

Jordan Valley EMS Authority
555 Maple Street
PO Box 920
East Jordan, Michigan 49727
Phone: (231) 536-7881
Facsimile: (231) 308-6440



Jordan Valley EMS Authority Board
Special Meeting Minutes
August 6, 2025 5:30 pm
555 Maple St. East Jordan, MI 49727

- 1. Call to Order and Pledge of Allegiance:** 5:32 pm
- 2. Roll Call:** Alex Busman, Mark Penzien, Tim Timmer, Brian Olszewski
Others Present: Kim Brooks (JVEMSA Office Manager), Heather Jackson (JVEMSA Accountant)
Guests: 4
- 3. Approval of Agenda:** Motion was made by Timmer to approve the agenda, supported by Olszewski. All in favor, motion passed.
- 4. Approval of Past Meeting Minutes:** July 23, 2025 – Motion made by Timmer to approve the 7/23/25 minutes, supported by Busman. All in favor. Motion Carried. July 30, 2025 – Motion made by Timmer to approve the 7/30/25 minutes, supported by Olszewski. All in favor. Motion Carried.
- 5. Public Comment:** None at this time
- 6. Agenda Items: EMS Director Contract** – Timmer does not have contract back from attorney and all responses have not been received by Mr. Yonkman. Mark communicated with him and had contract discussion with him. Background check to be done by Brooks. Discussion was had about him coming on as a consultant for a short period of time. Timmer concerned about liability. Timmer will continue communication with lawyer and will forward contract from lawyer to Board for their review when it is available. There was a question

regarding the contract superseding the employee handbook. Discussion was had. The Director will be contracted with the Board. They will look into the handbook question. Timmer would like to proceed with Yonkman contingent on the background and credit checks. Yonkman will need to complete the research form to allow Brooks to run the criminal check. She will verify if she is able to run the credit check as well. Busman inquired about running credit check on Yonkman's business. Timmer did not feel this would possible and not applicable due to seasonal work. There was a question in regard to him being able to get on a truck as a medic. It was found that Yonkman had let his license lapse. During discussion it was determined that the process to have it renewed would not be lengthy.

The Board would like to schedule a special meeting for Monday, August 11, at 5:30pm to discuss the contract once received back from lawyer. If Timmer does not receive the information, he will notify Board and move the meeting out.

JVEMSA Billing Staff – Discussion was had. It was determined that the biller would work from home until a new Director is in place. The Board feels it will be the new Directors responsibility to work on the biller issue. Busman would like to have a plan in place if the need arises (outside billing). Also, will need to make a plan to update passwords for all billing access. A concern in regard to HIPAA was mentioned due to the paperwork that may be transported. It was determined that could be done in a way to avoid HIPAA violations.

7. Public Comment: Britta Cornell discussed the handbook and following it. Timmer stated that the handbook, policies and procedures will all be up for review.

8. Board Comment: None

Timmer made a motion to adjourn, supported by Penzien.

Meeting Adjourned: 6:32pm

Presented By: Kim Brooks Kim Brooks

Board Secretary: _____

DRAFT