

**Jordan Valley Emergency Medical Services Authority**

Monthly Board Meeting

555 Maple St. East Jordan, Mi 49727

August 16, 2023

**Meeting called to order at 5:00pm by Waterman**

**Present:** Julie Waterman (Banks Twp), Todd Sorenson (Wilson Twp), Alan Petrie (Echo Twp), Tom Birgy (South Arm Twp), Steve Houtman (Jordan Twp), Ben Newington (City of East Jordan),

**Others Present:** Meghan Meyer (EMS Director), Kim Brooks (Office Manager), Melissa Suto (Education Director), Corey Wells (Citizen), Brenda Willson (Boyne City EMS Director), Joe Williams (Citizen), Sandi Whiteford (Eveline Twp), Brian Meads(citizen)

**Absent:** None

**Pledge of Allegiance**

**Invocation:** Ben Newington

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

**Approval of Past Minutes:** Sorenson made a motion to approve the minutes from March 2023 meeting, supported by Newington. Motion carried

**Treasurer's Report:** Sorenson made a motion to accept the Treasurer's Report for April through July, supported by Houtman.

**Roll Call Vote:**

Yeas: Newington, Houtman, Sorenson, Waterman, Petrie

Nays: None

Absent: None

Abstain: Birgy

Motion Carried

**Accountants Report:** Sorenson motioned to accept the Accountant's Report for the periods ending 4/30/2023 through 7/31/2023, supported by Houtman.

**Roll Call Vote:**

Yeas: Newington, Houtman, Sorenson, Waterman, Petrie

Nays: None

Absent: None

Abstained: Birgy

Motion Carried

**Operations Report:** Report for April through July was presented to the Board.

**Presentations/Ceremonial Item:** None

**Public Comments:**

- Corey Wells commented on wording contained in an informational power point presentation Director Meyer showed on May 17, 2023 (after it was determined there would not be a quorum to conduct the regular business meeting of the Board of Directors) and his interpretations of communications between Banks Township Supervisor, Alex Busman and Julie Waterman in regards to a possible future Banks Township Sub-Station.
- Joe Williams expressed his concern and frustration in regards to the billing, payment, and communication pertaining to the work his company, Boyne City Brake & Tire, did on vehicles owned by the Authority.

**Old Business:**

**City Billing:** Discussion was had. Motion was made by Waterman for Meyer to set up meeting with Tom Cannon at the City of East Jordan to discuss billing format, supported by Newington. Motion Carried. Sorenson to accompany Meyer at the meeting once scheduled.

**Station 5400 Expansion:** Discussion was had regarding the plans and process and what has already been done.

**New Business:**

**Board Officer Elections:** Sorenson made a motion for a group nomination, As President-Waterman, Vice President- Newington, Treasurer-Petrie, Secretary-Houtman, supported by Waterman. No other nominations were made. All accepted their nomination.

Waterman made a motion to approve election nominations, supported by Houtman.

**Roll Call Vote:**

Yeas: Birgy, Petrie, Waterman, Sorenson, Houtman, Newington

Nays: None

Absent: None

Motion Carried

**Meeting Time:** Sorenson motioned to change future meeting time to 5:00pm, supported by Houtman.

Motion Carried

**Wilson Twp Contract:** Wilson Twp contract was signed

**Substation Contract:** Discussion was had regarding the current rent and new proposed rent by landlord, State of Michigan sub-station inspection, and MIOSHA requirements. Meyer gave an update on current negotiations with the landlord. Meyer and Sorenson to meet with landlord to work on the negotiations.

**Proposed Attorney Retainer Agreement:** Waterman stated that updates need to be made to the By-laws and Rules of Procedure. Will need Special Meeting for this. Meeting date set for August 29<sup>th</sup> at 5:00pm

**Directors Report: Updates**

Run numbers up 56 calls, EMS Flex Grant 2024 Presentation, Leadership Training coming up, Financial Leadership September 27, Annual station inspection August 22 (virtual), Annual Audit is complete, Cost Data Collection Project 2023-24, Stroke Screening in Boyne City and East Jordan, Special Events we have been and are planning to be involved in, EMT Class, CPR Classes and changing our training center to Code Blue, Department Administration changes, Grants (4Front & Geographic Enrichment), Meeting with Tribe Fire Chief, Cell phone transfer line.

**Public Comment:**

- Brian Meads, former Board member of the Authority, inquired about the MERS pension fund from the changeover East Jordan EMS to Jordan Valley Authority and whether it is fully funded and what is the current Debt Obligation of the Authority. He also wanted clarification on the contract with Wilson Township.
- Joe Williams compared the rent of the Sub-station to current auto and mortgage rates and requested his most recent invoice be reviewed.
- Tom Birgy introduced Michigan State Representative Neil Friske of the 107<sup>th</sup> District.

**Committee Reports:**

Executive Committee: The Committee met and the agenda for the August 16, 2023 meeting was set. Policy Committee – Meyer, Waterman, Newington met Aug. 16<sup>th</sup> to continue working on updating the Administration Policy. Next meeting set for August 29<sup>th</sup> at 3:30pm.

**Authority Board Comments:**

- Waterman requested that audit representative be present to go over audit findings and answer questions with the Board members if financially feasible and would like the attorney to assist with policies, Bylaws/Rules of Procedure.
- Birgy discussed FOIA request that <sup>NEMSA</sup> ~~Meghan Meyer~~ made of Lake Charlevoix EMS.
- Ben Newington thanked everyone for their comments and further mentioned reviewing invoices and before he could continue, Joe Williams began speaking over Newington which made Newington’s comments inaudible.

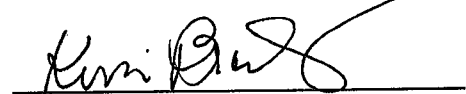
Sorenson motioned to adjourn meeting, supported by Houtman.

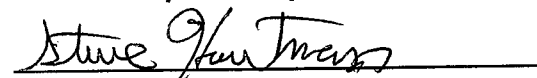
Yeas: Waterman, Sorenson, Petrie, Houtman

(Newington and Birgy’s votes were inaudible due to Joe Williams disruption)

Motion Carried.

**Meeting Adjourned at 6:35 pm**

  
Submitted by: Kimberly Brooks, Staff

  
Steve Houtman, Authority Board Secretary