

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE

May 11, 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 = \$ 101,608.85
Total Balance = \$ 101,608.85

Program Balances:

- 2020 Office = \$ 79,740.12
- FY20 Training = \$ 21,868.73
Total Balance = \$ 101,608.85

Check issued: #6054-6067 (14) = \$ 13,453.47

Voided check: #6038 (4/22/20) = (\$ 1,250.00)

Reissued check: #6054 (4/22/20) = \$ 1,250.00 (lease change)

TOTAL PAYMENTS = \$ 13,453.47

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

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

- Staff report provided to include:
 - 2/6/20 – Council Minutes
 - 3/13/20 & 4/9/20 – Executive Comm. Financial Report/Minutes
 - 2019 Year-end Budget Resolution #2-6-20 (draft. Rev.5-8-20)
 - Banking & Internal Control Matrix Implementation Update
 - Training Update
 - WA DOH EMS System Waivers/Variations (during pandemic)
 - EMS Asst. Update
 - Office Opening Plan shared (coming soon)
- 5/15/20 – Kittitas County EMS Office Opening/Start Training Plan per WA DOH Guidelines issued 5/14/2020. Sent out for review and approval to;
 - Medical Program Director – Jack Horsley, MD - approved
 - IMT-EMS Branch Director - Chief Sinclair - approved
 - Local & State IMT Representative – Rich Elliott - approved
 - EMS Council – Executive Committee – Lee Hadden, Josh DeHerrera, Dede Utley – approved.
 - 5/18 /20 - Emailed to Kittitas County Public Health Officer, Dr. Larson, and PH Director, Tristen Lamb for questions or concerns.

Approved by:

Prepared by:

Lee Hadden, Chairman
Joshua DeHerrera, Vice Chair

Cheryl Burrows
EMS Coordinator

Date: _____