

Jordan Valley EMS Authority
555 Maple Street
PO Box 920
East Jordan, Michigan 49727
Phone: (231) 536-7881
Facsimile: (231) 308-6440



Jordan Valley Emergency Medical Services Authority

Monthly Board Meeting

February 21, 2024

5:00 p.m.

Meeting Called To Order: By Waterman at 5:00 p.m.

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

Audience: Sue Hobs (Boyne Valley Twp Supervisor), Dan Miller (EJ City Commissioner), Lynn Sparks (Boyne Valley Twp), Renee Fitzgerald (Boyne Valley Twp), Jay Peck (Eveline Twp), Autumn Vousboukis (Eveline Twp), Brenda Wilson (Boyne City)

Pledge of Allegiance

Invocation: Ben Newington

Approval of Agenda: Motion made by Sorenson to approve the agenda, supported by Petrie. All in favor, motion carried.

Approval of Past Meeting Minutes: (January 17, 2024, regular board meeting) Several corrections were made to the minutes. Motion by Newington, supported by Petrie. All in favor, motion carried.

Public Comments: There were no public comments

Reports:

Treasurers Report: Motion by Birgy and seconded by Houtman to approve the treasurers report for January. All in favor, motion carried.

Accountants Report: Motion made by Sorenson and supported by Petrie to accept the accountants report. All in favor, motion carried.

Executive Committee: A zoom meeting was held on February 13th with Waterman, Tarrant, Newington and Petrie to discuss the agenda and various other items.

Acting Director's Report: The acting Director was absent due to an ambulance run.

Policy Committee Report: A zoom meeting was held with Waterman, Tarrant, Newington. They are currently working on the Administrative Policy. It was recommended by the Board that once the handbook is approved that it must be submitted to all employees of the JVEMSA.

Job Description Committee Report: The committee is still working on updating Job Descriptions. Assistant Director Lucero will be emailing the job descriptions, and other information the committee has developed.

Hiring Committee Report: The hiring committee tweaked the job description for the Executive Director and presented it to the Board. Moved by Newington and supported by Sorenson to approve the Executive Director Job Description allow it to be used in the job posting after Attorney's review and approval. All yeas, motion carried.

Budget Committee Report: Tabled until the March regular meeting.

Old Business:

EMS Non-Temporary Director Search: The job description for the Executive Director, as noted above was submitted to the Board via email on January 17.

New Business:

Audit of Active Employee Files:

The Board directed Kim Brooks to audit all active staff members files for the following:

1. All I9 requirements up to date
2. Confirm background checks on all active staff members
3. Confirm all active staff members have a valid and up to date Michigan Drivers License
4. Review Disciplinary Action Report and any action required has been met.
5. Confirm that all State Licensing is up to date.
6. Emergency Contact information is up to date.
7. Active staff member's contact information is up to date.

Administrative and Managerial Positions: Action Tabled until March Board Meeting

Boyne Valley Township Inquiry:

Members of the Boyne Valley Township Board were in attendance. They are exploring options for leaving current ambulance service with the City of Boyne City. Currently the BV Twp. has millage that pays for vehicles, building and staff for their Ambulance

Service. Part of the millage was to write off Boyne Valley residents ambulance costs if they were not covered by the individual's insurance or they could not afford the costs. Currently this cannot be accomplished because the City of Boyne City is running the service including all billing. This situation makes it difficult if not impossible for BV Twp. to write off these costs. Becoming a part of the JVEMSA was discussed.

Public Comments:

Dan Miller, City of East Jordan commented on the Fire and Ambulance building costs for repairs, citing the possible cost for an HVAC system being between \$68,000 and \$100,000. Currently the repair fund is only \$50,000. He suggested increasing the fund amount.

Sorenson motioned to adjourn the meeting and seconded by Newington. All yeas, motion carried.

Meeting was Adjourned at 6:33pm



Submitted by Todd Sorenson, Board Member



Steve Houtman, Board Secretary