

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE**  
**September 10, 2020** - 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, 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 2020 = \$ 106,628.56  
**Total Balance = \$ 106,628.56**

**Program Balances:**

- 2020 Office = \$ 88,109.25
- FY20 Training = \$ 18,519.31  
**Total Balance = \$ 106,628.56**

Check issued: #6124-6134 (11)	=	\$ 16,452.00
Voided check(s): #6110	+	\$ 1,250.00 (New Landlord effective 9/1/10)
Reissued (9/4/20)	-	\$ <u>1,250.00</u>
<b>TOTAL PAYMENTS</b>	=	<b>\$ 16,452.00</b>

The Executive Committee reviewed and approved payroll & benefits for August and expense vouchers noted in register. All account activities were available for review.

- **Other – Committee/Chair update or action:**
- There is a new building owner as of 9/1/20. The new owner is a realtor based in Yakima, Wilson Real Estate Management. To avoid online payment fee the monthly rent and water payment of \$1250 is setup for automatic fund transfer from checking.
- EMS Asst. Update – Position was not filled within 90 day window of last hire. Consulted HR, position will be reposted when Cheryl has time to start the process again. With Council’s approval, Ray and Karley continue to provide support per Service Agreements.
- Training Update –
  - OTEP in class lectures and skills have resumed. Monitoring per business plan.
  - 2020 EMT – Still some retesting. So far 10 have passed NREMT (9-EMT & 1-EMR)
  - 2020 RN-EMT – Course is scheduled 10/20-11/10 (webinar & in-person). 8-10 applicants expected. I have started to receive applications.
  - AFA Renewal scheduled tentatively week of 10/5. Participants from 2018 course have been contacted. Three responses for renewal so far.
  - Training Survey sent out to agencies regarding interest in Initial Advanced First Aid Course, 2021 EMT/EMR, IV Technician or IV Monitor. Response requested by 10/5.
  - Public Ed Classes – 9/12 at CEFD & 10/24 at KVFR (blended courses)
- Other:
  - 9/17 – Dede verified revenues with receipts and bank activity for 8/1-9/10/20.

**Approved by:**

**Prepared by:**

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Lee Hadden, Chairman  
Joshua DeHerrera, Vice Chair

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Cheryl Burrows  
EMS Coordinator

Date: \_\_\_\_\_