

Jordan Valley Emergency Medical Services Authority
Special Meeting/Vision Planning
March 21, 2014

Present: Todd Sorenson (Wilson Township), Brian Meads (Jordan Township), Alan Petrie (Echo Township), Chris Yonker (City of East Jordan)

Absent: Tom Mann (Banks Township), Bob Draves (South Arm Township)

Also Attending: Jay Peck, Karen Watkins, James Jordan

Meeting was called to order at 1:03pm by Vice-President Brian Meads who explained that this was a work study meeting.

Brian asked if anybody had any ideas on what the board needed to start on first to get everything rolling. Jay suggested that due to time constraints, the board should consider working on ballot language, millage amount and term of millage first. There was then a discussion of how long the term should be and how the millage amount would be determined. Todd stated that he would contact Bryan Graham to ask for basic ballot language that the board could look at and then all that would need to be done is plug in the dollar amount the board would be requesting and approve the language, which could be done at next month's board meeting.

Todd stated that he received approval from his township board at their last meeting to use money from Wilson Township's EMS millage fund to pay for attorney fees to Bryan Graham for any question that the board may have for him during this initial start up phase.

It was discussed that the board needed to adopt by-laws and a FOIA policy soon, and Todd stated that he would ask Bryan Graham to draw up a FOIA policy and also send a copy of by-laws that the board could look at and then make changes to as needed.

There was discussion about when the board needed to deal with the fact that Eveline Township has chosen to not be a part of the Authority and does not want board representation, however they still want the authority to provide them service under a contract.

Jay introduced Jim Jordan, who is a volunteer for East Jordan EMS as well as the department chaplain. He stated that Jim was there to try to help the board prioritize and divvy up action steps if that is what the board would like. Those attending the meeting welcomed any help Jim could give.

Jim stated the first thing that needed to be done was come up with a list of 3 things: Those that Need to be done, those that Should be done and those that Could be done.

Discussion first went to the things that need to be done and those things were listed on a board. They included: getting a tax id number, a gap analysis/cost projection report, millage language, personnel

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policies, budget, building lease agreement, by-laws, identifying legal mandates, transition from current to new operation, appointment of director, ownership transfer of vehicles and equipment, bookkeeping/accounting and payroll, vendors, insurance billing updates (ie. NPI number, registering with Medicare and Medicaid, other insurance companies), P.R. campaign, off site back-ups, salaries/benefits/insurance, identify a bank, insurance provider for liability and contents.

The next step was to try and prioritize these items and set goal dates. The group was in agreement that the first thing that needs to happen is the Gap Analysis/cost projection report. Next would be establishing the millage language by May 1, 2014, then establishing the by-laws and procedures, followed by naming a bank and interim financing and then the transitioning of documents/vendors/policies.

Todd exited at 2:38pm.

The discussion then turned to the list of things that should get done. Those items included: finding an independent auditor, getting an attorney, policies, setting up a vehicle/equipment replacement program, signing mutual aid contracts, notifying emergency management & central dispatch.

Finally, the question was asked was there anything that if we could accomplish the group would like to see happen. A county wide EMS funding system and a subscription program were the only two suggestions.

Brian adjourned the meeting at 3:03pm.

Submitted by: Karen Watkins

Robert Draves, Authority Secretary

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