	261.96	394.19	206.11	326.26					
Postage / UPS	200.00	16.46				49.00						
Office Supplies	500.00	15.33	94.62	51.10		181.75						
Photocopies / Printing	4,000.00	298.31	450.71	405.24	495.67	403.82	-190.03					
Computer Serv./Soft./Web.	4,400.00				484.05	1,658.88	146.40					
Milg./Travel Reimbursement	2,000.00	123.62	230.46	209.36	474.32	268.87	43.65					
Training/Conferences	800.00			125.00		74.44						
Insurance	4,000.00											
AHA Training Site/Instr. Ren.	7,492.56	1,049.31	656.26		1,153.06		827.21					
Public Education/Outreach	872.97	289.96	164.08		223.39		350.86					
Miscellaneous (general/mov.)	3,300.00					76.00						
Miscellaneous (reimbursed-f)	0.00				184.92	550.00						
Office Equip Replacement	2,046.85			73.36		295.91						
Capital Equip/Vehicle (UP)	17,733.22	4,579.62					4,579.62					
Benefit Accrual Fund	9,000.00											
TOTALS:	\$194,192.60	\$17,819.86	\$14,275.52	\$12,383.73	\$14,650.11	\$14,867.35	\$13,217.98	\$5,424.62	\$845.00	\$0.00	\$0.00	\$0.00
Projected Revenue												
2016 PJ Credit	4,827.94				4,827.94							
Kititas County (45%):	67,418.43		17,397.75			15,225.18						
City of Ellensburg (44%):	65,920.71	17,011.25				14,886.96						
City of Cle Elum (4.5%):	6,741.74	1,739.75			1,522.49							
City of Roslyn (2%):	2,996.44	773.25			676.69							
City of Kititas (3.5%):	5,244.02	1,353.25				1,184.27						
Town of S. Cle Elum (1%):	1,497.72	386.50				335.22						
AHA Training Site	0.00	287.00	245.00	541.00	650.00	1,727.00	668.00					
Public Education (fees & don	0.00	180.00	710.00		390.00		910.00	369.84				
Other (reimbursements CP.	0.00	127.44			351.00	275.00						
2017 User Fee-Vehicle	11,600.00	9,500.00	1,250.00		650.00							
2017 Office Move/Costs	3,000.00				3,000.00							
Interest Earned	0.00			0.08								
Accrual Funds												
AHA Training Site	7,492.56	7,492.56										
Public Education (cards)	872.97	872.97										
Benefit Accrual Fund:	9,000.00	9,000.00										
Office Equip Accrual Fund	1,446.85	1,446.85										
Capl Equip Accrual Fund (ve	6,133.22	6,133.22										
TOTALS:	\$194,192.60	\$54,564.29	\$21,342.50	\$541.08	\$12,268.12	\$33,636.63	\$1,578.00	\$369.84	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL BALANCE:												
Projected Act. Rec.							540.00	38,661.75				
PROJECTED BALANCE:												
TOTALS:												
TOTAL BALANCE:												
Projected Act. Rec.												
PROJECTED BALANCE:												

Resolution #
Chairperson's

Initials: LLH LLH

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