

Jordan Valley EMS Authority
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**Jordan Valley EMS Authority
Re-Scheduled Meeting Minutes
February 28, 2025 5:30pm
555 Maple St. East Jordan, Mi 49727**

This meeting was re-scheduled from February 19, 2025

Present: Board members Mark Penzien, Jay Peck, Jim Rathbun, Tim Timmer, Brian Olszewski, Alex Busman (arrived 5:50pm)

Others in attendance: Ryanne Lucero, Kim Brooks, Heather Jackson

Guests: 8

Pledge of Allegiance led by Mark Penzien

Invocation: Jim Rathbun

Meeting called to order: 5:35

Approval of Agenda: Two items were added – 1) Jane Korthase to speak on a package put together for the hiring process of a new Executive Director. 2) Timmer added Format Review. Timmer made a motion to approve the agenda as revised, supported by Peck, all in attendance in favor, absent: Busman, motion carried. At this time Jane Korthase presented package for hiring process.

Approval of January 22, 2025 meeting minutes: motion made by Olszewski to approve, supported by Penzien, all in attendance in favor, absent: Busman, motion carried.

Approval of Accountant report: Timmer made a motion to accept the report for January 2025, supported by Peck, All in favor, motion carried. (Busman in attendance at this time).

Public Comment: None at this time

Directors Report: Lucero updated the Board that A1 will be picked up Monday 3-3-25 and back in service, the power load system to be removed from A4 and installed into the new truck at no charge per Scott at EV Plus. Lucero gave the floor to Middleton for more updates.

Steve Middleton updated the Board on the fleet maintenance and the fact that the sale of A4 was no longer on the table, the buyer backed out. Discussion was had of options pertaining with A4. Peck made a motion to have the truck scrapped, supported by Rathbun, All in favor: Rathbun, Penzien, Peck, Olszewski, Opposed: Timmer, Busman, motion carried. Other maintenance to be done on trucks will be allocated to local garages due to the fact that the work being done on the chassis does not require a certified ambulance mechanic. Middleton obtaining quotes for maintenance and will put together maintenance schedule.

Lucero continued with Operations update. Cost Data Collection complete and submitted.

Lucero had questions in regard to meetings held with neighboring agencies about operations and mutual aid. She was expecting to be present at these meetings. She touched on the new back up shifts in place, which will make a second truck available a couple evenings a week, with a plan to expand this when able to. The decision was made to keep the Health Insurance renewal as it is for the next term. No employee contributions.

At this time, Lucero discussed the subject of overtime compensation for salary employees. She presented the Board with information. It was determined by the Board to table this item to obtain additional information from Lucero and legal response from the Authority attorney.

Treasurer's Report: 1) Timmer to fill out application for new ambulance. 2) Discussed billing consultant contract and terms. Timmer motioned to accept the billing proposal and terms, supported by Penzien, Roll call vote: In favor of: Rathbun, Busman, Penzien, Peck, Timmer, Olszewski. Opposed: None, Motion Carried. Timmer to draw up contract. 3) ATV to go to Banks Twp Rescue. Peck motioned to sign over the title of the 6-wheel ATV to Banks Twp Rescue, supported by Penzien, all in attendance in favor, motion carried. Title signed. Bill of sale to be submitted by Timmer. 4) Operations Report/Budget format discussed. Timmer inquired about current transfer volume. Lucero stated that it has started to pick back up, but not where she would like it to be.

Old Business: 1) Peck to contact lawyer in regard to vehicle fund maintenance payments. Requested to put on next regular meeting agenda. 2) Peck facilitating mutual aid meetings with other agencies. Next meeting with Boyne City 3-12-25. 3) Penzien to set up meeting with Munson transfer center and Grandvue. 3)

Workshop date for mission statement/bylaws will take place in April sometime. Penzien has contacted Tammy Jackson to assist but she is currently out of town.

New Business:

- 1) **Truck Tour** – tabled to future meeting
- 2) **MERS** – Timmer requested to speak with MERS representative. Peck motioned to give Tim permission to speak with them, supported by Rathbun, All in favor, motion carried. Brooks to contact MERS for the purpose of contact with Tim.
- 3) **Automated Time Clock System (9th Brain)** – Peck states Director needs to be on board with the program to move forward. Table for further discussion.

Special meeting to be scheduled – March 10th at 5:30pm. For the purpose to discuss the budget, Executive Director salary and attorney selection. Brooks to get insurance cost info to Heather Jackson by the 12th.

Public Comment: Guest, Tom Birgy made suggestions regarding comp time, billing, transfer tracking and automated time clocks.

Board Comments: Penzien would like to put the Executive Director job description on the next regular meeting agenda as well as the City of East Jordan. Busman discussed loan contract with Banks Township. Timmer motioned to accept terms of the contract and to have it signed, supported by Penzien. Roll call vote: In favor – Olszewski, Timmer, Peck, Penzien, Busman, Rathbun. Against: None. Motion Carried.

Penzien adjourned the meeting at 7:41pm

Submitted by: Kim Brooks



Board Secretary: Jim Rathbun Jr.