

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE (EC)**  
**March 15, 2024** - Committee Minutes (w/additional actions noted if required between meetings)  
**Submitted by** - Cheryl Burrows, EMS Coordinator

**MEMBERS (emailed packet 3/15/24):** 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** = **\$ 144,722.78****Program Balances (1/26/24):**
  - 2024 Office = \$ 111,489.74
  - FY24 Training = \$ 33,233.04
  - Total Balance = \$ 144,722.78**

Checks issued (2024): #6813-6832 (20) = \$ 26,022.63  
 Electronic Fund Transfer (2/20/24) = \$ 318.14  
 Voided check(s): none  
**TOTAL PAYMENTS = \$ 26,340.77**

The Executive Committee reviewed and approved vouchers and corresponding invoices for Feb/March, revenues, account registers, and activities for 2/15/24-03/14/24. All account activities were available for review in the form of Umpqua Bank Accounts Activity Summary, Bank Statement, Quick Books register, reconciliation report, and program spreadsheets. Chairman verified vouchers, signed, and mailed checks on 3/15/24.

- **Other Committee Action:** Approved.
  - 2023 Year-end Office Budget Resolution – Request to delay credit to participating jurisdictions (2<sup>nd</sup> Qrt. Invoicing) pending Council amendment request review in April. The amendment is to support unexpected staffing cost increase and needs for 2024.
  - Request to change June 13 Council meeting to an Executive Committee review to take care of necessary financial business. Cheryl is planning a trip out of the country that is during this time period and she will not return in time to be prepared for the meeting and manage other business scheduled the same week.
- **Non-Action items:**
  - Staff Report – Victoria doing very well! Debbie is officially “casual employee” as needed (≤10 hrs./wk.).
  - Training Report – EMS Training and Public Education classes are on schedule per workplan.
  - 3/27 – Treasurer activities reviewed with Geoff Schere, to include bank account and QuickBooks reconciliation verified (Feb/March).

**Approved by:**

**Prepared by:**

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 Lee Hadden, Chairman  
 Danielle Bertschi, Vice Chair

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 Cheryl Burrows  
 EMS Coordinator

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