

Jordan Valley Emergency Medical Services Authority
Monthly Meeting
February 20, 2019

Meeting called to order at 5pm by Todd.

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

Absent: None

Pledge of Allegiance was led by Chris Faulknor.

Invocation was given by Jay.

Approval of Meeting Agenda:

Budget Amendments were added to new business.

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

Approval of Past Minutes:

Julie made a motion to approve the minutes from the January 16, 2019 monthly meeting. Support by Tom. Passed all ayes.

Treasurer's Report:

Tom made a motion to approve the Treasurers report printed 2/20/19. Support by Bob.

Roll call vote:

Sorenson: Yes

Draves: Yes

Waterman: Yes

King: Yes

Petrie: Yes

Reid: Yes

Nayes: None

Absent: None

Motion passed.

Accountant's Report:

726.17 will be corrected with line item adjustments by Heather Jackson (accountant).
Equipment Other, is coded wrong and will be fixed for next month's meeting.

Alan made a motion to approve the accountants report for January of 2019. Support by Tom.

Roll call vote:

Sorenson: Yes

Draves: Yes

Waterman: Yes

King: Yes

Petrie: Yes

Reid: Yes

Nayes: None

Absent: None

Motion passed.

Operations Report---comments

Discussion regarding the ambulance Alpha 2, this unit will be going; it is in no shape to sell.

Citizen Comment for items on the agenda: None

Committee Reports:

Executive Committee:

Jay provided Executive Committee meeting minutes from 2-18-19.

Discussion occurred regarding the new EMT class through Northern Central Michigan College. Chris Faulknor (EMT-P instructor) spoke- the class will begin on March 19, 2019- June 4, 2019. Fifteen people have signed up and are paying for the class. The class will be on Tuesday and Thursday nights and every other Saturday. This class is equivalent to twelve college credits.

Jay led a discussion regarding part time EMT-Basic positions. The need for these positions came about because it is getting difficult to get volunteers with the current regulations regarding allowed stipends. These EMT-Basics will be paid hourly and work 36 hours per week. They will be scheduled in 12-hour shifts from 8 am-8 pm and 8 pm-8 am to begin and end their shift with the Lead Paramedic on-call. The board also discussed their duties and tasks for their twelve hour shift (ex. Disinfecting equipment and trucks, check trucks, clean truck bays, etc.) The addition of these four positions may require a budget amendment in the future.

Bob made a motion to approve the hiring of four part time EMT-Basics. Support by Kevin.

Roll call vote:

Sorenson: Yes

Draves: Yes

Waterman: Yes

King: Yes

Petrie: Yes

Reid: Yes

Nayes: None

Absent: None

Motion passed.

A discussion occurred regarding changes to health insurance. The full time employees that are opting for health insurance with the Authority will be provided a policy with Blue Care Network with a Health Savings Plan (HSP). JVEMSA exposure will decrease with this plan and also provides a better plan for the employees. This will take in effect on April 1, 2019.

Alan made a motion to approve insurance for full time staff. Support by Tom.

Roll call vote:

Sorenson: Yes

Draves: Yes

Waterman: Yes

King: Yes

Petrie: Yes

Reid: Yes

Nayes: None

Absent: None

Motion passed.

A discussion occurred regarding the Labor Law Attorney. The Attorney is continuing to move forward, providing the JVEMSA with assurance that we are not and will not be breaking the law. Discussion has also been had with the Authority Attorney, Bryan Graham regarding the Labor Laws. Further discussion will occur when communication is received from the Attorney.

Moving on to **Communication Group**. This agenda item is being removed per Todd until the Communication Group is needed for future dealings with the City of East Jordan.

Old Business:

Administrative Policies:

Bob would like the Administrative Policies to be reviewed. Jay will go over them with Julia and Kevin.

Budget Discussion:

Board discussed that there should be small changes regarding the format and presentation of the budget to avoid confusion when presenting to the townships. Suggestions were made to color code the decreases versus the increases, change column headings, and remove one of the columns.

Jay discussed there will be a certified mail going out tomorrow on February 20, 2019 to the townships.

Budget needs to be approved by April 1, 2019. This budget should be approved at the board meeting in March. If not approved in the March Board Meeting, a special meeting (or meetings) will have to occur for final approval.

Bob reassured other board members that this budget does not reflect with Boyne Valley.

Boyne Valley Township:

Discussion occurred regarding the meeting last night with Boyne Valley Township. Jay spoke on behalf of JVEMSA. Mike Cain attended the meeting on behalf of Boyne City. Boyne City is still not clear if they are going to stay within the mutual aid agreement.

JVEMSA Townships and the City of East Jordan need to review and sign agreements. Jay will mail and email agreements to townships and city tomorrow February 20, 2019. Jay will attend Wilson Township meeting on February 25, 2019 to discuss and have them sign the Intergovernmental Agreement. And Jay and other Board Members will attend other Townships' and City of East Jordan meetings to answer questions.

Discussion continued regarding what to do with ambulances after the two year agreement is up. If there is no deficit, JVEMSA will pay for the ambulances. Also, after the two years, the ambulance barn does not have to stay in Boyne Falls.

Between ambulances and equipment the estimated budget for Boyne Valley is \$190,000.00. The board went over the Station agreement lease, Section 4, how rent is a dollar, and how JVEMSA is responsible for any repairs, utilities, and maintenance.

There will be two ambulances at the Boyne Valley Township location, one ambulance will be primary and the other one will be back up. There will be full time staff at both locations (placing ALS-Paramedic and an EMT-B at the Boyne Valley Township), and we will be able to stage an ambulance appropriately if both ambulances are out. Jay stated that he has received nine applications to fill these shifts.

Bob made a motion to approve the Intergovernmental Agreement in the Articles of Corporations with Boyne Valley Township. Support by Kevin.

Roll call vote:

Sorenson: Yes

Draves: Yes

Waterman: Yes

King: Yes

Petrie: Yes

Reid: Yes

Nayes: None

Absent: None

Motion passed.

New Ambulance: The new ambulance has been purchased and Jay was given a 210 day timeline. Ambulance should be at the station sometime in August 2019.

New Business

EMT Class

Chris Faulknor EMT-P is now coordinating the continuing education for Jordan Valley EMS Authority crew members, EMT Classes (which he spoke of in the beginning of the meeting), and CPR and First Aid classes to businesses and the public. The board members would like a list of dates. Next CPR class is March 7, 2019.

Also discussed were the changes in the budget (as it appears in the Budget Amendments presented for this meeting) as an increase in the Expenditures.

Additionally, in the Budget Amendments:

Increases are due to the increase in business/run volume. Increases for travel and school are due to Munson Medical Control, Michelle Whiteford taking her CAC designation class, and Joe Traverse taking the Critical Care Class at NCMC. Increase regarding Uniforms is due to the purchase of new winter coats for the crew members.

Bob made a motion to approve the increase in the Expenditures. Support by Julie.

Roll call vote:

Sorenson: Yes

Draves: Yes

Waterman: Yes

King: Yes

Petrie: Yes

Reid: Yes

Nayes: None

Absent: None

Motion passed.

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

EMS Director Report:

Nick Moes has officially stepped down as the Assistant EMS Director of JVEMSA. And in Nick's absence in this position, the full-time Paramedics have taken on new roles and responsibilities. Nick will continue to handle the fleet vehicle maintenance, Joe Traverse will take over ordering and inventory of supplies, Chris Faulkner will coordinate all education and classes, and Meghan Meyer will handle the personnel, HR, and scheduling of the EMS crew.

JVEMSA received a letter from the Charlevoix County Community Foundation regarding the endowment fund in the amount of \$1,550.00. Jay is requesting board approval to roll it over so it continues to grow. Todd made the motion to keep the \$1,555.00 in the account. Support by Bob.

Roll call vote:

Sorenson: Yes

Draves: Yes

Waterman: Yes

King: Yes

Petrie: Yes

Reid: Yes

Nayes: None

Absent: None

Motion passed.

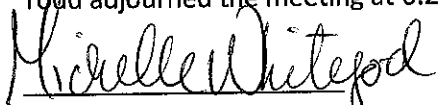
Authority Board Member Comments:

Board Members would like to get a total number of calls that come from Boyne Valley. Todd requested a call be made to CCE Central Dispatch to get that information.

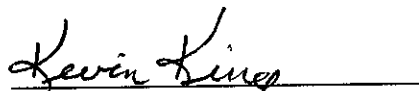
Jay mentioned that the new/used Echo unit is purchased and is now at the station. To review, the Echo unit is a 2011 Yukon XL with 75,000 miles and Board Members are invited to take a look at it.

Alan made a motion to adjourn. Support by Kevin.

Todd adjourned the meeting at 6:20pm.



Submitted by: Michelle Whiteford



Kevin King, Authority Secretary