

Jordan Valley Emergency Medical Services Authority
Monthly Meeting
April 15, 2015

Meeting called to order at 5:08 pm by President Mann.

Present: Thomas Mann (Banks Township), John Doebel (City of East Jordan), Brian Meads (Jordan Township), Bob Draves (South Arm Township), Todd Sorenson (Wilson Township), Jay Peck (Staff), Colleen DeGrande (Accountant)

Absent: Alan Petrie (Echo Township)

Pledge of Allegiance was led by President Mann.

Invocation offered by President Mann.

Todd Sorenson asked that the agenda be amended to add the Website under old business.

Todd Sorenson made a motion to approve amended agenda. Support by John Doebel. Passed all ayes.

Todd Sorenson made a motion to approve the minutes from the March 18, 2015 monthly meeting and minutes from the April 6, 2015 special meeting. Support by Bob Draves. Passed all ayes.

Treasurer's Report:

Todd Sorenson made a motion to approve the treasurer's report.

Clarification was made that Alan's Treasurer's report was expenditures from the tax account up until April 1, 2015. The Accountant's Report will be the operational account.

Support by John Doebel. Passed all ayes.

Accountant's Report:

Colleen presented her report. Tom Mann suggested that all checks, with the exception of Payroll and regular monthly utilities, be approved by the board and signed at the monthly board meetings. Todd clarified that what the board would like to see on a monthly basis is the check register from the accountant, profit/loss year to date and balance sheet. Todd made a recommendation to approve the accountants report as is and add an item to the agenda under new business to make a motion on how to deal with checks.

Todd Sorenson made a motion to approve the accountant's report. Support by Brian Meads.

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Bob Draves questioned meals reimbursement and it was clarified that when a crew goes on a long distance transfer then they are reimbursed for meals.

Roll call vote:

Sorenson: aye

Mann: aye

Draves: aye

Meads: aye

Doebel: aye

Nayes: none

Absent: Petrie

Motion passed.

Citizen Comment:

No public present.

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 Director Job Description

The differences are highlighted in yellow; the wording in the finance section was vague so that wording has been changed to be more clearly stated.

Todd Sorenson made a motion to accept the EMS Director Job Description. Support by Bob Draves.

Todd stated that the executive committee has reviewed this and the board has also reviewed this document. Tom inquired about having an avenue for the employees who have a grievance. Todd stated that was one of the items that the executive committee was working on as part of the personnel policy. The chain of command and the procedure for reporting is being discussed currently. Brian's only comment was that he feels the principle spokesperson for JVEMSA should be the board president. Jay should be that person in most instances; however, his voice does not have the same weight as the board president does.

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Roll call vote:

Sorenson: aye

Mann: aye

Meads: aye

Doebel: aye

Draves: aye

Nayes: none

Absent: Petrie

Passed all ayes.

Administrative Policies

The executive committee just started working on this; they have a lot of work that still needs to be done. The hope is for the committee to have this to the board for review within the next week or two. Jay wanted to comment for the record that Lynn Adams, one of the EMT's for the department, has gone through the policy and made changes and done most of the work before the committee even sees them. Tom wanted to express the board's sincere appreciation to Lynn Adams for all of the hard work and dedication to the ambulance authority getting the policies into place.

Building Lease

Todd stated that John and some of the commissioners attended that last executive committee meeting and Todd believes that a lot of the concerns that the committee had about the lease have been resolved. One of the things that the city commission wants is the same as the authority. The money that the authority pays towards the lease will be placed in a separate special account and only be used for major improvements and major replacement of building structure such as the roof. John stated that the current city commission wants to make sure to spell out exactly how the lease money will be used when the time comes that the authority is paying a monthly lease fee so that future commissions realize that the money is to stay in that account and not try to take that money to use elsewhere. It will be written so that the money in the special account will only be used on this building, and also, whatever the cost for repair, only 50% of that cost can come from this account as the city will be responsible for the other 50%. The other discussion point was the insurance. Both entities will be covering their own insurance. Todd stated that the way they are looking at handling this is having Jay and Tom Cannon sit down and hammer out the lease agreement, then it will go to the authority board to look at and then send to the city commission to look at and then once everything is approvable send it to the attorneys for their final review and then it will get approved by both parties. John stated that it makes more sense for the two parties to write the lease and then send them to the attorneys to make sure that everything is legal. The

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recommendation of the executive committee is that Jay work with Tom Cannon to hammer out the lease agreement, and then it will come to the authority board to approve provided that it will be reviewed by not only the city commission but also both attorneys.

Transfer Agreement

General discussion in regards to the insurance on the building and on the ambulances and the USDA loan on the ambulance. The question that was presented to the board was does the board want the city to contact Charlevoix State Bank to possibly refinance the re-chassis and include the price of other ambulance. The consensus of the authority board is that they recommend that the city to see if the vehicles can be refinanced so that control can be shifted from the USDA. John stated that he would contact Tom Cannon to get the ball rolling. Brian's only concern with the transfer agreement was that there was no clarification as to what the fund status is, and yet the authority is expected to sign the agreement. Brian just wants to make sure that there are any potential liabilities out there that the authority is not aware of. The only liabilities are the 2 ambulance loans. It was decided that there needs to be some clarification in the agreement as to what the outstanding debts are and list them.

Website:

Todd started putting it together, is going easily. Staff will be able to manage this, needs to get pictures of trucks, any group pictures and any pictures that the authority wants to put up on the website. Todd would like to have a section on the website devoted to public service announcements or information.

New Business:

Board Photo:

Wait until next month when all board members are present. Would also like to see a group shot of all of the ems volunteers and staff done with the new ambulance.

EMS Week:

May 17-23 is National EMS Week, Jay wanted the board to be aware of this and has asked Tom if he could attend the May department meeting and say a "Thank you" to the volunteers of this department from the board for your service. Tom is going to attend and asked that if any other members of the board could also attend it would be a great gesture to the volunteers. The meeting is May 14th at 7:00 pm at the EMS station in the conference room.

EMS Director Report:

Jay just wanted to update the board on a couple of things. Medicare was onsite on Monday, April 13th and took pictures of the building, ambulances to do their inspection to prove that there is an actual

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ambulance service here. This was a necessary step in getting our Medicare approval to begin billing. Next week this department is sending 10 people to Traverse City to the state ems expo to get their continuing education credits to renew their licenses. And lastly, there was a problem with 54 Alpha4 in that somebody put gasoline in the diesel tank. It was caught in time and the ambulance is back in service. Brian asked whether a chauffeur's license is required to drive the ambulance and he was told it is not.

Citizen Comment:

No citizen comment

Board Member Comments:

Tom wanted to thank all of the board members for all of their hard work, and also a thank you to the executive committee for your many hard hours of work and also a special thank you to the EMS Director for really grabbing this by the horns and being able to wrangle this and put this together.

Brian made a motion to adjourn. Support by Bob Draves.

Tom Mann adjourned the meeting at 6:45pm.

Submitted by: Karen Watkins

Robert Draves, Authority Secretary

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