



Jordan Valley EMS Authority Board Meeting Minutes  
Wednesday, November 19, 2025 at 5:30 pm  
555 Maple Street, East Jordan, MI 49727

1. **Meeting was called to order and Pledge of Allegiance** led by Mark Penzien at 5:30 pm.
2. **Invocation**
3. **Present:** Brian Olszewski, Tim Timmer, Mark Penzien, Alex Busman, Jim Rathbun. Others present: Joel Yonkman, Heather Jackson and Andrea Seese.
4. **Guests:** 4
5. **Agenda Approval:** Rathbun motioned to approve the agenda, supported by Busman. No discussion. All in favor, motion carried.
6. **Past Minutes:** Busman motioned to approve minutes from October 22, 2025, supported by Rathbun. No discussion. All in favor, motion carried.
7. **Accountant Report:** Busman motioned to accept October 2025 report, supported by Penzien. No discussion. All in favor, motion carried.
8. **Public Comments:** None at this time.
9. **Directors Report:** Joel Yonkman gave updates on Trucks, ESO system and Mechanic progress. He has interviewed a couple candidates. New budget is in the works. Has been working with Heather and Kim. Working on a draft soon. Once ESO is in place, the operations report will resume as ESO will be a huge help. He also mentioned that the Government shutdown did impact returns and payments. Union negotiations are still in progress. Had a meeting about a week ago. He feels there is good progress. Will have draft after the first of the year. He has made scheduling adjustments that will

begin in December. Changes will better serve based on transfer information. Timmer asked questions about changes. Transfers and billing were discussed. Yonkman gave a recap. We have two new staff, a Medic and EMT-B. Yonkman discussed community outreach. Octobers Trunk or Treat was a success. Many EMS and Law crew participated and many community members stopped in. Dec 6 we will join in the Christmas Parade and assist with street blockages. We have a Heroes Holiday box at the station for child and senior citizen gift donation drop off. Education Program is on a 1-year probationary period. Yonkman and Medic Joe Travers are working together to ensure all state requirements are met. EMR course finishes next week. EMT class for January will be postponed. There was no interest. Having conversations with Charlevoix and Boyne for options. Penzien mentioned possible scholarship opportunities. Much discussion was had in regard to the future operational millage. How to get onto the ballot, how to present to the communities in our service area and what would be needed to sustain.

10. **Treasurer Report:** Timmer went over the account balances. Discussed what answer would be to boost the operations balance. Also discussed competitive wages.
11. **Unfinished Business:** *By-laws* -Busman states they need to meet and discuss. *Attorney* – Yonkman sent letter current attorney to end agreement. He conversed another attorney who recused himself due to a conflict of interest. He then spoke with Foster Swift, no concerns there, and they are willing to take us on. Motion made by Busman to accept Yonkman’s decision to go with Foster Swift, supported by Penzien.
12. **New Business:** *RFP Auditor* – Conversation was had. Motion was made by Busman to send out RFP for Auditor, supported by Penzien. Budget – spreadsheet coming soon. Healthcare – was tabled.
13. **Public Comment:** Britta Cornell, staff of JVEMSA, commented that she felt Yonkman was doing a good job. Tracey Capelin, staff of JVEMSA, echoed Cornell’s comment. Jackson requested clarification of draft audit that was provided to Board, in regard to journal entries. Jackson to verify status of whether or not audit was posted to the state. She will email her findings to the Board.
14. **Board Comments:** Timmer mentioned the disposal of fixed assets. Yonkman to reach out to Scott for value, possible sale of van. Olszewski thanked Yonkman for the coverage of the EJ Football games.

15. Meeting adjourned: 7:02pm

Presented By: Kim Brooks

*Kim Brooks*

Board Secretary: Jim Rathbun

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