

Jordan Valley EMS Authority  
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**Jordan Valley EMS Authority  
Meeting Minutes  
June 11, 2025 5:30pm**

- 1. Call to Order and Pledge of Allegiance :** 5:30pm by Mark Penzien
- 2. Roll Call:** Brian Olszewski (Wilson Twp), Tim Timmer (Echo Twp) , Mark Penzien (City of East Jordan), Alex Busman (Banks Twp), Jim Rathbun (Jordan Twp)  
**Absent:** Jay Peck (South Arm Twp)  
**Others Present:** Ryanne Lucero (JVEMSA Interim Director), Kim Brooks ( JVEMSA Office Manager), Heather Jackson (JVEMSA Accountant) , Steve Middleton (staff)  
**Guests:** 8
- 3. Invocation:** Alex Busman
- 4. Approval of Agenda:** Motion was made by Jim Rathbun to approve the meeting agenda, supported by Alex Busman  
**Vote For:** 5  
**Vote Against:** 0  
**Absent:** Jay Peck  
Motion Carried 5-0
- 5. Approval of May 21, 2025 Minutes:** There were questions from guests regarding Director position required qualifications and requesting clarification from May 21 meeting minutes on this agenda item. A motion was made by Alex Busman to approve the minutes with amendment and to obtain clarification from Peck in next meeting to answer audience questions, supported by Jim Rathbun  
**Vote For:** 5  
**Vote Against:** 0  
**Absent:** Jay Peck  
Motion Carried 5-0

**6. Accept Accountant Report:** Motion made by Alex Busman to accept the accountant report for May 2025, supported by Brian Olszewski

**Vote For:** 5

**Vote Against:** 0

**Absent:** Jay Peck

Motion Carried 5-0

**7. Public Comments:**

Speaker #1: Derek Gaylord,

Mr. Gaylord had questions regarding hiring process, particularly if a rejection letter will be sent to applicants if they are not being considered for the Director position. Chair Mark Penzien responded that it is their intent to make this a part of the process.

Speaker #2: Hope Wynkoop

Ms. Wynkoop requested names of hiring committee. Names were given and it was mentioned that they are also listed in the May 21, 2025 minutes that can be found on the JVEMSA website.

**8. Interim Director Report:** Ryanne Lucero gave update on vehicle repairs. Also stated that the new truck is expected to be delivered, Monday June 30<sup>th</sup>. Steve Middleton continued with vehicle repair updates. Tim Timmer requested a list of vehicles with information for each, included the year, mileage and description of type. At this time Timmer touched on the progress of the ambulance that has been worked on at Dowkers. The deadline given for completion was June 15<sup>th</sup>. Timmer will follow up with this. Lucero discussed the back up shifts and how it has benefited the Authority as the request for mutual aid from our neighboring agencies has decreased. We have been able to keep two trucks in service most nights. She also touched on the completion of the operation consultant report. Stating that she felt that many points were inaccurate and no new information was given that we were not already aware of. The EMR class scheduled to begin June 16<sup>th</sup>, may need to be pushed out until the fall, as there is not enough interest at this time. Lucero stated that she will be increasing the back-up shift pay from seventy-five dollars to one hundred dollars effective June 15, 2025. The reason for this increase is to entice employees to pick them up. There was discussion regarding a neighboring agency and their stipend pay. Timmer would like more research on this matter. There was also discussion about the mutual aid and how it works and what advantage it has.

**9. Treasurer's Report:** Tim Timmer provided the account balances. He discussed the accountant's report in detail, explaining to all in attendance. Also stated that he would work with Heather Jackson to make some changes to the format of her report.

**10. Unfinished Business:**

**A) Auditor Engagement Letter – Auditor Discussion.** Kim Brooks stated that Jay Peck requested she not move forward by sending the signed letter of engagement to the auditor to initiate the audit to begin as there needs to be discussion on proceeding. A motion was made by Tim Timmer to send the engagement letter to auditor, proceeding with Gabridge & Co. this year and look at a possible change next year, this motion was supported by Jim Rathbun

**Vote For:** 5

**Vote Against:** 0

**Absent:** Jay Peck

Motion Carried 5-0

**B) City of EJ Loan Contract:** Signed copy of the amended contract (from 1 year to 2), was given to Kim Brooks to file.

**C) Vehicle Fund-Loan Resolution: (tabled from last meeting)** Tim Timmer suggested this be discussed and the form be completed at the next regular Board meeting.

**D) Answering Service: (tabled from last meeting)** –Ryenne Lucero had questions in regard to the service, Tim Timmer would like to table this agenda item as it will take time to gather data.

**E) EMS Director Position:** Alex Busman stated he did not agree with the decision of the Board to make a change to require the new Director to be a paramedic. He feels the applicants for this position do not necessarily need to hold a medic license. Tim Timmer explained that the hiring committee is working on a meeting date and will discuss, but felt it was a key edit that needs to be made. Ryenne Lucero requested a timeline as to when the Board will make the decision on a new Director. Mark Penzien stated approximately 3-6 months.

**F) Sick Time Handbook Update:** (tabled to next meeting)

**New Business:** Truck Equipment Tour – two trucks were out on calls. (tabled)

**Public Comments:** None at this time.

**Authority Board Member Comments:**

Mr. Penzien touched on the hiring process and how stressful it can be.

Mr. Busman thanked Lucero for being patient and continuing to serve as the Interim Director until a new Director is selected.

Mr. Rathbun appreciates that the issue with the truck (A6) being repaired at Dowker's, continues to be followed up on.

Meeting was adjourned by: Mark Penzien at 7:08pm

Submitted By: Kim Brooks

*Kim Brooks*

Board Secretary: \_\_\_\_\_