

Jordan Valley EMS Authority Board Meeting Minutes
March 31, 2025 at 5:30pm
555 Maple St. East Jordan, MI 49727

1. **Call to Order and Pledge of Allegiance:** 5:30pm
2. **Invocation:** Mark Penzien
3. **Roll Call:** Brian Olszewski (Wilson Twp), Tim Timmer (Echo Twp), Mark Penzien (City of EJ), Alex Busman (Banks Twp-arrived at 5:38), Jim Rathbun (Jordan Twp). Absent: Jay Peck. Staff: Joel Yonkman via phone (EMS Director), Kim Brooks (Office Manager), Heather Jackson (EMS Accountant), Hope Wynkoop-Morris (Biller).
4. **Guests:** 5 in attendance
5. **Approval of Agenda:** Rathbun made a motion to approve, supported by Timmer. All in favor, Motion Carried.
6. **Approval of Past Minutes:** Feb. 18, 2026 – Timmer made a motion to approve, supported by Penzien. All in favor, Motion Carried. March 2 Special Meeting- Timmer motioned to approve, Olszewski supported. Motion Carried.
7. **Acceptance of Accountants Report:** Busman made a motion to accept, supported by Rathbun. All in favor, Motion Carried. Discussion was had in regard to changes the Board would like made to the accountant report. Heather to change heading, ambulance fees not collected and Kim to number pages.
8. **Public Comment:** None at this time
9. **PUBLIC HEARING:** Busman made the motion to open the public hearing, supported by Rathbun. A guest was concerned that the budget is set to cover one truck per shift. Concerned about transfers and leaving service area uncovered. Yonkman assured him that JVEMSA service area is covered, even when transfers are scheduled. Yonkman verified at this time he will continue to run two trucks, but will watch the revenue closely of the transfers that are scheduled and the ambulance fee payments coming in. Timmer stated that transfers are a part of EMS and that they do bring in revenue. Lake Charlevoix EMS Director agrees that transfers are necessary to increase revenue and that more millage may be needed to support the agency. Yonkman agreed that millage increase would be beneficial to run 2 trucks 24/7. Busman commented that if there is no millage increase, the Authority would need to plan that. **PUBLIC HEARING closed at 6:40pm**
10. **Treasurer Report:** Timmer gave update of a bank account balance.
11. **Unfinished Business: Budget:** Yonkman presented the budget to the Board which supports 1 truck, 24/7. He anticipates back pay for ambulance claim fees that were a product of broken clearinghouse for several months, transfer revenue, and the mechanic

program that will also bring in revenue in addition to saving the Authority money on repairs. He also is hoping that the millage increase will pass to support the service. Busman motioned to pass the budget as presented, supported by Rathbun. Roll Call Vote: Voting For: Rathbun, Busman, Penzien, Timmer, Olszewski. Voting Against: None Absent: Peck. Motion Carried 5-0

12. **New Business: Operations** – Billing reports were presented for Board to look over. Yonkman discussed ESO Report with Board. Lake Charlevoix EMS Director made suggestion in regard to critical care transfers.

Mechanic Program – Yonkman stated the JVEMSA attorney looked over the millage language associated with vehicle, equipment, purchase or maintenance.

Motion 2026-005 – Authorize Mechanic Program Credit Card – Users Yonkman, Mechanic (Mitch Duckwall), Hope Wynkoop-Morris (Biller) with a \$5000 limit. Timmer made a motion to approve, supported by Rathbun. Roll Call Vote: Voting For: Penzien, Rathbun, Busman, Olszewski, Timmer. Voting Against: None. Absent: Peck. Motion Carried 5-0

Motion 2026-006 – Authorize Mechanic Program Bank Account – Motion made by Timmer to authorize, supported by Penzien. Authorized users to be Yonkman, Timmer and Penzien. Roll Call Vote: Voting For: Penzien, Rathbun, Busman, Olszewski, Timmer. Voting Against: None. Absent: Peck. Motion Carried 5-0

Motion 2026-007 – Approve Fund Transfer for Mechanic Account – Olszewski asked if it was a loan or transfer and if transfer, if it was allowed within the millage language. Timmer would like documentation, a promissory note with amount that is needed to transfer. Also, would like monthly reporting and the opening deposit amount to start. He asked if there would be a balance sheet, Jackman stated yes. Yonkman will need to work out the details with Jackson. Timmer motioned to table this until a later date, supported by Busman. Roll Call Vote: Voting For: Penzien, Rathbun, Busman, Olszewski, Timmer. Voting Against: None. Absent: Peck. Motion Carried 5-0.

Motion 2026-008 – Approve Budget Amendment – Motion made by Timmer to approve the budget amendment, supported by Busman. Roll Call Vote: Voting For: Penzien, Rathbun, Busman, Olszewski, Timmer. Voting Against: None. Absent: Peck. Motion Carried 5-0.

13. **Public Comment:** There was discussion in regard to how to fund and risk of the mechanic program.
14. **Board Comments:** Timmer commented he would be the new Echo Twp Treasurer effective May 1, 2026. Rathbun thanked Wynkoop for her work on the billing.

15. Meeting Adjourned: 7:7:58pm

Presented By: Kim Brooks Kim Brooks

Board Secretary: Jim Rathbun Jim Rathbun