Jordan Valley EMS Authority Board Meeting
October 21, 2026 at 5:30pm
555 Maple St. East Jordan, MI 49727

1. **Call to Order and Pledge of Allegiance** 5:30

2. **Invocation:** Jim Rathbun

3. **Roll Call:** Brian Olszewski (Wilson Twp), Tim Timmer (Echo Twp), Josh Chamberlain (South Arm Twp), Mark Penzien (City of East Jordan), Alex Busman (Banks Twp), Jim Rathbun (Jordan Twp). Staff: Ryanne Lucero, Kim Brooks, Heather Jackson.

4. **Guests:** 16

5. **Approve Agenda:** Busman made a motion to approve the agenda with the following additions to Unfinished Business #5: Officer Election Discussion, Education Discussion, NRMCA 7-15 Compliance, Staffing Levels, Rostered Staff Work Requirements, Schedule Adherence, Daily AR and Run Report, Staff Travel, Transfer Meal Policy, Petty Cash Policy, Acceptable Criminal and Driving History Policy, Mechanic Program Audit, Public vs. Private Area Signage, Pet Policy, MERS Employee Contribution Requirements. Timmer supported. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

6. **Approve Past Minutes:** 9.24.26 minutes, Chamberlain made a motion to approve, supported by Timmer. Roll Call: All For - Rathbun, Busman, Penzien, Chamberlain, Timmer, Olszewski. All Against – None. Motion Carried. 10.12.26 minutes, Penzien motioned to approve with amendment, supported by Chamberlain, Roll Call Vote: All For – Rathbun, Busman, Penzien, Chamberlain, Timmer, Olszewski. All Against – None. Motion Carried. 10.15.26 minutes, Timmer motioned to approve with spelling error correction, supported by Chamberlain. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

7. **Accept Accountant Report September 2026** – Busman made a motion to accept, supported by Rathbun. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

8. **Public Comment:** Member of the audience spoke about her experience of over 20 years in EMS. Stated that the Board did not do their due diligence in vetting Yonkman.

9. **Treasurer's Report:** Timmer stated he transferred monies from the credit card account to Operations.

10. **Unfinished Business:** Financial Audit Report Draft. Olszewski read through the audit with everyone. Timmer made a motion to sign the representation letter to auditor, supported by Rathbun. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried. Timmer motioned to approve Draft Audit, supported by Busman. All For – Rathbun, Busman, Penzien, Chamberlain, Timmer, Olszewski. All Against – None. Motion Carried.

11. Credit Card Policy: Timmer to send refreshed copy.

12. Purchasing Policy: Table to next meeting, Timmer to pick up and send.

13. EMS/MC Billing Company: Timmer made a motion to move forward with contract, supported by Busman. Roll Call Vote: All For: Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

14. Review By-laws, Articles of Inc., Polices, Rules and Procedures: Olszewski, Rathbun and Busman working on. Will have a copy from the attorney to review at next regular meeting.

The following are items that Busman added to the agenda under unfinished business.

#1 - Motion to require compliance by staff with NRMCA Protocol 7-15, requiring Patient Care Records to be completed within 24 hours after an incident concludes. MM by Alex, Support by Josh, MC.

#2 - Motion to require staff to work minimum of 48 hours per month to remain on the roster. MM by Alex, Support by Josh, MC.

#3 - Motion to restrict staff to work when scheduled by the acting director. Changes to scheduling must be approved by the acting director in accordance with the board's directive to limit overtime to a bare minimum. MM by Alex, Support by Mark, MC.

#4 - Motion to require board approval for all director and staff travel that will be reimbursed or paid for by the Authority. MM by Alex, Support by Tim, MC.

#5 - Motion to change transfer meal policy to only be applicable to long range transfers in excess of 150 miles from the JVEMSA facility. If the meal is not redeemed during the transfer, the benefit expires immediately. This meal will not be purchased using the authority credit card. Reimbursement will be made to the employee upon presentation of valid receipt and review/approval by acting director to ensure the expense is within the confines and intent of this policy. Effective immediately. MM by Alex, Support by Josh, MC.

#6 - Motion to change/establish petty cash policy restricting reimbursements that are made by the authority. 100% reconciliation report will be included in monthly board packet, starting with November regular meeting. Frivolous purchases will no longer be reimbursed by the authority, including, but not limited to, energy drinks, snacks, etc. MM by Alex, Support by Josh, MC.

#7 - Motion to adopt the attached policy on acceptable criminal history and driving record. Upon adoption, the acting director shall conduct and document criminal and driving record check for all department personnel through iCHAT and our insurance carrier, evaluating eligibility and taking necessary corrective action in accordance with authority policy. This review is to be completed by Monday November 2, 2026. MM by Alex, Support by Josh, MC.

#8 - Motion to request policy from attorneys prohibiting pets on authority property including ambulances. MM by Alex, Support by Josh, MC.

#9 - Motion to direct Acting Director and office personnel to place signage throughout the facility clearly defining public areas and limiting access to sensitive areas, such as where reports are completed and HIPAA protected information may be located. Enforcement of these protected areas shall be the responsibility of all staff, but ultimately the acting director. MM by Alex, Support by Josh, MC.

#10 - Discussed MER Employee Contribution. Resulted in request for Tony from MERS to join our November meeting for a review of MERS.

15. Community Foundation Grant Withdrawal: Timmer made a motion to withdraw the request for $64,000 for equipment, supported by Penzien. Roll Call Vote: All For – Rathbun, Busman, Penzien, Chamberlain, Timmer, Olszewski. All Against – None. Motion Carried.

16. **New Business**: Scheduling Software Change – Lucero provided the pricing for W2W, $1036 per year for 30 employees. Busman made a motion to make the change month to month payments, supported by Rathbun. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried

17. Organizational Consultant Preliminary Report – Timmer motioned to sign, supported by Rathbun. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

18. Professional Conduct: Tabled to next meeting.

19. JVEMSA/LCEMSA Mutual Aid Update:

20. Forensic Audit Discussion: Will insurance provider cover? Rathbun motioned for agency and mechanic program audit with Timmer as approved communicator with the insurance agency, supported by Busman. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

21. Election of Officials: Timmer motioned that Chamberlain hold Vice President seat, supported by Busman. Roll Call Vote: All For – Busman, Chamberlain, Timmer, Olszewski. All Against – Rathbun, Penzien. Motion Carried 4-2

22. Busman motioned to place election of officers on the November 18, 2026 regular meeting agenda, supported by Timmer. All in favor. Motion Carried.

23. Agenda Ad Ons By Busman:

Education Program -

Motion to discontinue education program for EMT and MFR. Authority will pay fines imposed by State of Michigan EMS Division and cease education program operations effective immediately. MM by Alex, Support by Tim, MC.

Staffing Levels -

Motion to direct Acting Director to staff 1 BLS truck in BV and 1 BLS in EJ with 1 medic utilizing Echo unit as ALS intercept from East Jordan location until further notice. MM by Alex, Support by Tim, MC.

Reporting -

#1 - In support of Unfinished Business #5, Motion #1, Motion to require the following reports daily from the billing office:

- Detailed list of runs for prior day
- Detailed listing of PCRs for prior day coded by EventID with PHI redacted appropriately
- Evidence that report has been billed (Confirmation number) from billing clearinghouse.
- Any incomplete report for the prior day's activity must include remedial plan for completion within 24 hours of end of event signed by Acting Director and the staff member charged with completing the report.
- Detailed listing of receipts with detailed remittance information for each deposit
- Detailed listing of contacts made in regards to AR greater than 45 days old with detailed reason for its unpaid status

This report is due to begin on Friday, October 23 at 5PM. It is to be delivered via e-mail to the board. MM by Alex, Support by Josh, MC.

#2 - Motion to require the office staff to produce an excel report covering 1/1/26 through 10/22/2026 showing:

- EventID from CCE Dispatch
- Report # from CCE Dispatch that ties to MedControl reporting
- Billing confirmation number tied to report and event ID

24.Busman motioned to place other Official next regular Board meeting, supported by Timmer. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

25. Busman made a motion to add Josh Chamberlain as a signer on the CSB account, supported by Timmer. Roll Call Vote: All For -Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

26. EMT to Full-Time, 90 day probation. Busman made this motion, supported by Rathbun. Roll Call Vote: Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

27. Lucero and Silva to work on Emmet Intercept Agreement. Timmer motioned to sign agreement supported by Penzien. Roll Call Vote: All For- Rathbun, Busman, Penzien, Chamberlain, Timmer, Olszewski. All Against – None Motion Carried.

28. Public Comment: Staff member had a question about whether staff can stay over to get report done from late call. May be OT. Answer was yes.

29. Brian Meads had question about original charter and pension fund. Is the fund 100% covered? He would like to know if this had been addressed. No answer at this time, will need to look into.

30. Joe Kroll requested the Board not make motions on items not on the agenda. Meeting lasting over 2 hours, need to get a handle on this.

31. Board Comments: Olszewski - Thank you. Timmer – Thank you. Chamberlain, agreed with Mr. Kroll. Penzien – reminds that the Authority has not happened overnight. He also stated that he will be resigning as of December 1, 2026. Busman – Thanks. Rathbun – Concerned with social media issue, be careful. Apologizes for what has happened, not paying enough attention. Need to work together and unify to turn it around.

Meeting Adjourned: 8:06

Presented By: Kim Brooks Kim Brooks

Board Secretary: Jim Rathbun Jim Rathbun