

Jordan Valley Emergency Medical Services Authority
Monthly Meeting
November 19, 2014

Meeting called to order at 5:05 pm by President Mann.

Present: Thomas Mann (Banks Township), John Doebel (City of East Jordan), Alan Petrie (Echo Township), Bob Draves (South Arm Township), Todd Sorenson (Wilson Township), Brian Meads (Jordan Township), Jay Peck (Staff), Karen Watkins (Staff)

Absent: None

Pledge of Allegiance was led by President Mann.

Invocation offered by President Mann.

Alan Petrie would like to add 2 items to the agenda. Line of credit with Dell Computers and new signatory for checking account. Todd asked that development of website also be added. Todd made a motion to approve the November 19, 2014 agenda as amended. Support by Alan Petrie. Passed all ayes.

Todd Sorenson made a motion to approve the minutes from the September 17, 2014 meeting. Support by Bob Draves. Passed all ayes.

Citizen Comment:

Donna Heeres, Banks Township Clerk said she was here because she would like to hear how we are making the decision for the accounting software.

Harvey Thiebert from Jordan Township asked why people who are not on the board are allowed to sit at the table. Tom Mann stated that this is how it works for him and he requested the people that are at the table be there.

Old Business:

EMS Chief Job Description – As requested by the board at the last meeting, Jay submitted a job description for the EMS Chief position. Audience member Susan Meads spoke up and said that she is not in favor of this position because “it gives Jay too much power”. Todd called a Point of Order and stated that it was past time for citizen comment. Tom stated that the board needs to get the pieces in order to get this authority up and running and it was asked at the last meeting to get a job description submitted so that the board can look at it and get things worked out. John stated that he had drafted a job description based on examples he had found on the internet and would like to take Jay’s description and plug some of the things into his and bring it back to the board next meeting. Brian stated that he wanted

to make sure that the board was not going to hastily pass a job description at this meeting. Tom stated that was never going to take place, the board just wanted something presented to them at this meeting so that they could look at it and make recommendations for changes. Tom asked that the board please work together on this and keep in mind that they need to do what is in the best interest of everybody involved. John suggested that this discussion be tabled until the next meeting so that everybody can take both Jay's and John's job descriptions home and look at them and bring back questions/comments for the next meeting.

Todd made a motion to postpone action on the job description until the next meeting and after the executive committee has a chance to look it over. Support by Alan.

Discussion – Bob stated that he is strongly opposed to the executive committee naming the description as EMS Chief, but rather name it EMS Director. Brian stated that the chief must not be able to have control of the accounting system. Todd stated that whoever is on the executive committee can make changes but that they must take it back to the full board for final scrutiny and that the board has the ability to make changes as well. Audience member Harvey Thiebert stated he could not believe that this board would ever even consider letting the director be in charge of any of the accounting for the authority.

Motion passed all eyes.

Administrative Policies – Todd and Chris Yonker were working on getting copies of policies that were already in place to look at and see what would work for this authority. Todd never received anything from Chris before he left his position at the City. Jay stated that he has digital copies of all of the City of East Jordan's policies and procedures and he can forward those to all of the board members.

Brian made a motion that copies of all of those policies and procedures be sent to all of the board members and go before the executive committee to look at and bring back to the board. Support by Todd.

Discussion – Bob stated if the current policies work then there is no need to reinvent everything, just make the necessary changes to them.

Motion passed all eyes.

Building Lease – Jay has spoken with Tom Cannon, Cheltzi Wilson and Heather Jackson regarding the lease. There is a lease draft that Bryan Graham drew up that has been forwarded to the City's attorney to look at. Tom stated that he would be speaking with the attorney at Thursday night's meeting and will try to get him to expedite the lease so that it can be presented to the board.

Eveline Township – Jay has put in 2 calls to Ron Chapman from Eveline Township and has not had a response yet. He decided to contact Ron because worked so well with the board in the past. Bryan

Graham also did a draft contract for Eveline Township for the board to look over. Bob believes that if Eveline Township does not want to return our calls then perhaps we should send them a certified letter. Brian feels that all of the board members who voted to set the rate for Eveline (or any other entity that should choose to join at a later date) need to go to Eveline's next meeting and personally present them with this contract. Brian does feel that because Eveline chose to not be a part of the authority that they should pay a little more. Tom inquired as to whether or not Eveline helped with either the engine replacement or the infrastructure. Jay stated that yes they helped with the engine repair but not with the infrastructure.

Todd made a motion to postpone action on Eveline Township communication until the executive committee can tender a contract to bring back to the whole board for approval. Support by Bob.

Motion passed all eyes.

BS&A – Todd contacted Tom with some concerns he had with the BS&A purchase, so Tom gave Todd the go ahead to voice his concerns and show the board some cost comparisons that he had put together for BS&A, QuickBooks and hiring an Accountant. Todd presented the board with a breakdown chart of all 3 of these options. Brian stated that we did not spend that much in tax dollars for the BS&A software as some of that money was grant money, and he has paperwork stating why BS&A is better than either of the other options Todd presented. Todd stated that BS&A is far more software than what this authority needs. As for the grant money, he would rather not take money that the board does not need when it can be done at a lesser cost. Brian stated that we already signed a contract with BS&A, they have all of the information from the City and have already entered it into the software and it would already be implemented if somebody hadn't held the process up. Bob stated that he went along with the BS&A purchase originally because he thought that the City used the same software. He is worried that when you hire somebody to come in and use this program they are not going to be able to keep up with the current tax laws, healthcare laws and payroll laws, whereas a fee accountant stays up to date with these items. He would like to see a CPA make a presentation to the board to show exactly what service they would provide. Tom stated that he was also under the impression that the City used BS&A when he made his decision. Brian stated he wants the data accessible to him and this board at any time and that he wants to be able to see everything that is done. Todd asked if a comparison was done prior to the board making a decision in regards to the software. Audience member Susan Meads says that the township is happy they finally have a voice in what goes on and that BS&A is a good software program.

Todd stated he would contact a CPA to come in and give the board a proposal. Board gave Todd the approval to make contact with a minimum of 2 CPA's.

Todd made a motion to have a special meeting within the next 2 weeks to have a minimum of 2 proposals from CPA's to present to the board, the meeting date to be determined by the President with the time being 5:00 pm. Support by John.

Motion passed all eyes.

Transfer Agreement – This is also something that Tom Cannon is working on with the City Attorney to have him draft and see if he can expedite this document also.

New Business:

Director's Report – Per a conversation Jay had with Tom, it was suggested that Jay put together a report for the board which shows what needs to be worked on and the deadline dates for each item. As it is a long list, he can email this document to all of the board members with a brief description of each item. This list can also be looked at by the executive committee.

Formation of Executive Committee – Tom is looking for 2-3 board members who would be available during the daytime hours to work with Jay on getting some of these items hammered out to be brought back to the board for final approval. Todd, Alan and Brian said they were available, however Brian would be gone the majority of December so Bob was appointed as an alternate for the meetings that Brian would not be able to attend. This committee would meet as often as they needed and would work amongst themselves to set the meetings up.

Todd made a motion to form an executive committee with the members being Alan, Brian and Todd with Bob as an alternate. Support by Bob.

Passed all ayes.

Attorney – It was brought up in a conversation between Tom and Jay that the Authority was going to need to decide on who they would use as an attorney. It is unclear as to whether Bryan Graham would agree to be the Authority's attorney as it may cause a conflict of interest. Todd was directed by the board to contact Bryan and ask him if this was the case, and if so, who he would recommend the Authority contact to talk about being the attorney.

Auditor – Jay asked the board if they need to decide now who they will use as an auditor or can this decision wait until a later date. Bob stated with board approval he could contact the MTA and ask who they would recommend the Authority contact. The board gave their approval for Bob to contact the MTA and then report back at the next meeting.

NPI – Jay stated that to get everything in motion for the Authority to start getting approvals for Medicare, Medicaid, State License and so on the Authority needs to acquire an NPI number. The question was who would the board like to be listed on that application as the authorized person and the contact person? Does the board want that person to be Jay or do they want someone else?

John made a motion that Jay be listed on the NPI application as the authorized official for the Authority. Support by Todd.

Passed all ayes.

Dell Account – Alan stated that he had paid the Dell Account off and inquired as to whether or not the Authority wished to keep that account with its \$15,000.00 line of credit open or do we want to close this account. The consensus of the board was to keep it open at this time as there may be a time that it may be needed.

Checking Account – Alan pointed out that since Chris is no longer on the board and he was one of the signatories for the checking account, the board needs to appoint a replacement for him. It was decided that John would be the replacement signatory.

Alan made a motion to add John Doebel as a signatory for the checking account. Support by Todd.

Passed all ayes.

Website – The board was shown a couple of choices for setting up a website. Go.Daddy.com and Weebly.com. There is a yearly fee for Go.Daddy.com and Weebly.com is free. It was decided that Go.Daddy.com would suit the needs of the Authority better than Weebly.com would. Todd made a motion that Go.Daddy.com be used as the website for the Authority. Seconded by John.

Vote by Roll Call:

Mann: yes

Draves: yes

Doebel: yes

Meads: yes

Sorenson: yes

Petrie: yes

Brian wanted to discuss how much of the \$5,000.00 that was given back from the re-chassis for the late delivery is left. He wants confirmation that it has not been spent because he believes otherwise. Jay told him that as he stated during their conversation earlier in the day, Jay would contact the City treasurer to get the information, however before Jay could get back to Brian he had contacted City Hall, some of the City Commissioners and some members of the Authority Board. Jay stated that the City Treasurer was out sick and would not be returning until the next morning and as soon as she was in he would get in contact with her and get the information Brian was looking for. Brian again stated he wanted confirmation that that money has not been spent. John stated that it was discussed at the last City Commission meeting and it was his understanding that the \$5,000.00 is sitting in a separate account with the City, however, they need to wait until the City Treasurer is back in the office as she will be able to confirm how much money has been spent on the re-chassis and how much money is left.

Citizen Comment:

No citizen comment.

Board Member Comment:

Todd asked that if there are any items to be placed on the agenda, please get those to Jay as soon as possible so that they are on the agenda prior to the meeting. Also, if there is corresponding paperwork to go with the items on the agenda, if they could be emailed to the board prior to the meeting that would be helpful.

Todd Sorenson made a motion to adjourn the meeting. Support by Bob Draves. Passed all ayes.

President Mann adjourned the meeting at 7:40 pm.

Submitted by: Karen Watkins

Robert Draves, Authority Secretary

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