

Jordan Valley EMS Authority  
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**Jordan Valley EMS Authority  
Special Board Meeting  
March 14, 2025 5:30 pm  
555 Maple Street, East Jordan, MI 49727**

**Pledge of Allegiance led by Mark Penzien**

**Invocation – Jay Peck**

**Called to Order: 5:30pm**

**Present:** Mark Penzien, Jay Peck, Tim Timmer, Jim Rathbun, Brian Olszewski, Alex Busman arrived 5:38pm.

Ryanne Lucero, Kim Brooks, Heather Jackson

**Guests: 2**

**Public Comment:** Penzien touched on loan amount from South Arm Township. There will be a contract provided.

**Agenda Items:**

**1) Budget** – Final budget adjustments were made. Brooks to post public hearing/truth in taxation for budget/millage in newspapers and website. March 26, 2025 5:30 pm, will be conducted prior to regular meeting business.

**2) Executive Director Position** – Job description was discussed and modified. Peck to revise current description and provide to Board. Timmer would like to solidify attorney before launching Director search. Peck was granted permission by other Board members to contact Labor Attorney with questions on Director position draft. Interview process was discussed. It was decided by Board members to put together a committee to consist of 2 or 3 Board members and to contact others that were involved in the process in the past. Timmer motioned to hold a special meeting to review and discuss the position. Date was set for April 8, 2025 at 5:30. This motion was supported by Rathbun. All in favor, none opposed. Motion Carried.

**3) Attorney Selection** – Timmer would like to get RFP out immediately. Olszewski has a firm in mind. Busman made a motion to put our RFP for lawyer/legal council, supported by Timmer. All in favor, none opposed, motion carried. Brooks

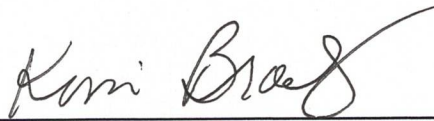
to post in papers when proposal presented. Penzien suggested we continue with current attorney until another is obtained.

**Old Business:** Peck to contact attorney regarding vehicle account. Operations scheduling was discussed. Lucero updated Board that back up shifts are working. Plan to do schedule more in the future and to update neighboring agencies of our availability. New truck still coming in April. Board directed Lucero to get in touch with vendor to verify that the graphics are included in price and what the trade in value of the van with new motor will be.

Public Comment: None at this time.

Penzien Adjourned meeting at 8:07

Submitted by: Kim Brooks



Board Secretary: Jim Rathbun Jr.

