

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE**  
**January 10, 2022** - 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, and staff-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 2021 = \$ 84,600.23 Pending Year-end Resolution
- Checking 2022 = (\$ 2,311.04) Pending Year-end Resolution
- Total Balance = \$ 82,289.19**

**Program Balances:**

- 2021 Office = \$ 74,005.79 Pending Year-end Resolution
- 2022 Office = (\$ 2,311.04) Pending Year-end Resolution
- FY22 Training = \$ 10,594.44
- Total Balance = \$ 82,289.19**

Checks issued (2021): #6402 - 6413 (12) = \$16,689.67  
Checks issued (2022): #6414 - 6416 (3) = \$ 2,311.04  
Voided check(s): none  
**TOTAL PAYMENTS = \$19,000.71**

The Executive Committee reviewed and approved payroll & benefits for December, revenues, and expense vouchers/account register. All account activities were available for review in the form of Umpqua Accounts Activity Summary, revenue log, Quicken register, and program tracking spreadsheets.

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

- A Draft 2021 Office Year-end Budget Resolution was made available for review, and the positive impact on the 2022 Office Budget to show adequate coverage for the approved merit increases for office staff. The Chairman signed the Personnel Action Forms for 2022.
- Updates provided on move, county network/computers, and training

**Approved by:**

**Prepared by:**

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

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Cheryl Burrows  
EMS Coordinator

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