

Jordan Valley EMS Authority  
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**Jordan Valley EMS Authority Board  
Meeting Minutes  
May 21, 2025 5:30pm**

**Call to Order and Pledge of Allegiance:** 5:30pm led by Mark Penzien

**Roll Call:** Brian Olszewski, Tim Timmer, Jay Peck, Mark Penzien, Jim Rathbun Jr.

**Absent:** Alex Busman

**Others Present:** Ryanne Lucero, Kim Brooks, Heather Jackson

**Guests:** 12

**Invocation by** Bart Adams

**Approval of Agenda:** Peck made a motion to approve the agenda as amended, supported by Olszewski

Vote For: 5

Vote against: 0

Absent: Busman

Motion Carried

**Approval of Minutes:** From May 9, 2025 meeting. Rathbun made a motion to approve the May 9, 2025 minutes, supported by Olszewski

Vote For: 5

Vote against: 0

Absent: Busman

Motion Carried

**Accountants Report:** Peck made a motion to accept the accountants report for April 2025, supported by Penzien

Vote For: 5

Vote against: 0

Absent: Busman

Motion Carried

**Public Comments:** Ron Chapman (Eveline Twp), had questions in regard to accountant's report, adopted budget and plans for loan payback. Timmer addressed and answered his questions.

**Interim Director Report:** Lucero gave updates on vehicles. In particular A3 ambulance repairs to be done in approximately 1 week. Tech came in to work on suspension issues with A1 and A2 ambulances. A date of June 15<sup>th</sup> was the deadline for Dowkers to finish installing motor into A6 (van style ambulance). New ambulance should be arriving in June. Lucero shared a letter from Lake Charlevoix EMS Authority in regard to our mutual aid contract. She gave update in regards to operations, in particular, scheduled back up shifts going to 7 days a week, in order to keep two trucks in service every night of the week. She continues to work on keeping overtime at a minimum. Lucero acknowledged receiving the operation consultants report and would like to table discussion for next meeting. Board agreed. Education license has been renewed. EMR class to begin in June. EMS Week BBQ to be held May 31<sup>st</sup>, Board members invited to attend.

**Treasurer's Report:** Timmer would like to see the accountant's report in a different format. Timmer motioned for accountant report restructure, supported by Rathbun

Vote For: 5

Vote against: 0

Absent: Busman

Motion Carried

Timmer explained the substantial reduction of the vehicle balance is due to the down payment for the new truck. Timmer stated he would have the Investment Policy ready for a future meeting. He would also like the Board's permission to move forward with the short-term investments that were discussed in previous meetings. The Board agreed he should move forward with the investing.

### **Unfinished Business:**

**Mission Statement** - Penzien went over notes from meeting. Four to five statements presented. Penzien to forward them to Kim Brooks so she can print out for staff to look over.

**Attorney Engagement Letter** – Timmer signed

**City of EJ Loan Contract** – It was approved at the City meeting to extend the loan pay back contract to 2 years from 1. Contract needs to be signed.

**Vehicle Fund – Loan Resolution** – had been tabled from last regular meeting. Peck would like to table until June Meeting.

**Answering Service** – Timmer would like to table until June meeting

**EMS Director Position** – 14 Applications/Resumes were received. Hiring committee consists of Jay Peck, Brian Olszewski, Tim Timmer, Ben Newington, Joe Taylor, Brian Vanderark, Jane Korthase. They will meet – open meeting. Peck made a motion for the new Director to have a Paramedic license to be eligible for the position, supported by Olszewski

Vote For: 5

Vote against: 0

Absent: Busman

Motion Carried

Board would like to open the interview questions to our partners and staff. Would like to give them the opportunity to be a part of the process. It was agreed that staff should get their questions to Kim Brooks. The committee will inform the staff of the questions they have selected for the interviews.

### **New Business:**

**Union Representative** – Clayton Fletcher, 214 Teamster out of Detroit, Mi spoke on behalf of staff at JVEMSA. He states that he has signed cards from 75% of crew members to start a union. He requested the Board provide voluntary recognition for the union to proceed forward. Penzien would like to do his due diligence and requested that he go through the process of a vote. A motion was made by Peck to NOT provide voluntary recognition for union, supported by Rathbun

Roll Call Vote was taken

Vote For: Jim Rathbun, Mark Penzien, Jay Peck, Tim Timmer, Brian Olszewski

Vote Against: None

Absent: Alex Busman

Motion Carried

Board will send email of minutes to union representative

**Sick Time Handbook Update** – Tabled until June meeting to go over

At this time 6:17pm, a motion was made by Rathbun to go into closed session to review a letter from the attorney, supported by Peck

Roll Call Vote:

Vote For: Jim Rathbun, Mark Penzien, Jay Peck, Tim Timmer, Brian Olszewski

Vote Against: None

Absent: Busman

Motion Carried

Board went into closed session. No others were asked to stay.

At 6:35 pm Board came out of closed session and resumed the regular meeting

### **Public Comment:**

Staff member Scott Stahl spoke about staffing shortage and the need for more transfers, in particular, long distance. Board agrees that if the revenue is there, and the revenue exceeds the cost for crew wages (including overtime) and we have the staff, it should be considered. Stahl also suggested that a JVEMSA staff member also be put on the hiring committee (no decision was made on this). It was asked if interviews would be in public forum. Penzien to look into this with attorney.

Ron Chapman (Eveline Twp), inquired about run volume. Lucero stated it was low and could improve. She stated again about the 2 trucks per shift seven days a week now should help. Lucero suggested we discuss mutual aid with TAA (Township Ambulance Authority) in Antrim County.

Amanda Falkenberg (staff), discussed state protocols for mutual aid, LDT costs and limits for Medicare, and inquired about renewals of other contracts JVEMSA has with other vendors.

**Board Member Comments:**

Peck thanked everyone for their service, thanked school for the use of the education room for the meeting.

Timmer commented on the response of JVEMSA to a call at his church recently. Stated that the crew responded immediately and the service was fantastic.

Rathbun made a motion to adjourn, supported by Timmer

All In Favor, Motion Carried

Penzien adjourned the meeting at 7:07pm

Submitted by: Kim Brooks \_\_\_\_\_

Board Secretary: Jim Rathbun \_\_\_\_\_

DRAFT