

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE

May 21, 2025 - Committee Minutes

Submitted by - Cheryl Burrows, EMS Coordinator

MEMBERS (emailed packet 5/21/25): 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** = **\$ 156,426.77**

Program Balances (5/19/25):

• 2025 Office = \$ 124,499.02

• FY25 Training = \$ 32,254.85

Total Balance = \$ 156,753.87 \$327.10 Excess error

Checks issued (2025): 7031-7051 (22) = \$ 36,841.84

Electronic Fund Transfer (4/22/25) = \$ 326.97

Voided check(s): none

TOTAL PAYMENTS = \$ 37,168.81

The Executive Committee was sent for review and approval QuickBooks register reflecting the vouchers and corresponding invoices for April/May to include training vouchers adjustments through 1/125 to meet the new training services fee schedule approved 4/10/25 and revenues for the period 4/10/25-5/19/25. All account activities were available for review in the form of Umpqua Bank Accounts Activity Summary for same period, reconciled Bank Statement and QB Reconciliation Report, and program spreadsheets. Chairman verified vouchers, signed checks, and mailed on 5/21/25. No other action taken.

Program updates provided:

- 2025 EMT class ended 5/20. There is some retesting for the written exam, but overall, the majority are doing well and expected to pass.
- 2025 OTEP is going smoothly.
- 2025 Public FA/CPR classes: 5/31 in Ellensburg & 6/28 in Cle Elum (partnering with KVH)
- 2025 Child & Babysitter Safety Classes 6/13 in Cle Elum & 6/27 in Ellensburg
- WA DOH MPD Posting – I have not received from DOH yet.
- Happy National EMS Week!

Chairman Activity post meeting 6/3/25:

- Approved Reissued Check to Marjorie Mazie damaged in mail = \$237.20 (ck #7054, void #7044 and 7052-7053 damaged in copier)
- Approved SCR FY25 Grant funds request = \$2,775.56

Approved by:

Prepared by:

Lee Hadden, Chairman
Danielle Bertschi, Vice Chair

Cheryl Burrows
EMS Coordinator

Date: _____