

**KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE (EC)**  
**July 16, 2024** - Committee Minutes (w/additional actions noted if required between meetings)  
**Submitted by** - Cheryl Burrows, EMS Coordinator

**MEMBERS (emailed packet 7/16/24):** 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** = **\$ 123,829.73****Program Balances (1/26/24):**
  - 2024 Office = \$ 90,670.31
  - FY24 Training = \$ 33,159.42
  - Total Balance = \$ 123,829.73**

Checks issued (2024): #6891-6907 (17) = \$ 22,470.43  
 Electronic Fund Transfer (6/20/24) = \$ 413.16  
 Voided check(s): none  
**TOTAL PAYMENTS = \$ 22,883.59**

The Executive Committee reviewed and approved vouchers and corresponding invoices for June/July, revenues, account registers, and activities for 6/15/24-07/12/24. 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 7/16/24.

**Other Committee Action:** Sent out during month for review/approval as needed.

- 7/3 - SCR FY25 Training Agreement – Draft submitted with correction to meet deadline with Lee’s review and signature. The final draft will go to EMS Council at 8/8 meeting. Funds were distributed the same as for FY24. Changes to funding distribution may be made throughout the year.
- EMS Provider Supervisory Organization Application for Cle Elum / Roslyn Police Department – This is their standard two-year renewal application. Standard stuff.
- 7/17 emailed for review - The draft 2025 Proposed Office Budget Plan was sent out for review since the council didn’t meet in June to meet the regular distribution timeline following the OFM posting of population distributions. Cheryl provided updates on the big line-item changes for the new County Wage Matrix implemented 7/1/24 and rent increase with renewal of lease 1/2025. Increase

**Updates provided:**

- Victoria is on PFML for the next 12 Weeks. She has a beautiful baby girl, Steely Anne.
- Debbie will be filling in up to 10 hrs./week as per her casual employee status if she is willing. I have confirmed with the Auditor’s Office that the EMS Council will not be billed for Victoria’s time off so there won’t be any budget concerns.

**Approved by:**

**Prepared by:**

\_\_\_\_\_  
 Lee Hadden, Chairman  
 Danielle Bertschi, Vice Chair

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 Cheryl Burrows  
 EMS Coordinator

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