

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

**November 18, 2025** - Committee Minutes

**Submitted by** - Cheryl Burrows, EMS Coordinator

**MEMBERS (emailed packet 11/19/25):** Lee Hadden, Chairman, Danielle Bertschi, Vice Chair, Geoff Scherer, Sec./Treas., and staff-Cheryl Burrows, EMS Coordinator

**FINANCIAL REPORT / ACTION ITEMS:**

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

**Account Balance:**

- Checking = **\$ 175,109.70 Reconciled with Oct. bank statement.**

**Program Balances (9/18/25):**

- 2025 Office = \$ 151,249.00

- FY26 Training = \$ 26,376.18

**Total Balance = \$ 177,625.18 Transfer Overage Spreadsheet Error**

Checks issued (2025): 7142-7150 (9) = \$ 20,496.36

Electronic Fund Transfer (8/20/25) = \$ 326.97

Voided check(s): none

**TOTAL PAYMENTS = \$ 20,823.33**

The Executive Committee was sent for review and approval QuickBooks register reflecting the vouchers payments for Oct./Nov. and revenues for the period 10/09/25-11/18/25. All account activities were available for review in the form of Umpqua Bank Accounts Activity Summary for same period, reconciled Bank Statement, QB Reconciliation Report, and program spreadsheets. Chairman verified vouchers, signed checks, and mailed on 11/19/25. No other action taken.

There is a transaction discrepancy from the October financial report reflected on the cover sheet in the amount of \$2,515.48. I have not had time to go back through and retrace to see where the error occurred. The error is due to transfer of figures into spreadsheet or formula error. The important thing is Quick Books and the monthly Bank Statement reconcile and have been verified by the Chairman.

Updates provided:

- Dr. Schmelzer will be introduced at the KCCOG and Chiefs meetings in November.
- The new part-time EMS Assistant position has been filled by Katie Ybarra. Her start date is 1/5/26.
- Training is on schedule per workplan. AFA Initial course underway. EMT Course announcement sent out last month and reminders will be sent every couple of weeks.
- FA/CPR Classes (Jan - Feb) – flyer will be sent out after next council meeting after confirmation of 2026 public education fees.
- Pulse Point funding – KITTCOM Director is keeping as is for 2026. I will have a 50% funding proposal for Council in December using Public Education reserves which were also utilized to support marketing materials for the program when it started.

**Approved by:**

**Prepared by:**

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Lee Hadden, Chairman  
Danielle Bertschi, Vice Chair

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Cheryl Burrows  
EMS Coordinator

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