

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE

January 23, 2026 - Committee Minutes

Submitted by - Cheryl Burrows, EMS Coordinator

MEMBERS (emailed packet 2/3/26): 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 = **\$ 127,875.57 Reconciled with Dec. bank statement.**

Program Balances (9/18/25):

- 2025 Office = \$ 110,346.52 Pending Year-end Budget Resolution
- 2026 Office = \$ (2,685.00) Pending Year-end Budget Resolution
- FY26 Training = \$ 22,879.53

Total Balance = \$ 130,541.05 Transfer Overage Spreadsheet Error \$2,665.48

Checks issued (2025): 7168-69, 7171, 7173-74 (5) = \$ 22,867.20

Checks issued (2026): 7170 & 7172 (2) = \$ 1,485.54

Electronic Fund Transfer (12/22/25) = \$ 379.12

TOTAL PAYMENTS = \$ 24,731.86

The Executive Committee was sent for review and approval of QuickBooks register reflecting the vouchers payments for Dec./Jan. and revenues for the period 12/17/25-1/23/26. 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 1/23/25. 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:

- One of the local unions has made a Public Records Request for KCEMS staff emails & text communications for 3 years for 3 paramedics. I have records installment plan.
- New OTEP Transition to EMS Connect (ALS & BLS) for 170 users
- EMT Class – 6 students. Class is at CEFD, SEI is Lanora Rosenberry. With MPD approval and SEI consensus, we added distributive training for 9 topics (DOH approved). This is a pilot.
- 1st Qrt. BLS OTEP sessions announced and 2026 BLS OTEP documents almost ready.
- March 26 Upper County (1730) – ALNW Landing Zone training. Open to all EMS providers.
- ALS PALS Renewal class to be scheduled for April. Class will be held at CWU. Date TBA soon.
- FA/CPR Classes (Feb, March & April) - Flyers being distributed/posted/news media calendars.
- Working with MPD on policy updates for EMS provider prerequisites, ALS probationary requirements, and ALS & BLS OTEP and field skill requirements where applicable.
- All Funding Jurisdiction annual payment agreements received. 2026 Q1 invoices will be out soon. haven’t got the first quarter invoicing out yet, for the office overhead, Agency User Fees, and 2026 OTEP fees, but I expect to have out in the next day or two.
- Staff Update – Katie Ybarra started 1/5. Training and coordination of duties is going well.

Approved by:

Prepared by:

Lee Hadden, Chairman
Danielle Bertschi, Vice Chair

Cheryl Burrows
EMS Coordinator Date: _____