

Jordan Valley EMS Authority  
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**Jordan Valley EMS Authority  
Board Meeting Minutes  
December 18, 2024 at 5:00pm  
555 Maple Street, East Jordan, MI 49727**

**Present:** Board Members Mark Penzien, Jay Peck, Tim Timmer, Jim Rathbun, Alex Busman (5:10), Brian Olszewski.

**Absent:** None

**Others:** JVEMSA Interim Director Ryanne Lucero (On a call, arrived late)

JVEMSA Office Manager Kim Brooks

JVEMSA Bookkeeper Heather Jackson

**Guests:** 6

**Pledge of Allegiance**

**Called to Order:** 5:01 by Board Chair Mark Penzien

Brooks took roll call at this time to determine attendance and establish quorum.

**Approval Of Tonight's Meeting Agenda:** Motion by Rathbun, supported by Timmer to approve meeting agenda for December 18, 2024.

Voting for: Rathbun, Penzien, Peck, Timmer, Olszewski.

Voting against: None

Absent: Busman

Motion Carried: 5-0

It was requested to wait until Busman arrived to vote on the past minutes.

**Accountants Report:** Jackson discussed line item on new budget if for new millage. It was discussed to transfer funds from cc checking account to business checking. Timmer/Jackson had discussion regarding general ledger and capital expense account.

Motion was made by Peck to accept the accountants report for the month of November 2024, supported by Rathbun.

Voting for: Rathbun, Penzien, Peck, Timmer, Olszewski.

Voting against: None

Absent: Busman

Motion Carried 5-0

Busman Arrived at the time (5:10)

**Approval Of Meeting Minutes:** Past minutes from

Special Mtg 10-23-24, Motion by Peck to approve, supported by Rathbun. All in favor, motion passed.

Special Mtg 10-30-24, Motion by Peck to approve, supported by Rathbun. All if favor, motion passed.

Regular Mtg 11-20-24, Motion by Timmer to approve, supported by Busman. All in favor, motion carried.

Special Mtg 11-27-24, Motion by Timmer to approve, supported by Penzien. All in favor, motion carried.

Special Mtg 12-12-24, Motion made by Busman to approve, supported by Timmer. All in favor, motion carried.

**Public Comment:** None

**Directors Report:** Brooks presented the report as Lucero was out on a 911 call. Update was given on all truck issues, including the repair on 54A2 manifold being completed. Which Jordan Valley Public Safety Emergency Association donated the funds to pay for this. 54A6 is currently being worked on, new motor being installed. At this time, not too much progress on selling the older fleet vehicles.

The staff numbers have decreased since September by 15. We are losing a full-time EMT-B the first week of January. The open position will be posted internally. The Board approved this posting. The JVEMSA handbook will be revised to change the holiday pay policy. Board approved to make this change. Due to the short staff, there has been slightly more OT for some employees.

The loan from the Authority's building reserve fund at the City was received and deposited.

Millage monies for the new fiscal year is now being received.

The Authority is in the process of renewing our education program by completing and submitting proper documentation needed.

**Financials:** Budget update from Jackson. Suggested we schedule a special meeting for a budget workshop. New budget should go to the townships in February and be finalized in March. Timmer would like a line item regarding the repayment of borrowings. Other discussion was had regarding millage and repayment line items.

Date was set for budget workshop meeting. January 9<sup>th</sup> at 5:30 pm at the EMS building conference room.

Timmer discussed the aging report presented.

New meeting dates for 2025 were discussed and set. Motion was made by Rathbun to accept dates as discussed, supported by Busman. All in favor, motion carried.

**Unfinished Business:** Operation Consultant – Motion was made by Timmer to select Nate Weber for the position, supported by Peck. All Board members were in favor of hiring Weber. Motion carried.

Billing consultant – Brooks stated that the details for the bidding was not discussed at the December 12<sup>th</sup> meeting in order to place the ad in the paper. Discussion was had to place ads in both Antrim and Charlevoix County papers and on the JVEMSA website. Other options were mentioned but these are what were agreed on. A motion was made by Timmer to accept sealed bids until the deadline of January 9<sup>th</sup>, 5:00pm, supported by Rathbun, all in favor, motion carried.

It was stated that Weber would begin his consulting after the January 9 meeting as he will need to sign an approved contract at that time.

New Truck – The 2025 F550 is scheduled to be delivered in April 2025. Price \$340,000. Lucero to send information to the Board members. Trade-in option was discussed. Lucero to look into.

Capital Plans – Nothing has been in place. Discussion of putting this plan together, to include trucks, medical equipment and computers. Monitors is an item needing immediate attention, per Lucero. She is to get the quotes for the Zoll monitors to the Board. Also mentioned, was looking into grants to cover this cost. The Board would like a list of capital assets forwarded to them. Brooks look into a rotation schedule for the computers.

Discussion of old and new vehicle options. Maintenance schedule for trucks. The Authority has a fair offer for A4 with the condition it is in, only replacing the starter. Quote for starter of \$232 was obtained from O'Reiley's. EMT Steve Middleton to install. A3 has many issues that would be costly to repair. Pecks recommendation is to sell A3 to the scrap yard. Motion was made by Timmer to sell A3 to the scrap yard, supported by Rathbun.

Voting for: Rathbun, Busman, Penzien, Peck, Timmer, Olszewski.

Voting against: none

Absent: none

Motion Carried: 6-0

Lucero discussed the option for the Echo unit. She will get the information to the Board for the motor in the ambulance bay to prep for selling. Six wheeled ATV, Banks Twp may be interested. Busman to ask them. There was a grant to help the Authority purchase this vehicle. Peck suggested we donate to Banks if they are interested. Will be discussed at next regular meeting.

Busman gave update on Banks Twp loan for the Authority.

Loan Promissory note from the City of East Joran regarding the EMS Building Reserve Fund was presented.

**Public Comment:** Amanda Falkenberg spoke regarding the crew and losing many of them with what is going on with financials. Corey Wells commented on the transparency showing

with the Authority and feels the open conversations has been good. Commended new Board members for stepping into their positions.

**Board Member Comments:** Penzien commented that the Authority needs a mission statement. Brooks stated that there is one and will get that to him. Timmer stated that the Authority needs a stable foundation to serve the community, townships and city. Peck motioned that the invocation be put back on the agenda after the Pledge of Allegiance, supported by Busman, All in favor, motion carried.

Meeting adjourned at 7:22 pm by Penzien.

Submitted by: Kim Brooks



Board Secretary: Jim Rathbun

