Jordan Valley EMS Authority Board Meeting Minutes
August 19, 2026 at 5:30pm
555 Maple St. East Jordan MI 49727

1. Call to Order and Pledge of Allegiance: 5:32pm
2. Invocation: Mark Penzien
3. Roll Call: Brian Olszewski (Wilson Twp), Tim Timmer (Echo Twp), Joshua Chamberlain (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).
4. Guests: 4 (signed in)
5. Approval of Agenda: Busman made a motion to approve, supported by Chamberlain. All in favor, Motion Carried. Discussion was had in regard to adjusting the order of business due to the need for closed session and attorney holding on the line. Motion to enter into closed session made by Penzien, supported by Busman. All in favor, Motion Carried. Timmer proposed discussion related to outsourcing billing and requested a completed job description for the Office Manager position be added to new business for future meeting. Agenda adjusted accordingly.
6. Approval of Past Minutes: July 31, 2026-Timmer made a motion to approve, supported by Olszewski. All in favor, Motion Carried. Chamberlain requested it be entered into record that he questioned the legality of "borrowing funds from a millage account", this was updated in the previous minutes and will be submitted for final review and signature.
7. Acceptance of Accountant's Report: Busman made a motion to approve, supported by Penzien. All in favor, Motioned Carried.
8. Closed Session: Start time of 5:47pm. End time of 6:32pm.
9. Public Comment: No public comment at this time.
10. Treasurer's Report: Busman made a motion to approve, supported by Olszewski. Timmer abstained, Motion Carried. Timmer reported there was no need to currently "loan monies" from the Equipment fund into Operations, as indicated/requested at July's meeting. Chamberlain requested update on attorney input and Yonkman reported still awaiting a response. Discussion was had in regard to the drawing down of credit card balances and incoming payments to Operations account as well as repayments to partners.
11. Unfinished Business: Credit Card Policy; draft policy provided for consideration. Three amendments proposed; #1 Include in monthly board packet a copy of receipts and credit card statement after reconciliation for review, Busman motioned, supported by Rathbun. All in favor, Motion carried; #2 Any prohibited

use must be repaid to the Authority no later than 48 hours following discovery, Busman motioned, supported by Rathbun, those in favor: Olzsewski, Timmer, Penzien, Rathbun and Busman, those against: Chamberlain. Motion carried 5-1. #3 Credit card limit at the discretion of the board, Busman motioned, supported by Penzien. All in favor, Motion carried. Changes will be made, draft will be forwarded to board and attorney for final review. Discussion had regarding lost/missing receipts, inquiring if able to obtain electronically. Accountant explained the reconciliation process. Boyne Valley Township Ambulance Services Agreement is completed. JVEMSA will assume coverage area September 10, 2026. Yonkman informed board that lease agreement was with the attorney's office for review to ensure compliance with State licensure requirements. Director's Review was discussed and how to accomplish, board was provided with examples from county entity and will look to build something to accommodate upcoming review.

12. New Business: Directors Report: Discussed transfer status, chute times, utilizing trends we are able to see using ESO, provided spreadsheets with breakdowns of these areas. Yonkman with continuing discussions regarding Boyne Valley. Working with CCE to update CAD locations and dispatch transmission, this will be imperative once we absorb Boyne Valley. Discussion regarding the attempt to schedule meeting with Boyne City to work out details of upcoming handoff of service area. Mechanic program overview, Timmer inquired if there was a possibility of seeing a breakdown of fleet status, i.e. truck details, upcoming maintenance, general information to provide a better handle of fleet and needs. Continuing policy review and updates. Timmer had discussion regarding utilizing outsourced billing company as well as general inquires regarding the business office, Yonkman will work to compile the information requested, i.e. cost of outsourcing and developing job descriptions.
13. Public Comment- JVEMSA crew member discussed excitement in working with Boyne Valley. Accountant will be out of office August 27-September 5, will adjust schedule upon return to complete duties. J. Kroll recommended when it came to Director review that board members complete a 1:1 and then regroup and collaborate to make best use of everyone's time.
14. Board Comments: Olszewski asked members to remind townships that income statements, property tax in December will show an increase in balances at the end of the year. Chamberlain request a follow up when Yonkman receives email response from attorney as well as asked to have his board binder refilled with previous documents. Penzien inquired as to when first payment from Boyne Valley, Yonkman informed the board it would be in September. No additional comments.
15. Motion to adjourn meeting made by Penzien. Meeting adjourned at 8:35pm.

Presented by: Andrea Seese________________________________

Board Secretary: Jim Rathbun________________________________

DRAFT