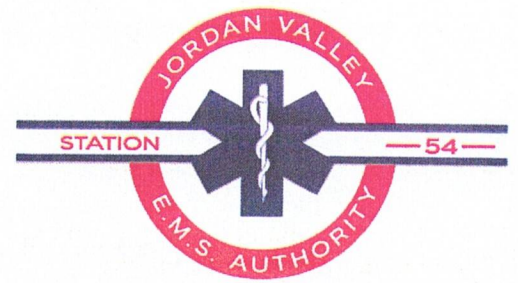


Jordan Valley EMS Authority  
555 Maple Street  
PO Box 920  
East Jordan, Michigan 49727  
Phone: (231) 536-7881  
Facsimile: (231) 308-6440



**Jordan Valley EMS Authority  
Special Meeting Minutes  
November 27, 2024 4:00pm  
555 Maple St. East Jordan, Mi 49727**

**Pledge of Allegiance**

**Called to Order:** 4:00pm by Mark Penzien

**Present:** Mark Penzien (City of EJ), Jay Peck (South Arm Twp), Tim Timmer (Echo Twp), Jim Rathbun (Jordan Twp), Alex Busman (Banks Twp), Ryanne Lucero (JVEMSA Interim Director), Kim Brooks (Admin Manager), Heather Jackson (JVEMSA Accountant)

**Guests:** Ernesto Lucero (City of EJ), Michael Brink (JVEMSA Staff), Andrew Wilcoxon (Auditor), Brian Olszewski (Wilson Twp), Stephen Middleton (JVEMSA Staff)

**Public Comment:** Board President Penzien called for public comments at this time with no public comments being received.

**Agenda Items:**

**Auditors Presentation:** Auditor Wilcoxon began with discussion on audit line item breakdowns on budget giving insight. The question was asked of him regarding forensic audits. That is not a service he provides. It was also asked of him if he could review the new budget when available. Wilcoxon stated that he would need a signed engagement letter to look at it. More discussion was held about unassigned fund balance and the depreciation schedule.

Motion was offered to accept the audit as amended, supported by Timmer. Roll call vote: Rathbun, Busman, Penzien, Peck and Timmer all ayes, motion carried.

**Consultant Proposals:** Timmer has two proposals. One for operations and one for billing. He has set some parameters for them in regards to what he would like them to look at during the consultation period. Also, a deadline for applying. The bids will be sealed and opened at the scheduled special meeting for discussion. A motion was made by Peck to accept Timmers' consultant proposal recommendations, accepting sealed bids with a deadline of Thursday December 12, 2024 at 3:00pm. Bids to be opened at 5:00pm on this day at the special meeting.

This will be the only agenda item. Pecks motion was supported by Rathbun, all in favor, motion carried.

**Public Comment:** Penzien called for public comments at this time with none being received.

**Authority Board Comments:** At this time Penzien introduced Brian Olszewski from Wilson Twp as a possible future representative on our Board.

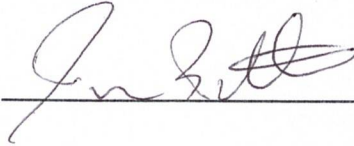
Meeting Adjourned: 4:45 pm

Submitted by: Kim Brooks



---

Board Secretary: Jim Rathbun



---