

Jordan Valley Emergency Medical Services Authority  
Monthly Meeting  
May 20, 2015

Meeting called to order at 5:06 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), Bryan Graham (Attorney), Karen Watkins (Staff)

Absent: Brian Meads (Jordan Township)

Pledge of Allegiance was led by President Mann.

Invocation offered by President Mann.

Bob Draves made a motion to approve the agenda. Support by John Doebel. Passed all ayes.

John Doebel made a motion to approve the minutes from the April 15, 2015 monthly meeting. Support by Alan Petrie. Passed all ayes.

**Treasurer's Report:**

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

**Accountant's Report:**

It was noted that on the Budget vs Actual Report it needs to reflect the year to date numbers, not the by month numbers.

Todd Sorenson made a motion to approve the accountant's report. Support by Bob Draves.

Tom Mann stated that the board needs to establish a pre-authorized list of bills to be paid automatically on a monthly basis. All other non-routine invoices need to be brought before the board for approval first. The executive committee was directed to come up with a list of pre-authorized bills to bring back to the board. It was also suggested that the board consider doing a consent agenda for the routine items and then just approve that entire agenda instead of each item individually. If there is a question about something on that consent agenda, then it can be pulled and added to the regular agenda for discussion.

Motion passed.

Approved: 6/17/2015

**Citizen Comment:**

No public present.

**Committee Reports:**

Bryan Graham was asked to attend the meeting so that he could answer a couple of questions that have come up. In regards to the bond or liability insurance for the accountant, that insurance needs to be maintained by the accountant. However, since it was not made a part of the original RFP, then the executive committee recommends that the authority cover cost for liability insurance this year and then it should be worked into next year's contract.

Todd Sorenson made a motion that Colleen DeGrande acquires liability insurance for this year and then the authority cover the cost for that time frame. Support by Bob Draves.

Roll call vote:

Sorenson: aye

Draves: aye

Petrie: aye

Doebel: aye

Mann: aye

Nayes: none

Absent: Meads

Motion passed.

Bryan Graham stated he would change the contract to include the insurance language and forward it on to Jay.

The executive committee has also looked at a contract with McLaren Northern Michigan to come in and inspect the Biometric Equipment (monitors). It is their recommendation that the board approve this contract.

Todd Sorenson made a motion to sign a 1 year recurring contract with McLaren Northern Michigan to inspect the Biometric Equipment for the authority. Support by John Doebel.

Approved: 6/17/2015

Roll call vote:

Sorenson: aye

Draves: aye

Petrie: aye

Doebel: aye

Mann: aye

Nayes: none

Absent: Meads

Motion passed.

Jay has spoken with Sandy Whiteford of the computer center and she is looking into prices for the blade servers that we have to sell. Once she gets those, she will get them to Jay and he can forward that information to the board before she looks for buyers to make sure the board is in agreement on the sales price.

There was some discussion about the Code of Ethics to which Bryan Graham wanted to remind the board that they needed to establish and pass a Code of Ethics. He also reminded the board that when they are at this meeting, they are a representative of the authority, not of their individual entity and they need to make their decisions based on what's best for the authority. It was decided to resend the code of ethics that Bryan sent out a few months ago to the board and put this on the agenda for the next meeting along with the administrative policies.

### **Old Business:**

#### **Administrative Policies**

The executive committee will begin working on these next and will hopefully be ready to present them at the next board meeting.

#### **Building Lease**

At the city commission meeting last night, the commission formed a committee comprised of their attorney, the city administrator and 2 commissioners to meet with a committee appointed by this board to discuss and figure out the lease agreement. The committee members for the city are Scott Beatty, Tom Cannon, Paul Timmons and Andrew Boyer. This board needs to appoint members to meet with the city's members, and once these committees agree amongst themselves on the lease, then they will each take them back to their individual boards for final approval. John stated that the city commission has questioned why this is taking so long and he has tried to explain to the city commission that this authority board has a lot on its plate and that the lease has not been a high priority.

Approved: 6/17/2015

Tom Mann made a motion to appoint Bryan Graham, Jay Peck, Todd Sorenson, Alan Petrie and Bob Draves to meet with the city's committee to work out the lease. Support by John Doebel. Motion passed.

### **Transfer Agreement**

John stated that he has paperwork to get to Jay in regards to getting the one ambulance that has the USDA loan consolidated with the current Charlevoix State Bank loan on the other ambulance. As far as the rest of the transfer agreement, there is no way to put an exact amount on the assets, as that number can change. The city has turned over all existing accounts to the authority, and any money that has been collected on those accounts is being turned over to the authority on a daily basis. The only amount that needs to be clarified is whether or not the ambulance enterprise fund was either cash positive or cash negative at the end of March. If it is determined to be cash positive, then the city will hand that money over to the authority. However, if it was deemed to be cash negative, then the authority will owe the city that amount. It is expected to be cash negative, but the exact amount is still being determined.

Todd Sorenson made a motion to approve the Agreement for Transfer of Assets and Liabilities and that Jay, Colleen, Karen and Alan work with the city to determine the final amount. Support by Alan Petrie.

Roll call vote:

Sorenson: aye

Draves: aye

Petrie: aye

Doebel: aye

Mann: aye

Nayes: none

Absent: Meads

Motion passed.

### **New Business:**

### **Board Photo:**

Wait until next month when all board members are present.

### **Charlevoix County Community Foundation Grant**

Approved: 6/17/2015

The authority received a grant from the Charlevoix County Community Foundation to purchase new bone injection guns for the department. The amount of the grant was \$4867.00, with the East Jordan Ambulance Association adding a 20% match in the amount of \$1217.00. The Community Foundation will have a representative at next month's meeting to take a picture for a press release. Hopefully the equipment will be here as well for that meeting. Tom stated that on behalf of the board, he would like to express appreciation to the Charlevoix County Community Foundation and the East Jordan Ambulance Association for their help with this purchase.

#### **Wex Bank Cards:**

Due to the authority being a new entity with no credit history, the only way to get gas cards is to pre-pay an amount and then as that money is used, send more money to build it back up again. After 1 year, then we can re-apply for regular gas cards. In looking at prior fuel expenses, it was decided that the pre-paid amount should be \$3000.00.

Todd Sorenson made a motion to establish a Deposit Agreement with Wex Bank in the amount of \$3000.00. Support by Alan Petrie.

Roll call vote:

Sorenson: aye

Draves: aye

Petrie: aye

Doebel: aye

Mann: aye

Nayes: none

Absent: Meads

Motion passed.

#### **Charlevoix State Bank Credit Card**

Todd Sorenson made a motion to adopt Charlevoix State Bank Corporate Authorization Resolution for a credit card and to set the limit at \$2000.00. Support by Bob Draves.

Roll call vote:

Sorenson: aye

Draves: aye

Petrie: aye

Doebel: aye

Mann: aye

Approved: 6/17/2015

Nayes: none

Absent: Meads

Motion passed.

**Personnel Handbook and Operational Policies:**

The executive committee has gone over the personnel handbook page by page and has also looked over each of the policies individually. With the exception of a few minor wording changes that needed to be done, the executive committees' recommendation is that the board approves both the handbook and operational policies.

Todd Sorenson made a motion to approve the Personnel Handbook and Operational Policies. Support by Alan Petrie.

Roll call vote:

Sorenson: aye

Draves: aye

Petrie: aye

Doebel: aye

Mann: aye

Nayes: none

Absent: Meads

Motion passed.

Tom wanted to once again express his sincere appreciation to the executive committee for their commitment and hard work in going through these in preparation of getting them ready for board approval.

**EMS Week:**

Jay just wanted to remind that board that this is EMS Week and as board members of the authority they are also considered to be part of EMS and that the members of this department would like to thank the board for their time and commitment in making sure that this authority is able to continue to serve our community. Tom wanted to let the volunteers and full time members of the department that the board reciprocates the same sentiment and would like to thank these members for their service to the community.

Approved: 6/17/2015

**EMS Director Report:**

We have received the signed amendment to the articles that Jordan Township passed at their meeting on Monday night. The next step is to get this published in the paper and then sent to the State of Michigan.

Jay wanted to let the board know that we were notified that our original Medicare application had been rejected due to a date being left off from 1 signature page and because the authorities checks do not spell out emergency medical service but instead abbreviate it, thus not making the names match. We have been in touch with Medicare, have re-submitted a new application along with a letter from the bank clarifying the name discrepancy. We should be hearing something from them within the next week. Even though there is a delay, as soon as we get our Medicare provider number we will be able to go back and bill from day one of operation, we are not losing any revenue due to this delay.

**Citizen Comment:**

No citizen comment

**Board Member Comments:**

Todd Sorenson made a motion to adjourn. Support by John Doebel.

Tom Mann adjourned the meeting at 6:47pm.

---

Submitted by: Karen Watkins

---

Robert Draves, Authority Secretary

Approved: 6/17/2015