

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE**

**March 10, 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 = \$ 30,697.60 (pending year-end resolution)
- Total Balance = \$123,161.16**

**Program Balances:**

- 2020 Office = \$ 80,443.97
- 2021 Office = \$ 14,727.14 (pending year-end resolution)
- FY20 Training = \$ 27,990.05
- Total Balance = \$123,161.16**

Checks issued (2021): #6220-6241 (22) = \$18,696.90

Voided check(s): none

**TOTAL PAYMENTS** = \$18,696.90

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

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

- Banking & Internal Controls - Dede reviewed monthly activities on 3/12/21 and has online banking access. Copy of bank activity report included in Financial packet. Sage Accounting Software General Ledger Report provided. 2021 Revenue Log introduced in February for Dede. It will be a monthly part of the activity report for review.
- SCR FY21 Grant Funds Request to date for \$9,689.96. Approved and signed by Chair.
- Draft 2020 Office Year-end Budget Resolution provided for review. Pending approval at 4/8/21 Council meeting.
- Cheryl requested Exec. Comm. approve 2021 Merit wage increase for EMS Coord. at 1% as budgeted. Personnel Action Form (PAF) signed by Chair.
- Donation – Heritage Distillery donated two flats of hand sanitizer. One flat at EMS Office for distribution. One flat at UC Courthouse / SAR Storage area to be distributed to law agencies. Thank you card to be sent.
- EMS Office staff supporting vaccination clinics approximately 16 hours/week combined depending on need. Recruiting EMS providers to volunteer.
- Training Report provided.

**Approved by:**

**Prepared by:**

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Lee Hadden, Chairman  
Joshua DeHerrera, Vice Chair

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Cheryl Burrows  
EMS Coordinator

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