

Jordan Valley EMS Authority Board Meeting Minutes

April 22, 2026 at 5:30pm

555 Maple St. East Jordan MI 49727

1. **Call to Order and Pledge of Allegiance:** 5:31pm
2. **Invocation:** Mark Penzien
3. **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), Jim Rathbun (Jordan Twp). Staff: Joel Yonkman (EMS Director), Andrea Seese (Meeting Minutes Recorder), Heather Jackson (EMS Accountant), Hope Wynkoop-Morris (Biller) Absent: Kim Brooks (Office Manager).
4. **Guests:** 4
5. **Approval of Agenda:** Rathbun made a motion to approve, supported by Penzien. All in favor, Motion Carried. Discussion was had in regard to adjusting the order of new business due to closed sessions, agreed to place Credit Card Increase following Director's Report.
6. **Approval of Past Minutes:** March 31, 2026-Rathbun made a motion to approve, supported by Busman. All in favor, Motion Carried.
7. **Acceptance of Accountant's Report:** Busman made a motion to approve, supported by Olszewski. All in favor, Motioned Carried. Discussion was had in regard to the amount received from selling two aging vehicles and one vehicle taken to the salvage yard. Dollar amounts explained by Yonkman.
8. **Public Comment:** None at this time
9. **Treasurer's Report:** Timmer to provide balances to members following the meeting.
10. **Unfinished Business:** Fund reallocation from Vehicle Maintenance Account.
Motion 2026-007: Approve fund transfer from Vehicle Maintenance and Equipment Fund to mechanic account. Peck made a motion to approve with the change of language as related to replacing the term "fund transfer" to the term "loan", supported by Penzien. Roll Call Vote: Voting For: Olszewski, Timmer, Peck, Penzien, Busman, Rathbun. Voting Against: None. Motioned Carried 6-0.
11. **New Business:** Operations-ESO Report examples presented to the Board for review. Timmer asked for varying data points (to include claims and balances) as well as the timeframe of collected data. Busman inquired about data that would be input late, legacy data. Peck inquired as to the ability to filter data/days. Yonkman explained why some dates were out of range from the active date of ESO, also explained ESO has many capabilities that staff are still becoming familiar with, reports will be customized based on needs/wants from Board members. Yonkman indicated near September members would see traction as that would provide a full six months of reporting and show more accurate figures.

Mutual Aid Agreement with LCEMSA-Peck requested that the attorney review this agreement prior to moving forward. Also requested that while he appreciated Yonkman's proactive approach, he requests all contracts or agreements come before the Board and attorney respectfully. Peck cited this was to ensure that all parties are protected. Peck also requested the letter provided from Boyne City EMS for relieving themselves from our previous Mutual Aid Agreement. Yonkman to provide as requested. Vehicle Service Agreement-Peck again requested this be reviewed by the attorney before moving forward. Mechanic-Discussion regarding servicing of vehicles, 24/7 availability, after hours rates, etc. Timmer reiterated the need for Board involvement in this program. Credit Card Increase (XX)-Olszewski suggested looking into starting an account with a local parts supplier, will review this process, however indicated that some suppliers require payment at time of purchase. Discussion regarding dollar amounts on credit cards and repayment. Board would like to review Administrative Policy as it relates to this topic. Mechanic has been servicing vehicles from LCEMSA as well as working on JVEMSA fleet. Board inquiring as to a profit/loss statement related to the Mechanic Program, this will be included into the Accountant's Report.

12. Closed Session-Union Contract. Motion made by Peck, supported by Rathbun. All in favor, Motioned Carried.

13. Open Session-Board moved to vote down the Union Contract, to be returned to the Director to review and submit to the attorney for recommended changes. Motion made by Peck, supported by Busman. Roll Call Vote: Voting For (return of contract for review) Olszewski, Timmer, Peck, Penzien, Busman, Rathbun. Voting Against: None. Motioned Carried 6-0. Discussion from Union Representative with request to be added to the Agenda for next monthly meeting.

14. Closed Session-Yonkman requested to discuss contract and wages. Motion made by Timmer, supported by Olszewski. All in favor, Motion Carried. Busman had to exit during this closed session, approximately 7:49pm.

15. Open Session-Public Comment-None at this time.

16. Board Comments: Olszewski inquired about timeframe for collecting funds regarding increase from millage, this inquiry was forwarded to attorney by Yonkman for clarification. Timmer starts as Echo Twp Treasurer in May. Inquired about handout regarding EMS talking points. No additional comments

17. Motion to adjourn meeting made by Timmer, supported by Penzien. All in favor, Motion Carried. Meeting adjourned at 8:01pm

Presented By: Andrea Seese, Recorder

Board Secretary: Jim Rathbun

