

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE

July 18, 2025 - Committee Minutes

Submitted by - Cheryl Burrows, EMS Coordinator

MEMBERS (emailed packet 7/18/25): 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** = **\$ 128,272.95** Reconciled with June bankstatement.

Program Balances (5/19/25):

- 2025 Office = \$ 105,479.21
- FY25 Training = \$ 23,182.44
- FY26 Training = \$ (388.70)
- **Total Balance** = **\$ 128,272.95**

Checks issued (2025): 7085-7102 (18) = \$ 27,063.69

Electronic Fund Transfer (6/23/25) = \$ 500.78

Voided check(s): none

TOTAL PAYMENTS = **\$ 27,564.47**

The Executive Committee was sent for review and approval QuickBooks register reflecting the vouchers and corresponding invoices for June/July and revenues for the period 6/12/25-7/16/25. 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 7/18/25. No other action taken.

The excess error from May has partially been corrected and accounted for. The remaining overage \$99.31 has been allocated to Training Reserves as an expense since there was an excessive amount of training transactions in May and likely accountable for error. The Umpqua bank statement and QuickBooks continue to be properly reconciled. Lee has reviewed my documentation related to these errors/corrections. Please let me know if you have any questions or concerns.

Same update I sent Chief's.

Staff:

- There are two Medical Program Director (MPD) candidates. Interviews will be held on 7/29. MPD transition date is expected to be 10/1.

Training:

- 3rd Quarter BLS OTEP Schedule – emailed
 - OTEP Reminders – participants are asked to give three days' notice when signing up for class in order to assure adequate resources and corresponding online content must be completed to attend.
- FA/CPR Classes (Sept-Oct) – emailed (discounted for emergency responders \$35)
- 2025 EMT Class – 17 out of 20 have passed the course so far, other are eligible to retest 15 have passed the NREMT exam. Great class!
- We have the enhanced Advanced First Aid Renewal and Initial training course schedules ready. Confirming course fees and training announcements will be sent.

- I am planning a Health & Safety FA/CPR Instructor course for the fall Sept or Oct. Working on the date and will get information out.
- Training Video – BIG Thank You to FD#6 personal for supporting the production of a skills video for third quarter BLS OTEP!

Other:

- Due to state budget cuts, EMS Training grant funds distributed through the Regional EMS/TC Councils are supposed to be reduced significantly. Per the SCR EMS/TC Council Chair, current grant fund distribution for the remainder of the 2025 calendar year may be frozen. Initial estimates show reductions of over \$60,000. The regional and the local Council have some training fund reserves that be used to help offset these cuts. The final numbers aren't know yet, but the SCR Council meets next week so I hope to know more soon. This will be discussed at the next local EMS Council meeting 8/14 as well as the impact of training fees for 2026. I will try to have the updated fee projection for initial and ongoing training as soon as possible for budgeting.
- Naloxone Leave Behind Program – Plenty of Naloxone available at the EMS Office for this program. Please let us know if you need to restock or want to join the program.
- HELMS – State online certification system is still working out some bugs. If you need assistance, please give me a call to help trouble shoot before getting on hold with DOH. If you haven't added HELMS to your <https://secureaccess.wa.gov/myAccess/saw/select.do> as a "New Service", I recommend you do. I can help you through process very quickly over the phone. Because some of the features aren't working correctly yet for identifying a pending application, please send me an email when you approve someone's application.
- County Operating Procedures approved by DOH – attached.
 - Triage & Transport
 - Interfacility Transports

Chairman Activity post meeting 7/18/25: None

Approved by:

Prepared by:

Lee Hadden, Chairman
Danielle Bertschi, Vice Chair

Cheryl Burrows
EMS Coordinator

Date: _____