

Jordan Valley EMS Authority  
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## Jordan Valley Emergency Medical Services Authority

Monthly Board Meeting

January 17, 2024

5:00 p.m.

### Preliminary Items

**Meeting Called to Order:** By Waterman at 5:00 pm

**Present:** Julie Waterman (Banks Twp), Alan Petrie (Echo Twp), Tom Birgy (South Arm Twp), Dan Miller (City of East Jordan), Steve Houtman (Jordan Twp).

**Audience:** Bill Tarrant (JVEMSA Acting Ex. Director), Ryanne Lucero (Assistant Director), Kim Brooks (Office Manager), Matt Testa (Staff), Heather Jackson (JVEMSA Acct), Mark Penzien, Ben Newington, Steffenie Tipton (staff).

**Absent:** Todd Sorenson

**Pledge of Allegiance**

**Invocation:** Tom Birgy

**Approval of Agenda:** Motion made by Birgy to approve the agenda, supported by Petrie. All in Favor. Motion Carried.

**Approval of Past Meeting Minutes: (November 8, 2023 Regular Board Meeting)** Board members read through meeting minutes provided. Motion to approve minutes made by Birgy, supported by Houtman. All in favor. Motion Carried.

**Approval of November 8, 2023 Closed Session Minutes:** Motion by Petrie to approve, supported by Houtman.

Roll Call Vote:

Ayes: Petrie, Birgy, Waterman, Houtman.

Nays: None

Abstained: Miller [Addition to the minutes for clarification: Mr. Miller was not present for this closed session nor did he review the closed session minutes.]

Absent: Sorenson

Motion Carried

**Public Comment:** Mark Penzien spoke regarding Miller representing the City of East Jordan in place of Newington.

### Presentation / Ceremonial Items/Correspondence

Waterman welcomed Dan Miller as representative of City of East Jordan.

## **Reports:**

**Treasurers Report:** Miller motioned to accept the Treasurer's Report for November and December 2023 activity, supported by Houtman. All in Favor. Motion Carried.

**Accountant's Report:** Motion made by Petrie to accept the Accountant's reports for October, November and December 2023, supported by Miller. All in favor. Motion Carried.

**Executive Committee:** Waterman and Tarrant had Zoom meeting to set the Agenda for January 17 meeting. Sent to Petrie for comment.

**Assistant Director Report:** Operations reports for October and November of 2023 was presented to the Board for their review. No discussion.

**Acting Director Report:** Tarrant discussed the Flex Grant funds including additional funding for computers. **Discussed title change from Acting Director to Acting Executive Director** for the purpose of changing MERS benefit plan. **Discussion was had regarding the changes for current and future employee retirement plans.** A motion was made by Miller to change the Directors title to Acting Executive Director, supported by Petrie. All in favor, Motion Carried. **Discussion was had as to the change with MERS to be made for the Acting Executive Director.** Motion was made by Waterman to make change to the MERS plan for Acting Executive Director, supported by Petrie. All in favor, Motion Carried. **Tarrant informed Board of A1 transmission issue and plan. A4 heat not functioning and prefers not to put money into it at this time. New Ambulance on order,** to be delivered in the summer of 2024, possibly use A4 as trade in. **Would like to discuss budget for new truck in near future. Discussion was had regarding hourly crew members and full-time positions. Hiring a grant writer** to apply for grants to be allocated towards new monitors and a vent for JVEMSA was discussed. Two different grant writer options were presented verbally. Was requested that Tarrant put options on paper for Board members. Houtman motioned to go with one specific option, supported by Miller. All in favor. Motion carried. **Tarrant requested approval to move forward with the repair of the crew quarter shower.** Quote came in at \$5372.10. East Jordan Ambulance Association will donate the amount of \$3000.00 to allocate to this project. Meaning the Authority will pay \$2372.10. Waterman motioned to move forward with shower repair, supported by Petrie. All in favor. Motion Carried. **Tarrant discussed the Ambulance Association** has the option to change their name for the purpose of showing a clear separation between the Association and the Authority. Before next meeting the Board to come up with a resolution for the separation. **Tarrant requested latitude for Tarrant and Lucero to sign and process checks** issued for regular monthly bills. Permission granted by Board.

**Policy Committee Report:** Tarrant and Waterman ~~to determine~~ **[will add the]** job description for Full-Time EMT- **[to the policies/handbook when presented to the board for consideration.]**

**Job Description & Evaluations Committee Report:** Lucero, Petrie, Houtman and Tipton to set a date for next meeting to work on EMS Director job description.

**Hiring Committee Report:** Newington updated the Board as to who he was able to fill the positions of the committee. They consist of Newington, Joe Taylor of Grandvue Medical Care Facility, Tim Drenth of EJFD and Brian Vanderark of Banks Twp. Worked on job descriptions between all. Waiting on interviews. Will post job for 2 weeks on the JVEMSA website and the State website.

**Old Business:**

**EMS Non-Temporary Director Search** – Was covered in Hiring Committee Report.

**Grant Upgrades & Grant Funding** – Tarrant covered in Acting Directors Report.

**New Business:**

**2024 Meeting Dates** – Waterman provided date list for Board members to review. Motion made by Petrie to accept, supported by Houtman. All in favor. Motion Carried.

**2024-2025 Budget Committee** – Tarrant suggested members for the committee to consist of, Tarrant, Lucero, Brooks, Testa, Birgy and Petrie. A third Board member will be selected after further discussion. Motion was made by Waterman, supported by Houtman. All in favor. Motion Carried.

**Authority Vice President Position** – Discussion was had to wait one more month to determine new Vice President to sit on the Board.

**AFG Grant Writer and Authority Match** – Tarrant covered in the Acting Directors Report.

**Employee Benefits (PA 152) MERS** – Tarrant covered in Acting Directors Report.

**Public Comment:** Penzien spoke regarding additional options for donations. Local clubs in East Jordan.

**Authority Board Member Comments:**

Verified next Board Meeting on February 21, 2024

Petrie motioned to adjourn meeting, supported by Birgy. All in Favor.

**Meeting Adjourned at 6:47pm**



Submitted by: Kimberly Brooks, Staff



Steve Houtman, Authority Board Secretary