

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE

September 5, 2019 - Committee Minutes (w/additional actions noted 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, Staff Acting Secretary/Treasurer (EMS Coordinator)
Members reviewed Financial Report emailed & vouchers in person by Chairman.

ACTION ITEMS:

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

Account Balance:

- Checking 2019 = \$ 83,129.84
Total Balance = \$ 83,129.84

Program Balances:

- 2019 Office = \$ 67,405.42
- FY20 Training = \$ 15,724.42
Total Balance = \$ 83,129.84

The Executive Committee reviewed and approved payroll & benefits for August and vouchers as noted. All account activities were available for review.

Checks issued for 2019: #5928-5940 (13) = \$ 17,872.66

Voided checks: none

TOTAL PAYMENTS = \$ 17,872.66

- **Other – Committee/Chair action:**

- 9/6 – Cheryl was notified on by new EMS Asst. that due to medical condition she would not be able to start full time on 9/9. County HR and Executive Committee were notified. Cheryl proposed consideration of two of the other candidates. However, due to it exceeding 90 days since the original posting of the position it would have to be reposted. After further discussion with HR and the original candidate, a part time progressive plan was considered.
- 9/10 – Approval was requested to deposit \$3,000 gifted funds from Life Support for training supplies/equipment. Since this was not expected or contract funding.
- 9/16 – The Executive Committee met to discuss options. The following terms were approved, emailed for confirmation and verified with HR.

Modified job schedule:

- **Start Date:** 10/7 (HR orientation)
- **Oct. Schedule:** 20 hours/week
- **Nov. Schedule:** 24 hours/week
- **Dec. Schedule:** 32 hours/week
- **1/1/2020:** Full-time or position will be reposted. Progress/performance evaluations will be conducted bi-weekly and reported to the Executive Committee or EMS/TC Council to assure adequate progression. These evaluations will be available to Asst. The goal is to identify early if it does not appear that she will be able to progress to full time by 1/1/2020. In which case, the full-time position may be posted sooner, so not to delay filling this needed position.
- 9/18 – EMS Asst. candidate agreed to terms and Personnel Action Form was signed by Chair and sent to HR.

Approved by:

Prepared by:

Lee Hadden, Chairman
Joshua DeHerrera, Vice Chair

Cheryl Burrows
EMS Coordinator

Date: _____