

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE
February 20, 2026 - Committee Minutes
Submitted by - Cheryl Burrows, EMS Coordinator

MEMBERS (emailed packet 2/20/26): 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 = **\$ 100,430.79 Reconciled with January bank statement.**

Program Balances (9/18/25):

- 2025 Office = \$ 109,191.11 Pending Year-end Budget Resolution
- 2026 Office = \$ (25,521.48) Pending Year-end Budget Resolution
- FY26 Training = \$ 19,426.64

Total Balance = \$ 103,096.27 Transfer Overage Spreadsheet Error \$2,665.48

Checks issued (2026): 7175-7187 (13) = \$ 28,194.66
 Electronic Fund Transfer (1/21/26) = \$ 326.97
TOTAL PAYMENTS = \$ 28,521.63

The Executive Committee was sent for review and approval QuickBooks register reflecting the vouchers payments for Jan/Feb and revenues for the period 1/25/26-2/18/26. All account activities were available for review in the form of Columbia Bank Accounts Activity Summary for same period, reconciled Bank Statement, QB Reconciliation Report, and program spreadsheets. Chairman verified vouchers, signed checks, and mailed on 2/20/26. No other action taken.

There is a spreadsheet transaction discrepancy reflected on the cover sheet in the amount of \$2,665.48. The error is due to transposed numbers into spreadsheet or formula error. However, Quick Books and the monthly Bank Statement reconcile and have been verified by the Chairman.

Updates provided:

- New OTEP Transition to EMS Connect (ALS & BLS) – Few glitches with registrations and assignments working. Getting issues resolved. Providers are reminded to let us know if troubles.
- EMT Class – 6 students. Clinicals should start early March at KVH.
- 2/25 – HSI FA/CPR Instructor Class.
- March 26 Upper County – ALNW Landing Zone training (St. #72 & Cle Elum Airfield). Open to all.
- 4/3 & 4/17 – Annual EMS Instructor & Evaluator workshops announced.
- 4/21 - ALS PALS Renewal class scheduled at CWU.
- FA/CPR Classes (March & April) – Flyer distributed, on website, and newspaper calendars.
- Working with MPD on updating protocols and policies.
- KVFR Training Site Agreement pending approval.
- 2025 Office Budget Year-end Resolution will be ready for April Council meeting. All invoicing caught up.

Approved by:

Prepared by:

 Lee Hadden, Chairman
 Danielle Bertschi, Vice Chair

 Cheryl Burrows
 EMS Coordinator

Date: _____