

Jordan Valley Emergency Medical Services Authority  
Monthly Meeting  
January 16, 2019

Before official meeting called to order- presentation of \$7,050.00 grant from C3F by Maureen Radke. Maureen is in charge of the outgoing monies and works with seven grant committees. Maureen: "First of all, thank you for applying, C3F is proud to be a community partner with JVEMSA, the Authority is an incredible community service."

A check for \$7,050.00 for a portable ventilator was presented to the Board, photo taken for PR, and brief discussion. History: the C3F has awarded approximately 30K in grant monies to JVEMSA in the last five years. Applying for Grant Money: First step is to contact Maureen, and applications are on-line.

Ms. Radke was excused, and the regular meeting called to order:

Meeting called to order at 5:04 pm by Todd Sorenson.

Present: Todd Sorenson (Wilson Township), Julie Waterman (Banks Township), Kevin King (Jordan Township), Alan Petrie (Echo Township), Thomas Reid (City of East Jordan) Jay Peck (Staff), Meghan Meyer (Staff), Michelle Whiteford (staff)

Absent: Bob Draves (South Arm Township)

Pledge of Allegiance was led by Todd S.

Invocation was given by Jay P.

Kevin made a motion to approve the agenda. Support by Alan. Passed all ayes.

**Approval of Past Minutes:**

There are three grammar/punctuation changes. Changes made.

Todd made a motion to approve the minutes from the November 21, 2018 monthly meeting. Support by Julie. Passed all ayes.

**Treasurer's Report:**

Alan noted that the amount under 'payments' on October 23<sup>rd</sup> (\$81,837.48), and the amount under 'payments' on November 30<sup>th</sup> (\$5,869.52) were transferred to the vehicle fund.

Todd made a motion to approve the Treasurers report printed 1/15/19. Support by Julie.

Roll call vote:

Sorenson: aye

Waterman: aye  
King: aye  
Petrie: aye  
Reid: aye

Nayes: none  
Absent: Draves  
Motion passed.

**Accountant's Report:**

Tom made a motion to approve the accountants report for November and December of 2018. Support by Alan.

Roll call vote:  
Sorenson: aye  
Waterman: aye  
King: aye  
Petrie: aye  
Reid: aye

Nayes: none  
Absent: Draves

Motion passed.

Operations Report---comments (November/December)

Jay- you will notice there are two reports, November 2018 and December 2018. We had 1419 runs in 2018, we continue to see growth and will continue to see as the baby boomers age.

Presentation- Charlevoix County Community Foundation. \*\*before the meeting.

Citizen Comment for items on the agenda: none.

**Committee Reports:**

**Executive Committee:**

Todd- we have been having discussion about budget, new ambulance, and vehicles to be addressed later in the meeting. Jay has also been talking with labor attorneys to make sure we are paying employees correctly.

Alan-We have also been discussing Boyne Valley Township as an addition to the Authority.

**Communications Group: not discussed**

**Old Business:**

**Administrative Policies: not discussed**

**Boyne Valley Township:**

Jay gave a brief six month history to new Board Member Tom about Boyne Valley Township approaching JVEMSA for guidance/direction.

Todd- if this does happen; we will need to discuss staffing and sharing staff. Also, they have two ambulances. We will have to work all of that out. This will be similar when the Authority was created regarding the way we had to work with the City.

Sue Hobbs (Boyne Valley Township) wants to "get out of the ambulance business". They do not want it as a line item at their meetings.

Jay- it will be beneficial to their township and will add more of a focus on the subject, rather than being one of many subjects that need to be discussed.

Tom- I think this is the right direction.

Todd- I will ask our Township regarding having Jay to a meeting to discuss the addition of BVT.

Jay- we have all of the Township meetings mapped out for February (or end of this month) and I will attend a meeting with the City, Banks, Jordan, Echo, and South Arm townships. I would like another board member, not on that township board, to join me and to be an item on the agenda. It looks as though there are no conflicts with any of these five township/entity meetings.

**New Business**

**New Ambulance:**

Jay- We received three proposals, one from Kodiak and two from Emergency Vehicles Plus. The executive committee and I are recommending we accept the Kodiak proposal. One reason is the Kodiak is regular unleaded fuel (as opposed to the EVP proposals of Diesel vehicles).

Todd- We are looking at the feature of the heated floor, this is especially important during patient care in the cold weather, the patient is often exposed for assessment. This is the vehicle that will be built brand new to our specifications.

Jay- There is a 210 day lead time for the ambulance to be built and a required down payment of \$17,999.30 to begin. There is \$107,000.00 set aside for vehicles only and financing will be figured out at a later time.

Alan made a motion to accept the Kodiak proposal and make a down payment of \$17,999.30. Support by Tom.

Roll call vote:

Sorenson: aye

Waterman: aye

King: aye

Petrie: aye

Reid: aye

Nayes: none

Absent: Draves

Motion passed.

**ECHO 1 Replacement:**

Jay, referring to the memo and photos under Tab 6, noted the condition of the current ECHO 1 vehicle. It has over 120,000 miles, all/most of the problem indicators are lit, and there is a significant amount of rust. It will have to be taken out of service soon. We have looked into a brand new vehicle for \$37,500 to \$40,000 and we have also researched some used vehicle. The favorite is a 2011 GMC Yukon XL 1500 4WD with 78,000 miles.

Todd- Does CARFAX offer a warranty?

Jay- Their warranty refers to the website and the information presented. And we have an excellent mechanic.

Todd- It would be nice to have a new vehicle, but a used vehicle would leave money in the account.

Jay, added it would be useful if we merge with Boyne Valley as a licensed Echo unit and back up unit.

Regarding the waiver of the bidding process, Atty. Graham said we have the right to buy used as the Administrative Policies do not reflect necessity at this time.

Todd- We wanted to make sure the Board wanted to go in this direction (used vehicle).

Julie made a motion for Jay to purchase a used vehicle, not to exceed \$22,000, and with the final approval of the Executive Committee. Support by Kevin.

Roll call vote:

Sorenson: aye

Waterman: aye

King: aye

Petrie: aye

Reid: aye

Nayes: none

Absent: Draves:

Motion passed.

**Budget Amendments:**

LINE ITEM	Original Budgeted	INCREASE/DECREASE	NEW TOTAL
<b>Income</b>			
675.002 · Grants-Private Source	\$0.00	\$7,050.00	\$7,050.00
<b>Expenditures</b>			
703.004 · Payroll-Fulltime - Hourly	\$ 125,336.00	\$ 30,000.00	\$ 155,336.00
704.004 · Payroll-Billing Clerk	\$ 41,200.00	(\$20,000.00)	\$ 21,200.00
705.010 · Payroll-Overtime	\$ 15,000.00	\$ 15,000.00	\$ 30,000.00
706.000 Insurance Opt Out	\$ -	\$ 400.00	\$ 400.00
714.000 · Payroll Volunteer Stipends	\$ 95,000.00	\$ 30,000.00	\$ 125,000.00
726.020 · Supplies-Office	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
801.000 · Professional & Contractual Legal	\$ 5,000.00	\$ 2,000.00	\$ 7,000.00
818.023 · Rent-Cap. Bldg. Replace fund	\$ 1.00	\$ 9,999.00	\$ 10,000.00
852.000 · Taxes Other	\$ 150.00	\$ 2,850.00	\$ 3,000.00
860.000 · Travel & School	\$ 7,000.00	\$ 1,500.00	\$ 8,500.00
927.000 · Sewer & Water-Buildings	\$ 2,500.00	\$ 700.00	\$ 3,200.00
931.000 · Maintenance & Repair-Buildings	\$ 2,500.00	\$ 500.00	\$ 3,000.00
977.001 · Equipment-Computer & Software	\$ 1,500.00	\$ 500.00	\$ 2,000.00
977.017 · Equip-Defib/Mon	\$ 1.00	\$ 14,999.00	\$ 15,000.00
977.040 EQPT - Radio Expenditures	\$ 1,500.00	\$ 100.00	\$ 1,600.00
994.001 - Late Fees	\$ -	\$ 100.00	\$ 100.00
* previously amended			

Alan made a motion to the APPR- the budget Amendment. Support by Tom.

Roll call vote:

Sorenson: aye

Waterman: aye

King: aye

Petrie: aye

Reid: aye

Nayes: none

Absent: Draves

Motion passed.

**2019-2020 Budget Intro:**

Jay: Board introduction to the proposed 2019-2020 budget. Please feel free to call me with any questions. Next month (February), the board along with Jay will review and discuss in detail.

If the changes are not approved at the March meeting, there has to be a special meeting before March 31 and has to be approved by March 31.

Typically there is an explanation, Jay will be emailing board members Thursday the 17<sup>th</sup> of January or Friday the 18<sup>th</sup> of January the explanation that accompanies the proposed budget.

**Citizen Comment (for items not on the agenda, limit of three minutes per person): None**

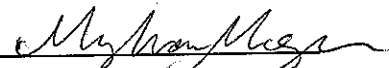
**EMS Director Report:**

Jay: Introduction to new Billing Accountant Michelle Whiteford, recently received her designation of Certified Ambulance Coder (CAC). So, the Authority now has three Certified Ambulance Coders working in the billing department. In the last year, the billing department has been busy with the 4% increase in runs and 25% increase in payment collections.

**Authority Board Member Comments: NONE**

Alan made a motion to adjourn. Support by Kevin.

Todd adjourned the meeting at 5:48 pm.

  
Submitted by: Meghan Meyer

  
Kevin King, Authority Secretary