

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE

March 21, 2026 - Committee Minutes

Submitted by - Cheryl Burrows, EMS Coordinator

MEMBERS (emailed packet 3/21/26): 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 = **\$ 156,735.02** **Reconciled with February bank statement.**

Program Balances (9/18/25):

- 2025 Office = \$ 109,191.11 Pending Year-end Budget Resolution
- 2026 Office = \$ 23,329.72 Pending Year-end Budget Resolution
- FY26 Training = \$ 26,879.67

Total Balance = \$ 159,400.50 Transfer Overage Spreadsheet Error \$2,665.48

Checks issued (2026): 7192-7205 (14) = \$ 31,703.47

EFT – EMS Connect/OTEP (2/3/26) = \$ 1,184.82

EFT – Wells Fargo/Copier (2/20/26) = \$ 327.57

TOTAL PAYMENTS = \$ 33,215.86

The Executive Committee was sent for review and approval QuickBooks register reflecting the vouchers payments for Feb/March and revenues for the period 2/19/26-3/19/26. 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 3/21/26. 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:

- EMT Class – Still have 6 students. Ready to start clinicals.
- 3/26 - ALNW Landing Zone training (St. #72 & Cle Elum Airfield). Open to all EMS providers.
- 4/3 & 4/17 – Annual EMS Instructor & Evaluator workshops announced.
- 4/21- ALS PALS Renewal class scheduled at CWU. All instructors lined up & 2025G books.
- FA/CPR Classes (March & April) – Flyer distributed, on website, and newspaper calendars.
- KVFR Training Site Agreement expected to be finalized in time for student ride along.
- MPD Funding agreement between MPD and both ALS agencies has been agreed to by all parties. Final review in process.
- Continue work with MPD on policy updates for EMS provider prerequisites, ALS probationary requirements, and ALS & BLS OTEP and field skill requirements where applicable.
- 2025 Office Budget Year-end Resolution should be ready for April Council meeting, to include correcting the spreadsheet imbalance. Bank and QuickBooks are reconciled and all funds accounted for except the error in program distribution.
- Staff Update: Katie is working out well. Victoria will be going on FMLA April 17th.

Approved by:

Prepared by:

Lee Hadden, Chairman
Danielle Bertschi, Vice Chair

Cheryl Burrows
EMS Coordinator

Date: _____