

Jordan Valley EMS Authority
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**Jordan Valley EMS Authority Board
Meeting Minutes
July 23, 2025 5:30 pm**

- 1. Call to Order and Pledge of Allegiance: 5:30 pm by Mark Penzien**
- 2. Roll Call:** Brian Olszewski (Wilson Twp), Tim Timmer (Echo Twp), Jay Peck (South Arm Twp), Mark Penzien (City of East Jordan), Alex Busman (Banks Twp).
Absent: Jim Rathbun (Jordan Twp). **Others Present:** Ryanne Lucero (JVEMSA Interim Director), Kim Brooks (JVEMSA Office Manager), Heather Jackson (JVEMSA Accountant)
Guests: 9
- 3. Invocation: Tim Timmer**
- 4. Approval of Agenda:** Motion made by Jay Peck to approve, supported by Tim Timmer. All in favor, motion carried.
- 5. Approval of Meeting Minutes:** Motion was made by Timmer to approve the May 21 minutes as amended, supported by Olszewski. All in favor, motion carried. Motion by Timmer to approve the June 11, June 27, June 28 and July 9 special meeting minutes, supported by Penzien. All in favor, motion carried.
- 6. Accountants Report:** Motion was made by Busman to accept the June 2025 accountants report with amendment of last page being replaced, supported by Timmer. Jackson printed out replacement for last page and presented to Board. Vote was all in favor. Motion carried.
- 7. Public Comment:** Amanda Falkenberg addressed the Board regarding the inconsistency of the hiring process. Derek Gaylord addressed the Board, inquiring about a response from the hiring committee in regards to the interview selections. Peck stated that he would be responding by letters to the candidates.
- 8. Directors Report:** New truck has arrived and is being outfitted with the necessary modifications and then equipment. Brooks presented the insurance invoice for new truck premium for the remainder of the term. Lucero requested update on the ambulance at Dowker's. Timmer stated that the last deadline given for completion is July 31, 2025 (third deadline date given). Discussion was had regarding the plan if the work on the truck is not finished. Timmer to follow up. Operations update: JVEMSA will be down to 1 full-time EMT and 2 full-time medics as of August 1st. Agency Inspection date has changed to August 20, 2025. Lucero felt it might be beneficial for the new Director to be involved

with the process. Timmer is not confident that a new Director will be in place by this time. EMR class has been rescheduled and approved for September.

9. Unfinished Business:

- a. Vehicle Fund – Loan Resolution: Resolution documentation was presented, Timmer states he will draft up payment options for payback. Tabled to next regular meeting.
- b. Sick Time Handbook Update: Tabled

10. New Business: New Director – Penzien states they are working on making a decision. Timmer would like to have a contract in place when they make their selection for the position, all members agreed. Discussion was had to reimburse Rick Pearson five-hundred dollars to go towards his travel expenses he incurred to come to Michigan for his interview. Motion made by Timmer to reimburse Rick, supported by Peck. All were in favor, motion carried.

11. Public Comment: Staff member Roger Holowach voiced his concern regarding feedback from the Board when contacted. In the past some previous board members were not so receptive. Busman reassured him that it will not continue to be that way. He stated that any of us could call him if needed.

12. Authority Board Member Comments: Busman thanked Ryanne Lucero for her continued efforts to keep the Authority going and making sure our community was serviced. Timmer stated that Board members should attend township meetings with financial updates. Peck reiterated that he would be sending out on 7/24 to all applicants except the two finalists. Busman suggested just to all non-medic applicants. Peck requested to call a special meeting. Penzien set date of 7/30/25 at 5:30. Meeting would consist of Director contract items and formal signature page for background checks. Timmer will contact attorney when items are ready. Busman strongly suggested there be a forensic audit done. He will get quotes and bring to the other Board members. Timmer will be checking with current auditor and would like to look into new audit services for future use.

13. Meeting Adjourned: 7:35 pm

Presented by Kim Brooks



Board Secretary Jim Rathbun Jr.
