

Jordan Valley Emergency Medical Services Authority  
Monthly Meeting  
December 17, 2014

Meeting called to order at 5:03 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), Jay Peck (Staff), Karen Watkins (Staff)

Absent: Brian Meads (Jordan Township)

Pledge of Allegiance was led by President Mann.

Invocation offered by President Mann.

Todd made a motion to approve the December 17, 2014 agenda. Support by John Doebel. Passed all ayes.

Todd made a motion to approve the minutes from the December 4, 2014 special meeting. Support by John Doebel. Passed all ayes.

Treasurer's Report:

No treasurer report

Citizen Comment:

No public comment.

At this point Tom asked if the board minded if we jumped to Old Business, specifically Communication with Eveline Township so that the representatives from that township could leave. John Vron dran, Eveline Township Supervisor and Ron Chapman, Eveline Township Treasurer were present to ask some questions in regards to the draft of the Agreement for Ambulance Services they had received. John first asked if we had figures to which he was told the only figures we had were what were given to Brian Meads a while back. Ron presented the board with a copy of the numbers from after the 9/11/14 changes that occurred. Jay stated that he shows that the revenue from the millage would be \$22,598.69, and then the .5 percent administrative fee would be \$11,299.34 leaving the total owed from Eveline to be \$33,898.03. John asked about the \$11,299.34 and what that was for. Tom stated that the board had adopted a policy that states that any non-member requesting service would pay a fee at a rate of .75 mills. John then asked that if Eveline were to become a member, would they still be required to pay that extra .25 mill. He was informed that these numbers were subject to change. Ron stated that part of

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Eveline's decision were based on Bob Draves comments at a prior meeting that Eveline would still be treated as a member even though they weren't. Bob denied ever making such a comment, due to the fact that at that time we did not have any idea what the numbers were going to be. Ron then asked what section 2, under the Agreement heading meant. Jay stated that this was standard wording that has been in all of the past contracts with not only Eveline, but all of the townships. John then questioned how long the term of the contract would be. He was told that the length of contract would be the same as the length of the millage, 2 years. John and Ron stated that they would need to go back and speak to their board and that they would be in contact with the Authority board. The board thanked them for coming in.

#### Committee Reports:

Todd supplied a summary of what the executive committee had been working on, along with 3 action requests from the board. John had a question on point number 4 of the concurrence requested section, and asked Tom Cannon if the city was working on creating the inventory list. Tom stated that he was working with Jay on this.

John Doebel made a motion to accept the 3 Action Requests, (1) retain Young, Graham and Elsenheimer as legal counsel, (2) the Executive Committee as a whole be allowed to speak with legal counsel as the need arises and (3) the board accept the chain of command for the Authority as presented by the Executive Committee. Support by Todd Sorenson.

Bob requested that the chain of command be changed to say EMS Director instead of Ambulance Director.

Passed all ayes with the noted change.

The Executive Committee submitted an RFP for accounting and bookkeeping services for the board to review. The board authorized the committee to complete a cover letter to go along with the RFP.

John Doebel made a motion to approve the RFP and cover letter and to send to area CPA's. Support by Bob Draves.

Tom Mann requested that the RFP be sent to all 3 of the individuals who had previously submitted quotes to the board. Bob Draves also suggested sending the RFP to the local Chamber of Commerce offices to distribute to their members.

Passed all ayes.

The Executive Committee is also looking at the budget line by line at the moment, however, if the board wants to look at a certain line deeper please let the committee know and they will do that. Jay did give a

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projection of revenue versus expenditures and it shows that even if Eveline Township chooses to not contract with the authority we will be able to make it, it will just be tight.

Old Business:

EMS Chief Job Description – the Executive Committee has this on their to-do list, it has just taken a back burner to some of the more pressing details at the moment.

Administrative Policies – the Executive Committee is also working on this. Nothing new to report at the moment.

Building Lease-Jay has met with Tom Cannon regarding this. There are a couple of questions that need to be looked at, and then if the board wants any changes then it will need to go back to the City Commission as the City Administrator cannot make any changes to the agreement.

Transfer Agreement- the City's attorney has this and is working on it.

New Business:

Executive Committee Clarification – there needs to be clarification as to whether or not the Executive Committee is a standing or special committee. Board consensus was that the intent of this committee when formed was that it would be a standing committee.

John Doebel made a motion that the Executive Committee be a standing committee with its members being reappointed on an annual basis at the same time that the board officers are appointed. Support by Bob Draves.

Passed all ayes.

Todd made a motion that Brian Meads be removed from the Executive Committee due to not being able to attend meetings during a critical juncture for the authority and his absence has made him fall behind on what is happening. Support by Alan Petrie.

Roll Call Vote:

Sorenson: Aye

Draves: Naye

Mann: Aye

Petrie: Aye

Doebel: Aye

Motion passed.

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EMS Director Report- Jay asked for clarification from the board on what they consider his job description to be so that clarification to documentation can be made. He also asked that the board name him as a non-paid director until April 1 to help with getting the necessary information needed to get things up and going he can say he is representing the authority with the boards' approval.

Todd asked the board what they consider Jay's title to be. The consensus of the board was that the title is EMS Director.

Todd Sorenson made a motion that Jay be named the EMS Director for the Authority and be appointed as a non-paid consultant for the Authority until March 31, 2015. Support by John Doebel.

Passed all ayes.

Jay also stated that insurance needs to be a priority, as the authority needs insurance in place before we can move forward with getting the necessary licenses, etc. If the Executive Committee can get and make a recommendation to the board by the January meeting then it should be okay. The committee already has 1 quote and is currently waiting for a quote from the Michigan Municipal League.

Citizen Comment:

No citizen comment.

Board Member Comments:

Alan Petrie stated he had received a request from Brian Meads for reimbursement for supplies he had purchased when installing the computer hardware.

Todd Sorenson made a motion to reimburse Brian Meads the amount of \$183.20 based on the receipts that he had turned in. Support by Bob Draves.

Passed all ayes.

Alan Petrie made a motion to adjourn the meeting. Support by Todd Sorenson. Passed all ayes.

Tom Mann adjourned the meeting at 6:47pm.

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Submitted by: Karen Watkins

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Robert Draves, Authority Secretary

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