

Jordan Valley EMS Authority  
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**Jordan Valley EMS Authority  
Special Meeting Minutes  
November 11, 2024  
4:30pm**

**Pledge of Allegiance**

**Call to Order:** Sorenson called the meeting order 4:30pm

**Present:** Todd Sorenson (Wilson Twp), Mark Penzien (City of East Jordan), Tim Timmer (Echo Twp), Alex Busman (Banks Twp), Jim Rathbun (Secretary), Jay Peck (South Arm Twp). **Others:** Ryanne Lucero (Interim Director), Kim Brooks (Administrative Manager), Heather Jackson (Bookkeeper).

**Guests:** Ernesto Lucero (City of EJ), Michael Brink (JVEMSA Staff), Autumn Vousboukis (South Arm), Nate Weber (South Arm), Tom Birgy (South Arm), Tony Azzopardi (City of EJ), Jason Sopha (Staff), Matt Testa (City of EJ).

**Public Comment:** None

**Agenda Business:**

**Board Elections**

Nomination made by Timmer, for Mark Penzien to take Board President position, supported by Peck. All in favor, Motion Carried. Position of Vice President currently held by Todd Sorenson. Sorenson would like to step down. Sorenson nominated Jay Peck to fill Vice President position, supported by Mark Penzien. All in favor, Motion Carried. Penzien made a motion for Jim Rathbun to fill the Secretary position, supported by Peck. All in favor, Motion Carried. Peck made a motion for Timmer to fill the Treasurers' position, supported by Rathbun. All in favor, Motion Carried.

At this time, Sorenson excused himself from the meeting.

**Articles of Inc/Bylaws/Operating Procedure Proposals:** It is being requested by the Authority administration that the Board look over the proposed revised Articles of Inc., Bylaws and Operating Procedures for adoption. These documents will be sent to the new Board members for review.

### **Financials/Operations**

Motion was made by Peck to update information at Charlevoix State Bank to add new signers to account (Tim Timmer, Mark Penzien), and to remove Alan Petrie as a signer, supported by Rathbun. All in favor, Motion Carried.

Motion was made by Peck for Treasurer Tim Timmer to receive administration rights for online banking access and to allow Ryanne Lucero, Kim Brooks, Mark Penzien and Heather Jackson online access for view only, supported by Rathbun. All in favor, Motion Carried.

Timmer presented a Treasurers' statement and recommendation steps that he feels the Authority should take. Discussion was had about revenue and services between the Board and some of the audience.

#### **\*\*Amend by adding the following:**

**One of Timmers recommendations was to add a 3.5% surcharge to all credit card payments, in addition to making a change for all providers currently choosing to send virtual credit card payments to ACH or paper check.**

Per Timmer, an amended budget for 2024 is needed by Board meeting November 20, 2024 in addition to alternate budget with staff/truck schedule changes. Also discussed a plan for the 25-26 fiscal year budget. Jackson discussed the progress of the amended budget.

Discussion was had regarding payroll concerns and billing receivables.

**Public Comment:** Tom Birgy addressed transfer phone, response times, refusal rate and billing. Nate Weber addressed payroll, over time, scheduling and budget.

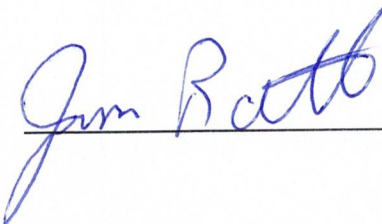
Board member Busman requested that the Board members keep Board/Authority email communications amongst themselves.

Meeting adjourned by Penzien, 7:08pm.

Submitted by: Kim Brooks

Board Secretary: Jim Rathbun

  
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