

Jordan Valley Emergency Medical Services Authority  
Monthly Meeting  
January 21, 2015

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), 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.

Bob Draves made a motion to approve the January 21, 2015 agenda. Support by Todd Sorenson. Passed all ayes.

John Doebel made a motion to approve the minutes from the December 17, 2014 monthly meeting. Support by Alan Petrie. Passed all ayes.

**Treasurer's Report:**

Alan presented a copy of the treasurer's report to the board. Brian questioned if Alan was keeping triplicate of all receipts, and Alan stated that he was.

Bob Draves made a motion to approve the treasurer's report. Support by Brian Meads. Passed all ayes.

**Citizen Comment:**

No public comment.

**Committee Reports:**

Before the executive committee gave their report, Tom Mann wanted to express his appreciation to the executive committee for all of their hard work and dedication towards getting this information together to aid in getting the authority up and running.

Todd supplied a summary of what the executive committee had been working on, and said that the executive committee's recommendation to the board is that the computers are sold and the money be given back to the townships. The committee's recommendation is that backups are done on dvd's and

Approved: 2/18/2015

then those be placed in a fireproof box or be backed up to a portable hard drive and put in a fireproof box.

Old Business:

### **EMS Chief Job Description**

It was decided to table this for another meeting.

### **Administrative Policies**

It was decided to table this for another meeting.

### **Building Lease**

John had a meeting with Jay and the Tom Cannon regarding this. It was sent to the City's attorney who then sent it to the authority's attorney. At this time, the two attorneys are working it out and it will go back to John, Jay and Tom to discuss. It then will go the City Commission for their approval, at which time it will be sent to the Authority Board. Once the attorneys work it out, a copy will be sent to all board members before it goes to the commission.

### **Eveline Township**

The executive committee has not heard anything from Eveline Township. It is on their agenda for the February meeting and per John Vron dran it will be run through this meeting with no problems. Brian said that he had spoken to Ron Chapman who stated that his township felt that they were trapped and had no choice but to sign and wanted to know the term of the contract. He was told it was the same term as the millage.

### **Transfer Agreement**

Jay has spoken with Tom Cannon regarding this. After the lease agreement is done, this should also be sent to Bryan Graham and the attorneys will work it out. The board directed Jay to contact Bryan Graham regarding the transfer agreement.

**New Business:**

### **Meeting Schedule**

The board was presented with a list of dates for board meetings for 2015-2016, based on the current schedule of regular board meetings.

Approved: 2/18/2015

Todd Sorenson made a motion to approve the dates as submitted. Support by Brian Meads. Passed all ayes.

### **Election of officers/Organizational meeting**

The question was when the board officers are up for election, would that be done as an organizational meeting or during a regular meeting. The decision was that there would be a special session at the end of the March monthly meeting for the election of officers.

### **Accounting Services**

Todd said that the executive committee recommends to the board that Colleen DeGrande be retained as the authority's bookkeeper. He also recommends that the authority purchase a bond for her position. This recommendation is due to the fact that when the rfp was sent out, a bond was not in that request. Brian stated that he was not seeing where she will do monthly reports. Todd stated that was listed in her breakdown of services provided. Todd wanted the board to know that when he puts a recommendation down on paper then the whole committee agrees with that recommendation.

Tom Mann made a motion to accept Colleen DeGrande as the authority's bookkeeper. Support by John Doebel.

Roll call vote:

Sorenson: aye

Draves: aye

Mann: aye

Meads: aye

Petrie: aye

Doebel: aye

Motion passed.

The board directed Jay to contact Colleen and invite her to attend the next month's board meeting. The executive committee also recommends that contact with her be limited to Alan and Jay, as per the organizational chart. If a board member needs something from her or has a question for her, they should contact Jay or Alan, who will then get the information from Colleen. Brian said that he feels any board member should be able to contact her at any time. Colleen has agreed to be at all of the monthly meetings in the beginning, so the board will be able to ask her questions.

Approved: 2/18/2015

## **Insurance**

The executive committee recommends that the authority use ESIP for the general liability insurance. Both VFIS & ESIP primarily cover emergency services while Meadowbrook Insurance leans more towards municipalities. The committee did meet with all 3 companies.

Tom Mann made a motion to accept the executive committee's recommendation to go with ESIP for the general liability insurance. Support by Bob Draves.

Discussion – Brian said he wants to see this information more than right before the meeting. Tom said he felt comfortable with the fact that this company works with emergency services and that they meet more than the minimum requirements per the State of Michigan.

Roll call vote:

Sorenson: aye

Draves: aye

Mann: aye

Meads: aye

Petrie: aye

Doebel: aye

Motion passed.

The board directed Jay to contact ESIP and get a copy of the policy to the executive committee to compare and make sure that the numbers have not changed from the quote prior to signing with them.

## **Computer equipment**

The executive committee recommends that the authority sell the computers but keep the firewall and rack.

Tom Mann made a motion to accept the executive committee's recommendation to sell the computers and direct the executive committee to help facilitate the sale and bring back to the full board the information before any sale takes place. Support by John Doebel. Passed all ayes.

## **EMS Director Report**

Jay presented his report to the board.

## **Citizen Comment:**

Approved: 2/18/2015

Mark Penzien stated that when this first started he thought April 1, 2015 was a long way off and now it is almost here and that everybody on the board is doing a good job.

**Board Member Comments:**

John stated that he mentioned at the recent city council meeting about possible compensation for attending these board meetings and perhaps some of the other boards might consider that for their representatives on this board.

Todd apologized for losing his temper earlier. The insurance comparison was put together and presented to the executive committee the day prior and the decision needed to be made at tonight's meeting so there was not a lot of time to get this information out sooner.

Tom once again stated how much he appreciates all of the work that has been done and is grateful for such a good board.

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

Tom Mann adjourned the meeting at 6:44pm.

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Submitted by: Karen Watkins

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Robert Draves, Authority Secretary

Approved: 2/18/2015