

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

September 18, 2025 - Committee Minutes

Submitted by - Cheryl Burrows, EMS Coordinator

**MEMBERS (emailed packet 9/19/25):** 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 = **\$ 150,355.62 Reconciled with Aug. bank statement.**

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

- 2025 Office = \$ 125,175.61
- FY25 Training = \$ 24,580.26
- FY26 Training = \$ 523.02
- Total Balance = \$ 150,278.89 \$76.73 under balance**

Checks issued (2025): 7114-7126 (13) = \$ 32,615.02

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

Voided check(s): 7111, 7112, 7113

**TOTAL PAYMENTS = \$ 32,941.99**

The Executive Committee was sent for review and approval QuickBooks register reflecting the vouchers payments for Aug./Sept. and revenues for the period 8/14/25-9/18/25. 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 9/19/25. No other action taken.

There is a transaction error of \$76.73 when transferring the activities to the program spreadsheets. Chairman reviewed and verified the bank statement and QuickBooks reconciliation report and reviewed and reconciliation of the revenue log as verified by Chairman through July records.

#### Updates

- Dr. Schmelzer expected to be official 10/1 as MPD and already working on transition items.
- Effective 9/1, Victoria is 32/week, Debbie is filling in, and part-time position has been posted.
- BLS OTEP on schedule. Working on paramedic meeting dates with Dr. Schmelzer.
- AFA renewal and initial courses on schedule. Lead instructor is Chris Pauley.
- 2026 EMT Course Training Packet almost ready, pending EMS Council approval of course fee. Lanora Rosenberry has agreed to be the SEI.
- FA/CPR Classes (Sept-Oct) – available on website and emailed.
- Pulse Point funding for renewal not approved by ALS agencies. Life Support funded the setup and first year maintenance 11/2023. Alternative funding suggestion welcome.

**Approved by:**

**Prepared by:**

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Lee Hadden, Chairman  
Danielle Bertschi, Vice Chair

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Cheryl Burrows  
EMS Coordinator

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