

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE**  
**February 8, 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, 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 = \$ 92,463.56
- Checking 2021 = \$(17,663.00) (pending year-end resolution)
- Total Balance = \$ 74,800.56**

**Program Balances:**

- 2020 Office = \$ 80,443.97
- 2021 Office = \$(18,310.73) (pending year-end resolution)
- FY20 Training = \$ 12,667.32
- Total Balance = \$ 74,800.56**

Checks issued (2020): #6203-6204 (2) = \$ 5,829.91

Checks issued (2021): #6205-6219 (15) = \$18,244.87

Voided check(s): none

**TOTAL PAYMENTS** = \$24,074.78

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

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

- February EMS/TC Council meeting was cancelled in consult with Chairman, due to extra time spent by Office Staff and Council members supporting the community COVID vaccination clinics. Next EMS/TC council meeting 4/8/21.
- EMS Assist Update provide – Debbie is working out great!
- Banking & Internal Controls- Dede reviewed monthly activities on 2/18/21 and has online banking access. Copy of bank activity report included in Financial packet.
- Draft 2020 Office Year-end Budget Resolution will be prepared for March Exec. Comm. County 2021 2% Merit wage increase was approved. Only 1% was budgeted for 2021. Cheryl will review 2021 Budget plan and discuss with Exec. Comm. PAF for EMS Coordinator is signed by Chair.

**Approved by:**

**Prepared by:**

\_\_\_\_\_  
Lee Hadden, Chairman  
Joshua DeHerrera, Vice Chair

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Cheryl Burrows  
EMS Coordinator

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