

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

**March 15, 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 2022 = \$ 90,976.48  
**Total Balance = \$ 90,976.48**

**Program Balances:**

- 2022 Office = \$ 86,228.04
- FY22 Training = \$ 4,773.24  
**Total Balance = \$ 91,001.28**

**I made an error and found it after submitting my Financial Report to the Exec. Comm. I applied a cash reward and the Payment made for the credit card was \$24.80 more than the amount I needed to pay. This will be corrected in April’s report.**

Checks issued (2022): #6442 - 6462 (21) = \$ 23,815.12

Voided check(s): none

**TOTAL PAYMENTS = \$ 23,815.12**

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

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

- \$100 Grant for approval – Cody Staub at KVH has offered to apply for a \$100 grant to support our Free CPR classes / Public Outreach during EMS Week in May. Please let me know if any questions.
- SCR FY22 Request For Reimbursement of Grant Funds – Lee has signed the request for the following training activity identified under the annual training grant
  - BLS EMS Online Fees/class (2022 annual fee) \$ 5,036.59
  - EMT Course Books (2022 Course budget) \$ 3,000.00
  - Instr Workshops (SEIs and Instr./Eval/ASHI) \$ 1,495.60
  - Training Supplies / Equipment (+ Life Support) \$ 837.97
  - Total for this request = \$10,370.16
  - Remaining Balance = \$ 2,426.50 (-annual go to webinar fee)
- 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: \_\_\_\_\_