

Jordan Valley Emergency Medical Services Authority
Monthly Meeting
February 18, 2015

Meeting called to order at 5:09 pm by President Mann.

Present: Thomas Mann (Banks Township), John Doebel (City of East Jordan), Alan Petrie (Echo Township), Brian Meads (Jordan Township), Jay Peck (Staff), Karen Watkins (Staff)

Absent: Bob Draves (South Arm Township), Todd Sorenson (Wilson Township)

Pledge of Allegiance was led by President Mann.

Invocation offered by President Mann.

Tom Mann asked that the agenda be revised to include in new business the liability letter and code of ethics provided by Bryan Graham.

Motion to approve amended agenda by Alan Petrie. Support by John Doebel. Passed all ayes.

John Doebel made a motion to approve the minutes from the February 2, 2015 special meeting. Support by Alan Petrie. Passed all ayes.

Brian Meads made a motion to approve the minutes from the January 21, 2015 monthly meeting. Support by Alan Petrie. Passed all ayes.

Treasurer's Report:

No report other than the authority has received approximately \$70,000.00 of millage money to date.

Citizen Comment:

No public comment.

Committee Reports:

The executive committee is still working on the health insurance for staff. There was a meeting with the staff and the insurance representative yesterday and the executive committee will discuss the staff's thoughts at their next meeting. The committee has also been working on the budget which they are presenting to the board tonight.

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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

Scott Beatty sent this to Bryan Graham. Jay spoke to Bryan this afternoon and he has a couple of concerns, but needs to wait for Scott to return from vacation to speak to him about them. Right now the lease states the city will charge \$1 per year for the first two years, then \$1350.00 per month beginning the third year.

Eveline Township

Per a conversation with Ron Chapman, the Eveline Township board discussed this at their last meeting but they only want a 1 year contract. According to Ron, John Vron dran is supposed to be contacting Jay to discuss this; however, Jay has not heard from him. Jay was given the board's approval to contact the Eveline Township Supervisor to discuss the status of the contract.

Transfer Agreement

Per the board's request, the attorneys are working on this. The only question is in regards to the transfer of the 2 ambulances that the City of East Jordan currently has loans on. The board would like to explore the options of possible refinancing of these to take over the loans. Alan and Jay will work on getting more information to bring back to the board.

New Business:**Proposed Budget:**

Before the board starts to go over the budget Jay wanted them to be aware that Colleen stated that the amounts of the MESC account were a concern to her as they were too low. This needed to be increased due to the fact that this department will no longer be with the City of East Jordan. Also, the line item for phones has been reduced due to new information that Jay has received.

The board decided to go through the budget line by line.

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In regards to longevity, the board would like to see this put back into the budget and keep the policy for longevity that is currently in place. Later this year the board wants a wage and benefit study done.

John Doebel made a motion to accept the proposed budget as presented to the board. Support by Alan Petrie.

Roll call vote:

Petrie: aye

Doebel: aye

Meads: aye

Mann: aye

Nayes: none

Absent: Sorenson and Draves

Motion passed.

Tom Mann expressed his appreciation for all of the hard work that the executive committee and Jay have done to present this budget to the board.

Brian Meads made a motion to maintain the current pay scale with the 2% COLA and the longevity package as it stands. Support by John Doebel. Passed all ayes.

Second Bank Account

A second checking account needs to be opened for operational purposes and for receipt of all EFT's from the insurance companies for patient payments. John Doebel made a motion to open a second checking account and to accept Charlevoix State Banks Corporate Resolution for the Authority with Colleen DeGrande, accountant, Alan Petrie, Treasurer and Bob Draves, Secretary being named as signatories, 2 signatures required for all checks. Support by Brian Meads.

Roll call vote:

Mann: aye

Meads: aye

Petrie: aye

Doebel: aye

Nayes: none

Absent: Sorenson and Draves

Motion passed.

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Liability Letter and Code of Ethics

Tom Mann presented a copy of a memorandum regarding liability and also a code of ethics. The executive committee needs to look at the code of ethics and work with it along with the administrative policies for the authority.

EMS Director Report

Jay presented his report to the board.

Citizen Comment:

No citizen comment

Board Member Comments:

Alan asked how the copies of the budget are going to be delivered to the individual township boards. Jay stated that we will email a copy to all of the township supervisors tomorrow and also send by US mail certified copies to each of the six clerks so that we have documentation of receipt.

Tom Mann adjourned the meeting at 7:01pm.

Submitted by: Karen Watkins

Robert Draves, Authority Secretary

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