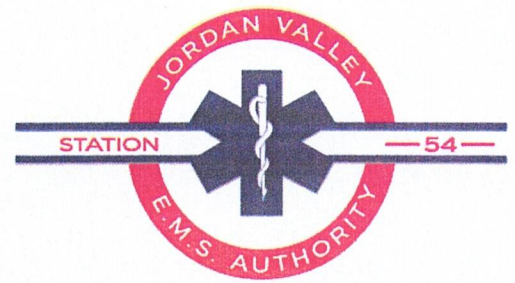


Jordan Valley EMS Authority
555 Maple Street
PO Box 920
East Jordan, Michigan 49727
Phone: (231) 536-7881
Facsimile: (231) 308-6440



**JORDAN VALLEY EMS AUTHORITY BOARD
MEETING MINUTES
November 20, 2024
5:00pm**

Called to order: 5:07pm

Present: Jim Rathbun (Jordan Twp), Alex Busman (Banks Twp), Mark Penzien (City of EJ), Jay Peck (South Arm Twp), Tim Timmer (Echo Twp), RYANNE LUCERO (Interim Director), Kim Brooks (Administrative Manager), Heather Jackson (Bookkeeper).

Guest: Nate Weber, Michael Brink, Andrea Seese, Brent Seese, Steve Middleton, Russ Fryske, Amanda Falkenberg, Anthony Azzopardi, Tony Radjenovich, Sandi Whiteford, Scott Coger, Britta Cornell.

Pledge of Allegiance

Public Comment: Penzien called for public comment, with none being received.

Old Business: Articles of Incorporation is being tabled again as there are other more important matters to discuss.

Accountants Report: Rathbun motioned to accept the accountants report ending 11-31-24, supported by Peck. All in favor. Motion Carried

At this time Peck suggested to move the MERS representative in front of Directors Report. All Board members agreed.

Minutes: Timmer requested that his recommendation from the last meeting, to set up a per charge fee for credit cards be added to the 11-11-24 minutes. Rathbun motioned to approve the November 11 minutes with this addition, supported by Busman. All in favor. Motion carried.

MERS representative Tony Radjenovich went over his evaluation and gave detailed explanation of the defined benefits vs defined contribution options. Also, information regarding what would be required to discontinue with MERS.

Directors Report: Lucero gave update on vehicles. Also discussed crew member changes (1 medic laid off, 1 moved to part-time from full-time, the Fleet Manager, 1 full-time EMT and 1 part-time EMT have officially ended their employment with us). 1 Medic out due to medical reasons. We have 1 current employee show an interest in moving to a stipend on-call pay. Lucero presented 2 scheduling models with budget for each for Boards review. Brooks has been working with some vendors to work out payment plans or deferrals until we are in better financial situation.

Eveline Township Board has agreed to make their contracted January payment early to assist with financials.

Lucero informed the Board that our annual audit is complete. Board requested Brooks contact the auditor in order to schedule him to come to a meeting to do a presentation of completed audit. Brooks agreed to do so. Lucero strongly encouraged the Board to consider a second, more in depth audit. In completion of her report, she stated the current EMT class was half way through their program.

Ongoing Business: Financials/Operations

Penzien discussed his attendance at Wilson and South Arm meetings, stating that they seem willing to help out if needed. He requests we get loan paperwork from attorney, Bryan Graham, to cover all township loans, if needed. Timmer provided copies of loan agreement document received from Graham.

Timmer states he would like the aging report from billing every month. He would also like to see a breakdown of the ambulance fees on the budget.

Timmer also recommends the Authority hire consultants for both operations and billing.

Penzien stepped out for a phone call. There was discussion in regard to the scope of work needed, duration of consulting period (6 months) and a cap on pay for the consultants (\$1000 per month). Timmer motioned to hire consultants, Peck supported and called for a vote (with Penzien out, there was still a quorum). Roll call: Ayes Timmer, Busman, Rathbun, Peck. Penzien had stepped out for a phone call, did not vote. Nays: none. Motion Carried. Penzien returned at this time. Timmer will put together a draft of goals for the consultants during the weekend. A special meeting was set for November 27, 2024 at 4:00pm for Timmer to present his consultant proposals.

A discussion of the amended budget began. Timmer again stated he would like to see a breakdown of the ambulance fees. Would like information regarding codes used to bill. Would also like to see revenue numbers regularly. Lucero provided 2 models of crew/truck schedules for the Board to consider. Both were ways to cut the number of available trucks/crew/overtime per shift. Model #2 was agreed on by all. The budget was put up onto the screen for all to see. Adjustments were made per discussion of most of the line items, including millage monies to come in, monies needed to get through the end of the year, spending cuts, crew wages for overtime worked and what overtime there would be. There was also discussion regarding the vehicle fund and how to proceed with replenishing what monies was transferred to operations. At this time, Penzien made a motion to adopt the amended budget, supported by Rathbun, roll call vote: Ayes: Timmer, Peck, Penzien, Busman, Rathbun. Nays: None. Motion Carried.

Per Board discussion, it was determined that the Authority would need approximately \$100,000 to get through to January 2025. Busman made a motion to request a \$52,000 loan from the EMS Building Reserve Fund, supported by Rathbun, roll call vote: Ayes: Rathbun, Busman, Penzien, Peck, Timmer. Nays: none. Motion Carried

Rathbun motioned to adjourn, supported by Penzien

Meeting Adjourned at 9:02pm

Submitted by Kim Brooks: Kim Brooks

Board Secretary: Jim Rathbun Jim Rathbun