

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE

April 10, 2020 - Committee Minutes (w/additional actions noted required between meetings)

Submitted by: Cheryl Burrows, EMS Coordinator

MEMBERS (emailed packet): Lee Hadden, Chairman, Josh DeHerrera, Vice Chair, Dede Utley, Secretary/Treasurer, Cheryl Burrows, EMS Coordinator/Administrator
Members reviewed Financial Report emailed & vouchers in person by Chairman. Dr. Horsley, MPD was present with Chairman during review.

FINANCIAL REPORT / ACTION ITEMS:

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

Account Balance:

- Checking 2019 = \$ 60,296.50 (pending year-end budget resolution)
- Checking 2020 = \$ 32,563.37 (pending year-end budget resolution)

Total Balance = \$ 92,859.87

Program Balances:

- 2019 Office = \$ 59,712.97 (pending year-end budget resolution)
- 2020 Office = \$ 9,982.59 (pending year-end budget resolution)
- FY20 Training = \$ 23,164.31

Total Balance = \$ 92,859.87

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

Check issued for 2020: #6037-6053 (16) = \$ 18,624.32

Voided check(s): none

TOTAL PAYMENTS = \$ 18,624.32

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

- Expense vouchers were implemented
- Discussed COVID-19 impact/updates with Chairman and MPD.
- April Exec. Comm. activity after Financial Report - **Lease Agreement Update:**
 - 4/13/2020 Received notification that building owners Jack & Carolyn Cameron are taking over office space Lease Agreement from M2 Mainstreet, LLC.
 - 4/15/2020 (Exec. Committee copied on communication) – Requested and received verification from M2 Mainstreet that the council’s following balances will be reimbursed to Jack & Carolyn Cameron.
 - Last Month’s Rent: \$ 800.00
 - Last Month’s Water: \$ 45.00
 - Cleaning Deposit: \$ 250.00
 - TOTAL BALANCE: \$ 1,095.00
 - 4/20/2020 – Sent email to Executive Committee that I would void Check #6038 to M2 Mainstreet, LLC for June rent and water in the amount of \$1,250 and reissue check for Chairman to sign to Jack & Carolyn Cameron in the same amount.
 - 4/22/2020 - Check #6054 issued to be reflected in next month’s financial report.

Approved by:

Prepared by:

Lee Hadden, Chairman
Joshua DeHerrera, Vice Chair
Date: _____

Cheryl Burrows
EMS Coordinator