

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE (EC)
January 17, 2024 - Committee Minutes (w/additional actions noted if required between meetings)
Submitted by - Cheryl Burrows, EMS Coordinator

MEMBERS (emailed packet 1/18/23): Lee Hadden, Chairman, Danielle Bertschi, ice, Geoff Scherer, Sec./Treas., and staff-Cheryl Burrows, EMS Coordinator

FINANCIAL REPORT / ACTION ITEMS:

- **Treasurer’s Report / Vouchers:** Coordinator

Account Balance:

- **Checking** = **\$ 109,726.66**

Program Balances (1/26/24):

- 2023 Office = \$ 78,397.98 Pending Year-end Budget Resolution
- 2024 Office = \$ (1,975.00) Pending Year-end Budget Resolution
- FY23 Training = \$ 33,303.68
- **Total Balance = \$ 109,726.66**

Checks issued (2023): #6790-6800 (11) = \$ 18,529.84 (+ correction reflected in notes below)

Checks issued (2024): #6789 (1) = \$ 1,000.00

Electronic Fund Transfer (12/19/23) = \$ 414.44

Voided check(s): none

TOTAL PAYMENTS = **\$ 19,944.28**

The Executive Committee reviewed and approved vouchers and corresponding invoices for Nov-Dec., revenues, account registers, and activities for 12/14/23-01/17/24. All account activities were available for review in the form of Umpqua Bank Accounts Activity Summary, Bank Statement, Quick Books register and reconciliation report, and program spreadsheets. Chairman verified vouchers, signed, and mailed checks on 1/17/24.

- **Other Committee Action:**

- Approved to purchase an OWL \$1,135 (includes tax) from training reserves to support training webinar needs.
- Recommended two annual EMS Evaluator Workshops (initial/renewal) DOH Course Applications as approved in FY24 Training Workplan.
- Recommended one Supraglottic Airway DOH Course Application for 2/29/24 (part of EMT class initial training). Open to currently certified EMTs and requires a separate course#.
- Approved the SCR Request for FY24 training funds (state grant) s per FY24 Training Agreement for EMT Texts and 24-7 EMS BLS OTEP fees = \$8,709.66.

- **Non-Action items:**

- Annual Instructor/Evaluator Fee Schedule revisited to review COLA increase as per EMS Council direction. BOCC approved a 3% COLA increase. Per Chairman, put on February Council agenda.
- EMS Assistant Update – D. Losse now 19 hrs/mor. Position posted mid Dec. Working on a date for interviews.

- **Correction notes:**

- 1/26/24 - \$10,000 Life Support funds recording error. Moved from Office program spreadsheet to Training Spreadsheet. No correction to overall funds balance.
- 1/26 – Treasurer activities and correction reviewed with Geoff Scherer and bank account reconciliation verified.

- Kittitas County Staff Salary/Benefit invoice for December was received late and issued after original report was generated. There was an error on the Financial Report coversheet for checks issued and balance. Report did not include check #6800 for \$15,288.20. Corrections noted above.

Approved by:

Prepared by:

Lee Hadden, Chairman
Danielle Bertschi, Vice Chair

Cheryl Burrows
EMS Coordinator

Date: _____