

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

Meeting called to order at 5:08 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), Colleen DeGrande (Accountant), Karen Watkins (Staff)

Absent: Brian Meads (Jordan Township)

Pledge of Allegiance was led by President Mann.

Invocation offered by President Mann.

Todd Sorenson made a motion to nominate all current officers in all current positions to remain the same. Support by Bob Draves.

Roll call vote:

Mann: aye

Draves: aye

Doebel: aye

Petrie: aye

Sorenson: aye

Nayes: none

Absent: Meads

Motion passed.

Todd Sorenson made a motion to approve agenda. Support by Bob Draves. Passed all ayes.

Alan Petrie made a motion to approve the minutes from the February 18, 2015 monthly meeting. Support by Bob Draves. Passed all ayes.

Treasurer's Report:

Alan presented his treasurer's report. Bob asked it is the current month and Alan stated yes it was.

Approved: 4/15/2015

Todd Sorenson made a motion to approve the treasurer's report. Support by John Doebel. Passed all ayes.

Citizen Comment:

No public comment.

Committee Reports:

The executive committee recommendations will come up throughout the agenda, so instead of wasting time of giving reports now will just give the information as we go.

Old Business:

EMS Chief Job Description

The executive committee looked through both of the descriptions given to them and added the ADA segment from John's description to the document Jay presented and that is what the committee is recommending the board to approve. The job description states that whoever is in the EMS Director position is responsible for running the day to day operations of the department and will report to the board. Tom stated that there needs to be clarification in the finance section that the director will work with the accountant.

Administrative Policies

It was decided to table this for another meeting.

Building Lease

The City needed to pass this at a commission meeting, which was done just the day prior so the executive committee has not had a chance to review it as passed by the commission. This needs to go back to the executive committee for review and then brought back to the full board for further discussion. Jay presented a memo to the board with some concerns from the committee that need to be addressed.

Tom Cannon, City of East Jordan Administrator stated that Bryan Graham told the City that the lease was a good lease.

Tom Mann gave Jay permission to give a copy of this memo to Tom Cannon so he is aware of what concerns the executive committee has. Tom Cannon stated that he cannot make any changes to the motion passed last year by the commission in regards to the term, rental amount and repairs, only the commission can change that.

Approved: 4/15/2015

Todd Sorenson made a motion to give the executive committee permission to work with the city on the lease details to then be brought back to the board. Support by Bob Draves. Passed all ayes.

Eveline Township

Jay had a meeting with Ron Chapman yesterday and he stated that the Eveline township board would like this board to accept a 1 year contract, payable at the .75 mill but with the payments being made quarterly. The payment amount would be \$8497.25 and due on or before the 15th of the month for April, July, October and January.

Todd made a motion to accept the contract with Eveline Township. Support by Bob Draves. Passed all ayes.

Jay was instructed to contact Bryan Graham to have him fill in the above information for the contract.

Alan Petrie made a motion to allow Tom Mann to sign the contracts with Eveline Township and Wilson Township on behalf of the authority. Support by Bob Draves. Passed all ayes.

Transfer Agreement

Per Bryan Graham, the authority is not allowed to borrow money. He is working on an agreement now. Tom Cannon stated that the City Commission passed a resolution that would allow either him or the City Clerk to sign the transfer agreement on the City's behalf. The authority board agreed that Tom Mann would sign the transfer agreement on the authority's behalf.

John Doebel made a motion to for the authority to accept responsibility of obligations assumed by the ambulance authority effective April 1, 2015. Support by Todd Sorenson. Passed all ayes.

New Business:

Life and Disability Policies:

The executive committee reviewed the policies presented and compared them to what the city currently has in place. It is the committee's recommendation to go with the SBAM Life & Disability Insurance through Korthase Flinn.

John Doebel made a motion to accept the executive committee's recommendation for life and disability insurance. Support by Alan Petrie.

Roll call vote:

Petrie: aye

Doebel: aye

Approved: 4/15/2015

Draves: aye
Mann: aye
Sorenson: aye

Nayes: none

Absent: Meads

Motion passed.

Workers Compensation Policy

Requested quotes from 3 separate companies: MML, MMA and Korthase Flinn. MMA is unable to cover us because the authority is a taxing body and the State of Michigan will not allow it. Of the two remaining, the recommendation is to go with the policy presented by Korthase Flinn.

Todd Sorenson made a motion to approve the Michigan Workers' Compensation Placement Facility through Korthase Flinn. Support by Bob Draves.

Roll call vote:

Mann: aye
Draves: aye
Petrie: aye
Doebel: aye
Sorenson: aye

Nayes: none

Absent: Meads

Motion passed.

Bryan Graham Memorandum

In February the executive committee was given approval to contact Bryan Graham in regards to liability and administration matters. He responded with a memo that includes a suggestion for a motion that clarifies the roles of the Authority Board members and the Authority staff. The board agreed to follow his recommendation.

Motion by Todd Sorenson, seconded by Alan Petrie, that to promote the efficient administration of the Authority, this motion is being adopted to clarify the respective roles of the Authority Board members and Authority staff:

Approved: 4/15/2015

1. The Authority Board, acting as a body in a public meeting, shall establish the policies and procedures for the Authority and shall have the responsibility, acting through the EMS Director, to oversee that those policies and procedures are implemented by the Authority staff.
2. The Authority staff, including the EMS Director, shall implement the policies and procedures established by the Authority Board and shall act on behalf of the Authority in all administrative matters, including but not limited to supervising Authority employees, making purchases authorized by the Board, and gathering information requested by the Board in the development of policies and procedures, unless the Board specifically authorizes another official to act on behalf of the Authority in a particular instance.

Motion passed all ayes.

As recommended by Bryan Graham, a letter will be sent to all of the boards along with a copy of these minutes.

Code of Ethics

It was decided that the executive committee would build these into the administrative policies

Citizen Comment:

No citizen comment

Board Member Comments:

Todd stated that he has not had time to work on the website; however, after this week is over he will have more time to get this going. He told everyone to plan on having current pictures taken at the April board meeting.

John wanted to point out that currently the cash on hand for the ambulance fund from the City is in the negative and if it still remains in the negative come April 1st then the Authority will owe the City money. Jay stated that the executive committee as well as Tom Mann was aware of this.

Tom stated that there is a job description for Jay's position, but he has never formally been hired.

Todd Sorenson made a motion to hire Jay and all other EMS personnel in the position that they currently hold at their current rate of pay. Support by Alan Petrie. Passed all ayes.

Todd made a motion to adjourn. Support by Alan Petrie.

Tom Mann adjourned the meeting at 5:52pm.

Approved: 4/15/2015

Submitted by: Karen Watkins

Robert Draves, Authority Secretary

Approved: 4/15/2015