

SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE
BOARD OF TRUSTEES
Minutes
March 21, 2024
4:00 p.m.

CALL TO ORDER

The Regular March 21, 2024 meeting was called to order by Bill Kasprzak at 4:00 p.m.

PRESENT: Jerry White (Bertrand Township), Christine Vella (Niles Township), Bill Kasprzak, Chairman (Howard Township), Gary Mihills (Pokagon), Ric Huff (City of Niles), Eric Renken Co-Chair (Milton Township), Tim Ganus (City of Buchanan)

ABSENT: Wendi Heyliger (Buchanan Township),

OTHERS PRESENT: Brian Scribner (Executive Director), Josh Kay (Operations Manager), Tim Rogers (Niles City Council), Four SMCAS employees

ADDITIONS / CORRECTIONS TO AGENDA

- Approval of Lactation Policy
- Authorization to execute vehicle lease.
- Milton Addendum Discussion

Motion by Renken, Second Huff to approve March 21, 2024 agenda. Agenda Voice Vote (7-0) motion carries

APPROVAL OF MINUTES – February 15, 2024 Regular Meeting

Scribner should be shown as physically present.

Motion by Huff, second by Renken, to approve the February 15, 2024 Regular Meeting Minutes as amended. Voice Vote (7-0) Motion Carries

COMMITTEE REPORTS

Safety Committee:

There was no Safety Committee Meeting this month.

Finance Report:

Scribner presented the February 2024 Financial Reports.

Motion by White seconded by Ganus to approve the February 2024 Financial Report. Roll call vote Jerry White (Yes), Chris Vella (Yes), Bill Kasprzak (Yes), Tim Ganus (Yes), Gary Mihills (Yes), Ric Huff (Yes), Eric Renken (Yes), Motion carried (7-0).

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Approval of Checks:

The board reviewed the check register as presented.

Motion by Renken seconded by Kasprzak to approve Checks Written # 28515 - # 28542 totaling \$12,836.64 as presented. Roll call vote Jerry White (Yes), Chris Vella (Yes), Bill Kasprzak (Yes), Tim Ganus (Yes), Gary Mihills (Yes), Ric Huff (Yes), Eric Renken (Yes), Motion carried (7-0).

Aging Report

Josh Kay presented the aging report.

Motion by Renken, second by Huff, to approve the February 2024 Aging Report. Voice Vote (7-0) Motion Carries

DIRECTOR'S REPORT

Scribner presented the Director's Report. Cass County coverage, we've added additional 12 hour coverage daytime coverage.

Has secured a lease option to purchase new vehicle. Articles of incorporation: Scheduled to meet with Mike Homier on 3/26/2024.

Subsidy reconciliation is complete. Invoices have been prepared and will be mailed out.

EMS Week May 19-25, 50th anniversary of EMS week. Sophia and other employees will assist in the planning of an open house.

SMCAS on time performance in our primary coverage area for priority 1 was 91.5% in February.

ACTION ITEMS:

Medix Ambulance lease approval.

Motion by Chris Vella to not purchase vehicle. Motion dies without support.

Motion by Kasprzak, second Huff to purchase Medix Inc ambulance through a 60 month lease with United Federal Credit Union for \$143,588 and to authorize Executive Director James Brian Scribner to execute this lease. Roll call vote Jerry White (No), Bill Kasprzak (Yes), Tim Ganus (Yes), Chris Vella (No), Gary Mihills (Yes), Ric Huff (Yes), Eric Renken (Yes), Motion carried (5-2).

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Lactation Policy: Scribner presented a policy to bring SMCAS into compliance with federal law. This policy was developed with the assistance of employees who would be impacted. It has been approved by legal counsel.

Motion by Huff seconded by Kasprzak to adopt lactation policy . Roll call vote Jerry White (Yes), Chris Vella (Yes), Bill Kasprzak (Yes), Time Ganus (Yes), Gary Mihills (Yes), Ric Huff (Yes), Eric Renken (Yes) , Motion carried (7-0).

DISCUSSION ITEMS:

Eric Renken presented an amendment to the Milton Township contract. Brian Scribner will review the amendment with Legal Counsel and advise the board.

Scribner presented a quote for consulting services from McGrath for information only.

COMMENTS

Motion to Adjourn at 16:52 by Renken, second Huff to adjourn. Voice vote (7-0)