

Jordan Valley EMS Authority
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Jordan Valley Emergency Medical Services Authority

Monthly Board Meeting

555 Maple St. East Jordan, Mi 49727

September 20, 2023

5:00 p.m.

Meeting called to order at 5:00pm by Waterman

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

Others Present: Bill Tarrant (JVEMSA Operations Director), Ryanne Lucero (Assistant Director), Kim Brooks (Office Manager), Corey Wells (Citizen)

Absent: Todd Sorenson

Pledge of Allegiance

Invocation: Ben Newington

Approval of Agenda: Motion made by Petrie to accept agenda, supported by Houtman. Motion Carried.

Approval of Meeting Minutes: Board members read through both meeting minutes provided.

Approval of 8/16/2023 Regular Monthly Meeting Minutes: Birgy requested specific wording regarding the FOIA request be amended. Houtman motioned to approve with amendment, supported by Newington. Motion Carried.

Approval of 8/29/2023 Special Meeting Minutes: Birgy motioned to approve, supported by Houtman. Motion Carried.

Approval of Closed Session Minutes: Newington motioned to approve, supported by Petrie.

Roll Call Vote:

Ayes: Birgy, Petrie, Waterman, Newington, Houtman

Nays: None

Absent: Sorenson

Motion Carried

Treasurers Report: Newington motioned to accept report for August/September activity, supported by Birgy.

Roll Call Vote:

Ayes: Houtman, Newington, Waterman, Petrie, Birgy

Nays: None

Absent: Sorenson

Motion Carried

Accountants Report: Petrie motioned to accept the Accountant Report ending August 31, 2023, supported by Newington.

Roll Call Vote:

Ayes: Birgy, Petrie, Waterman, Newington, Houtman

Nays: None

Absent: Sorenson

Motion Carried

Operations Report: Was provided. Discussion regarding non-transports was had.

Presentations/Ceremonial Items/Correspondence: Framed picture of Bernie Hammond was displayed and shown to Board.

Thank you expressed by Houtman for a specific call.

Public Comment: None

Old Business: None

New Business: Job Descriptions/Evaluations Committee. Waterman stated that a committee needs to be formed for this task. Suggested combination of Board Members/Staff Members. Discussion was had to form committee with Petrie, Newington, Lucero and another staff member. Motion made by Houtman to accept formed committee, supported by Birgy.

Roll Call Vote:

Ayes, Birgy, Petrie, Waterman, Newington, Houtman

Nays: None

Absent: Sorenson

Motion Carried

EMS Director Report: Operations Director Bill Tarrant presented the report.

- He introduced himself and gave brief experience history.
- Discussed Chain of Command, Director on call and the transfer line.
- Annual Inspection went well. We have paid annual fee and received new certificate for 2023/2024 year of operation.
- Eveline has appointed a new Manager for the sub-station. She is in charge of obtaining a new stove and carrying out the updates requested by the landlord.
- Insurance for the sub-station is adequate and does not need additional coverage per Tarrant who is well versed regarding insurance.
- Expansion Program on hold
- 2% Tribe Grant – hoping to updated computers/tablets at the station.
- Geographic Enrichment grant cycle will be utilized for our Education Program.

- Looking into our Billing Specialist to work from home.
- City of East Jordan Billing. Message in to Tom Cannon, no word back at this time.
- Annual Audit is complete. They will have staff member here in October to answer questions.

Public Comment: None

Committee Reports:

Executive Committee – Waterman spoke - Consists of President, Vice President and Treasurer who get together to set Agenda prior to the monthly Board meeting.

Policy Committee -Consists of Waterman, Sorenson, Newington and Meyer. Unable to schedule next meeting at this time as Sorenson and Meyer are absent.

Authority Board Member Comments:

- Waterman/Newington gave report of their meeting with Lake Charlevoix EMS Authority Director Jesse Silva.
- Discussed Member JVEMSA emails. Set up new Board Member Birgy with email.
- Board requested a meeting to discuss Financials, they would like to have a better understanding of the report provided.

Petrie motioned to adjourn meeting, supported by Newington.

All in favor.

Motion Carried.

Meeting Adjourned at 6:09 pm

Kim Brooks 10-19-23

Submitted by: Kimberly Brooks, Staff

Steve Houtman 10-18-23

Steve Houtman, Authority Board Secretary