

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE
February 18, 2025 - Committee Minutes – DUE TO CANCELLATION OF EMS COUNCIL
Submitted by - Cheryl Burrows, EMS Coordinator

MEMBERS (In-person meeting): Lee Hadden, Chairman and Danielle Bertschi, Vice Chair
Staff: Cheryl Burrows, EMS Coordinator

FINANCIAL REPORT / ACTION ITEMS:

• **Treasurer's Report / Vouchers:** Coordinator

Account Balance:

• **Checking** = **\$ 199,775.02**

Program Balances (1/17/25):

• 2024 Office = \$ 125,476.36 Pending year-end budget resolution
• 2025 Office = \$ 35,212.82 Pending year-end budget resolution
• FY25 Training = \$ 39,085.84
Total Balance = \$ 199,775.02

Checks issued (2024): 6987 (1) = \$ 660.05

Checks issued (2025): 6988-7008 (21) = \$ 26,191.03

Electronic Fund Transfer (1/22/25) = \$ 322.07

Voided check(s): none

TOTAL PAYMENTS = \$ 27,173.15

The Executive Committee (EC) met due to weather-related cancellation of the EMS Council meeting. EC reviewed and approved vouchers and corresponding invoices for Jan./Feb. revenues, account register for 1/17/25-2/12/25. All account activities were available for review in the form of Umpqua Bank Accounts Activity Summary, Bank Statement, Quick Books register, reconciliation report, and program spreadsheets. Chairman verified vouchers, signed checks, and mailed on 2/18/25.

Additional Action Items:

- Purchase of a Laerdal Resusci Anne QCPR Manikin was approved = \$3,117.90
 - \$ 1,000 (approx. credit card rewards)
 - \$ 2,117.90 (accrued misc. training funds, current balance ~\$16,000))
- 2024 Office Budget Resolution (2-13-2025-A) was reviewed and approved as related to 2025 Office Operational Budget needs related to staffing. This resolution will be reviewed and ratified at the 4/10/25 Council meeting.
- The 2025 Amended Office Budget Plan Resolution (2-3-25-B) was reviewed and approved as related to the 2025 Office Operational Budget needs related to staffing. This resolution will be reviewed and ratified at the 4/10/25 Council meeting.
- 2025 Instructor/Evaluator Training Fee Schedule – To be reviewed and ratified retro for 2025 at 4/10 meeting. Cheryl may ask instructors/ESE if she can wait to pay until after approval (optional only).
- EMS & Public Training update provided (flyers included in Council email)

Approved by:

Prepared by:

Lee Hadden, Chairman
Danielle Bertschi, Vice Chair

Cheryl Burrows
EMS Coordinator

Date: _____