Jordan Valley EMS Authority Special Board Meeting Minutes
November 5, 2026 at 5:30 pm
555 Maple Street, East Jordan, MI 49727

1. **Call to Order**: 5:30 pm
2. **Invocation**: Tim Timmer
3. **Roll Call**: Brian Olszewski (Wilson Twp), Tim Timmer (Echo Twp), Josh Chamberlain (South Arm Twp), Joe Kroll (City of East Jordan), Alex Busman (Banks Twp), Jim Rathbun (Jordan Twp). Staff: Ryanne Lucero (Interim Director), Kim Brooks, Heather Jackson. Kroll was introduced as sitting in temporarily to represent the City of East Jordan.
4. **Guests**: 8
5. **Approval of Agenda**: Kroll made a motion to approve the agenda with 7 additional items added under new business, supported by Chamberlain. Roll Call Vote: All For, Rathbun, Busman, Kroll, Chamberlain, Timmer, Olszewski. All Opposed, None. Motion Carried. The Board as a collective decided to keep the Interim Director interviews as the first item in New Business.
6. **Approval of Minutes for 10-29-26** were added to Agenda. Timmer motioned to approve with correction of a spelling error, supported by Olszewski. Roll Call Vote: All For, Rathbun, Busman, Chamberlain, Timmer, Olszewski. All Opposed, None. Kroll Abstained due to this being his first meeting as a Board representative. Motion Carried.
7. **Public Comment**: Member of the audience mentioned concern that the crew photos on facebook listed full names. He felt for the best interest of crew, last names should be removed.
8. **New Business**: Added Items
    - Meeting Recorder Purchase

- Consulting Agreement with LCEMSA
- Remove Penzien from bank account, check signer and as point of contact for JVEMSA
- Echo Status
- Employment Committee Status
- Supervisor/Lt. Titles
- Articles of Incorporation Discussion
- Interim Director Interviews (will go first)

9. **Interim Director Interviews:** The Board interviewed the following applicants with questions asked and answered:

    - **Manuel J. Travers**
    - **Derek Gaylord**

    Miscellaneous Discussion – Both answered that they would be available immediately. Neither had a salary in mind. Gaylord asked how long the transition would be from Interim Director to Director. The Board did not have a definite answer. (maybe 3-6 months). The Board stated that they will disclose a salary when they make the offer. Travers commented that he would be able to adjust from medic to administration (boss). He is familiar with the transition. He would however need to be on a truck periodically due to shortage of medics.

Brian Olszewski after the first interview with Derek Gaylord to attend another meeting. He was not present for Mr. Travers interview.

Discussion was had after interviews amongst all Board members. Need to set expectation from Interim Director to Director. Director should pick Assistant Director. Pay should be

salary. Should put package together to offer the position. The sub-committee will discuss. Busman then made a motion to approve the Interim package be $84,000 annually with benefits, Kroll supported. Roll Call Vote: All For, Chamberlain, Kroll, Busman, Rathbun. All Opposed, Timmer. Absent Olszewski. Motion Carried.

New Business Items:

10. **Meeting recorder** – Kroll made a motion that Brooks purchase a voice recorder for meetings, not to exceed $100, supported by Rathbun. Roll Call Vote: All For, Rathbun, Busman, Kroll, Chamberlain, Timmer. All Opposed, None. Olszewski absent. Motion Carried.

11. **Consulting Agreement with LCEMSA** – Kroll states can be helpful to the Authority. Discussion was had regarding the collaboration meeting with Boyne City EMS Director, the Mayor and City Manager. Joe Travers attended along with LCEMSA Director and Supervisor. They were able to come up with a gentlemen's agreement with Boyne about mutual aid. Boyne will be writing up an agreement. Travers also set up a meeting Boyne Mountain Ski Patrol for training.
12. **Remove Mark Penzien** from bank account as check signer and point of contact for JVEMSA – Timmer motioned to remove Penzien, supported by Rathbun. All In Favor. Motion Carried. The Board will add a third signer next meeting.
13. **Echo Status** – Board asked if the vehicle was ready for inspection. Answer was no. It will need additional items added to back end for supplies. Alex stated he would talk with welder at the school to see if they can do some of the work. Also, estimates for cubbies are needed.
14. **Employment Committee** – No comment

15. **Supervisor/Lt. Titles** – It was stated that with new Director this may change.
16. **Articles of Incorporation** – Kroll stated to get through the hiring of new Director, then go through the Articles.
17. **Public Comment:** Member of the audience thanked the interviewees. Made a request to the Board to listen to the current staff regarding the selection of the new Director.
18. **Authority Board Member Comments:**
    Timmer – would like to add the formulation of a Social Media policy at the next meeting. He would like the Authority PR postings to go through the Board. Busman – suggested we remove the last names of employees from the Facebook post of their biographies. He inquired about the progress of billing report and if Brooks had run background checks on all employees. The JVEMSA biller was not present to answer. Brooks stated that checks are done prior to hiring for all crew members. Kroll – stated that Penzien has stepped down as the City representative on the JVEMSA Board. The City is currently taking applications to fill the position. Rathbun – requested we be careful on social media. Chamberlain has no comment.

Meeting Adjourned: 7:40pm

Presented By: Kim Brooks Kim Brooks

Board Secretary: Jim Rathbun_____