



**Jordan Valley EMS Authority Board Meeting Minutes**  
**August 20, 2025 5:30 PM**  
**555 Maple Street, East Jordan, MI 49727**

- 1. Call to Order and Pledge of Allegiance:** 5:30 pm
- 2. Invocation:** Jim Rathbun
- 3. Roll Call:** Brian Olszewski, Tim Timmer, Mark Penzien, Alex Busman, Jim Rathbun.  
**Absent:** Jay Peck  
**Others Present:** Rynne Lucero, Kim Brooks, Heather Jackson  
**Guests:** 6
- 4. Approval of Agenda:** Motion made by Rathbun, supported by Busman. All in favor. Motion Carried.
- 5. Approval of past minutes (8/6 & 8/14):** Motion made by Timmer to approve, supported by Olszewski. All in favor. Motion Carried
- 6. Accept Accountant Report (July 2025):** Motion to accept made by Busman, supported by Rathbun. No discussion. All in favor. Motion Carried.
- 7. Public Comments:** No comments at this time.
- 8. Reports:**  
**Interim Director** – Annual agency inspection was partially completed due to not enough time on the inspector part. He will schedule a day with the new Director to inspect the trucks. There were no issues with what was completed. We have 1 new EMT starting in September. EMR class to begin September 3<sup>rd</sup>. 5 enrollees.  
**Treasurer's Report** – Timmer presented account balances. He also went through the accountant report.
- 9. Old Business:**

**EMS Director** – Discussion was had of the employment agreement. The Board would like Joel Yonkman to provide documentation to show he has applied for the renewal of his Medic license within 30 days. Timmer has his credit report and Penzien to get a printout of the report from Yonkman. Timmer made a motion to approve the employment agreement as amended (to receive documentation of Yonkman's license renewal within 30 days), and to be signed by Yonkman on 8/21/2025. This will be his hire date. This motion was supported by Rathbun.

Roll Call Vote:

Voting For: Olszewski, Timmer, Penzien, Busman, Rathbun

Voting Against: None

Absent: Jay Peck

Motion Carried

Signed copy to be provided to Kim Brooks

**Billing** – Yonkman knows an experienced EMS Biller that may be able to fill in. Per the Board, he is to make the decision to bring her on once he has signed the employment agreement on 8/21/2025.

**Vehicle Fund Loan Resolution** – Timmer drafted a promissory note for the Authority to pay back the vehicle fund from the operation fund. There was discussion. Penzien motioned to adopt the promissory note, supported by Rathbun. All in favor. Motion Carried.

**Ambulance at Zaremba's** – Timmer gave update from Zaremba's. Core refund was discussed. Dowker's will be notified. The Authority has received money orders from Dowker as a refund for the labor that was originally charged to put the new motor in the ambulance. Timmer made a motion to cash the money orders to deposit into the general checking account, supported by Rathbun. All in favor. Motion Carried. Timmer to continue to monitor progress with Zaremba's.

#### **10.New Business:**

**By-law Review** – No current by-laws to review. A committee was selected to work on them. Jim Rathbun, Alex Busman and Brian Olszewski. They will reference other entity by-laws to get started. Brooks will provide a by-law proposal made one of JVEMSA crew members.

**At this time Yonkman requested a closed session to review applicant materials.**

**6:03pm**

Motion made by Busman to go into closed session per Joel Yonkman's request, supported by Rathbun.

Roll Call Vote:

Voting For: Olszewski, Timmer, Penzien, Busman, Rathbun

Voting Against: None

Absent: Peck

Motion Carried

Went into closed session at 6:05 pm

Open session back in order at 6:19pm

**11. Public Comments:** None

**12. Board Comments:** Rathbun thanked Ryanne for her efforts going through this process of hiring a full-time Director. Busman made same comment and hoped they could bring Joel on smoothly. Penzien had a very positive comment from one of our patients in the community. Stating our efforts get noticed. Timmer thanked Ryanne and the staff. Olszewski thanked Ryanne with hopes on moving on smoothly. Ryanne stated that it was a group effort this past year.

**13. Meeting adjourned:** 6:28pm

Presented By: Kim Brooks Kim Brooks 9/24/2025

Board Secretary: Jim Rathbun 