

Jordan Valley Emergency Medical Services Authority
Monthly Board Meeting
555 Maple St. East Jordan, Mi 49727
March 29, 2023

Meeting called to order at 6:00pm by Waterman

Present: Julie Waterman (Banks Twp), Alan Petrie (Echo Twp), Dan Thomas (South Arm Twp), Steve Houtman (Jordan Twp)

Others Present: Meghan Meyer (EMS Director), Kim Brooks (Office Manager), Melissa Suto (Education Director), Corey Wells (Citizen)

Absent: Todd Sorenson (Wilson Twp), Ben Newington (City of East Jordan)

Pledge of Allegiance

Approval of Agenda: Thomas motioned to approve, supported by Petrie. Motion carried

Approval of Past Minutes: Houtman made a motion to approve the minutes, supported by Waterman. Motion carried

Treasurer's Report: Houtman made a motion to accept the Treasurer's Report for Jan/Feb, supported by Thomas.

Roll Call Vote:

Yeas: Thomas, Petrie, Waterman, Houtman

Nays: None

Absent: Sorenson, Newington

Motion Carried

Jordan Valley EMS Authority Board Members reviewed the data from the Treasurer's Report for January and February. There were no comments.

Accountants Report: Petrie motioned to accept the Accountant's Report for the periods ending 1/31/2023 and 2/28/2023, supported by Houtman.

Roll Call Vote:

Yeas: Houtman, Waterman, Petrie, Thomas

Nays: None

Absent: Sorenson, Newington

Motion Carried

Jordan Valley EMS Authority Board Members reviewed the data from the Jan/Feb 2023 Accountant's Report. There was discussion. Budget vs. Actual was not included. Brooks to obtain and email to members.

Operations Report: Report for January was provided to Board for review. February and March reports will be provided at the April 2023 meeting.

Presentations/Ceremonial Item: None

Public Comments: Wells had a question regarding the fee for his recent FOIA request. Due to current policy review, there is no fee at this particular time.

Old Business:

City Contract – Presented and discussed. Waterman motioned, supported by Thomas, to send contract as is to attorney for review. If approved by attorney, Director Meyer will sign.

City Billing – Discussion was had. Meyer to set up meeting with Tom Cannon at the City of East Jordan to discuss billing format.

New Business:

CSB Credit Card – Director Meyer request to cancel current card ending in 7707 with Gerald Peck's name on it with Charlevoix State Bank. Also, to have issued a new card to replace it with Asst. Director Ryanne Lucero's name on it. Thomas motioned to cancel card and issue new one, supported by Petrie.

Roll Call Vote:

Yeas: Thomas, Petrie, Waterman, Houtman

Nays: None

Absent: Sorenson, Newington

Motion Carried

2022-2023 Budget Amendments – Waterman motioned to approve the amendments, supported by Petrie.

Roll Call Vote:

Yeas: Houtman, Waterman, Petrie, Thomas

Nays: None

Absent: Sorenson, Newington

Motion Carried

Discussion of Insurance Premium payment options – The insurance company offers financing, but if the premium is paid in full up front, the Authority will save over a thousand dollars in finance charges. A motion was made by Thomas, supported by Houtman that the premium of \$24,304.48 be made up front and the Director shall sign for that payment.

Roll Call Vote:

Yeas: Thomas, Petrie, Waterman, Houtman

Nays: None

Absent: Sorenson, Newington

Motion Carried

Proposed 2023-2024 Budget – Director provided budget information to Board. After a lengthy discussion by the Board members, a motion was made by Petrie, supported by Houtman to approve the proposed budget for the 2023-2024 fiscal year.

Roll Call Vote:

Yeas: Thomas, Petrie, Waterman, Houtman

Nays: none

Absent: Sorenson, Newington

Motion Carried

Directors Report:

- *BC Tire and Brake – Discussion was had
- *Education – EMT class wrapping up. Current EMT to test out for Paramedic. Discussion was had regarding future plans.
- *Substation – plans for improvements
- *Jay Peck – Discussion regarding trailer. Meyer to obtain information on how to proceed
- *Emergency Response Training
- *Cost Data Collection Project
- *Paperless reporting with tablets
- *Administration Salary Proposal
- *Guy Vallance passing, plan for luncheon April 8th
- *New Truck (A5) coming 4/1/23 - Motion made by Thomas, supported by Petrie to approve the contact between Tax-Exempt Leasing Corp. and JVEMSA for the financing of purchase from EVP.

Roll Call Vote:

Yeas: Houtman, Waterman, Petrie, Thomas

Nays: None

Absent: Sorenson, Newington

Motion Carried

Committee Reports:

Executive Committee: No need for meeting

Policy Committee – Waterman, Thomas and Meyer met and discussed.

Authority Board Comments: Was mentioned that February monthly meeting should not be skipped next year. Thomas stated great job to all for the hard work.

Motion carried to adjourn by Houtman, supported by Petrie

Meeting Adjourned at 7:58 pm

Kim Brooks

Submitted by: Kimberly Brooks, Staff

Steve Houtman

Steve Houtman, Authority Board Secretary