

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE (EC)
November 14, 2023 - Committee Minutes (w/additional actions noted if required between meetings)
Submitted by - Cheryl Burrows, EMS Coordinator

MEMBERS (emailed packet 11/14/23): Lee Hadden, Chairman, George Long, Vice, Geoff Scherer, Sec./Treas., and staff-Cheryl Burrows, EMS Coordinator

FINANCIAL REPORT / ACTION ITEMS 11/14/23:

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

Account Balance:

- **Checking** = **\$ 137,090.03**

Program Balances:

- 2023 Office = \$ 108,311.50
- FY23 Training = \$ 28,778.53
- Total Balance = \$ 137,090.03**

Checks issued (2023): #6752-6768 (17) = \$ 22,419.70

Electronic Fund Transfer (10/19/23) = \$ 318.14

Voided check(s): none

TOTAL PAYMENTS = **\$ 22,737.84**

The Executive Committee reviewed and approved vouchers and corresponding invoices for Oct./Nov., revenues, account registers, and activities for 10/12/23-11/14/23. 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 11/14/23.

- **Other Committee Action:**

- Approved \$1,000 of the accrued Public Education funds to purchase public education/promotional materials for the Pulse Point program. Materials are to include banners for partner agencies to post, post cards to hand out at public FA/CPR classes/events, and newspaper articles if cost.
- Recommended the CWU WA State DOH - EMT Course application (Winter Qrt). The course is identified in the FY24 Training Workplan.
- Recommended the Kittitas County Sheriff’s Office renewal application for WA DOH EMS Provider Supervisory Organization status (1/2024 – 12/2025).
- 11/20 – Treasurer activities reviewed with Geoff Scherer and bank account reconciliation verified.

Approved by:

Prepared by:

Lee Hadden, Chairman
George Long, Vice Chair
Date: _____

Cheryl Burrows
EMS Coordinator