

SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE
BOARD OF TRUSTEES

Minutes
July 17, 2025
4:00 p.m.

XXyyCALL TO ORDER

The Regular July 17, 2025 meeting was called to order by Eric Renken at 4:00 p.m.

PRESENT: Ric Huff (City of Niles), Jerry White (Bertrand Township), Larry Money (City of Buchanan), *Linda Preston (Pokagon), Bill Kasprzak Chair (Howard Township), Jim Ringler (Niles Township), Wendi Heyliger (Buchanan Township)
*Linda Preston arrived at at 4:04

ABSENT: Eric Renken Co-Chair (Milton Township)

OTHERS PRESENT: Brian Scribner (Executive Director), Josh Kay (Operations Manager), Tim Rogers,

ADDITIONS / CORRECTIONS TO AGENDA

Motion by Heyliger, second by Kasprzak to add Grinder station quote and Directors wage evaluation to the agenda Roll call vote Ric Huff (Yes), Jim Ringler (Yes), Jerry White (Yes), Larry Money (Yes), Linda Preston (Yes), Bill Kasprzak (Yes), Wendi Heyliger (Yes) Motion carried (7-0).

APPROVAL OF MINUTES – June 26, 2025 Regular Meeting

Motion by Huff, second White, to approve the June 26, 2025 minutes, Voice Vote (7-0) Motion Carries

COMMITTEE REPORTS

Safety Committee:

Josh Kay presented the Safety Meeting report. Discussion on recent gunshots and camera installation.

Finance Report:

Scribner presented the June 2025 Financial Reports.

Motion by White, second by Huff to approve The May 2025 Financial Reports. Roll call vote Ric Huff (Yes), Jim Ringler (Yes), Jerry White (Yes), Larry Money (Yes), Linda Preston (Yes), Wendi Heyliger (Yes), Bill Kasprzak (Yes) Motion carried (7-0).

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Approval of Checks:

The board reviewed the check register as presented.

Review of Checks Written # 29415, 29459- Totaling \$ 59,786.47 and ACH expenditures totaling \$13,124.08 (Action Item). Roll call vote Ric Huff (Yes), Jim Ringler (Yes), Jerry White (Yes), Larry Money (Yes), Linda Preston (Yes), Wendi Heyliger (Yes), Bill Kasprzak (Yes) Motion carried (7-0).

Aging Report

Brian Scribner presented the June aging report. Was not included in packet.

DIRECTOR'S REPORT

Scribner presented the Director's report.
Fully Staffed More applicants in process
Remounted Ambulance being prepped
EMS Education License renewed. Classes are beginning.
Merger Discovery- still waiting for initial report.
Discussion regarding contract negotiations with Cass County
Response time performance was 91% for June

ACTION ITEMS:

Consideration of camera installation quote. Scribner presented a quote for ten security cameras to be installed on SMCAS stations.

Motion by White, second by Kasprzak to approve the CCP quote for security camera installation. Roll call vote Ric Huff (Yes), Jim Ringler (Yes), Jerry White (Yes), Larry Money (Yes), Linda Preston (Yes), Wendi Heyliger (Yes), Bill Kasprzak (Yes) Motion carried (7-0).

Consideration of approval of Quote for grinder station repair from Selge.

Motion by Huff, second by Heyliger to approve the approve the proposed annual budget July 1, 2025 – June 30, 2026. Roll call vote Ric Huff (Yes), Wendi Heyliger (Yes), Jerry White (Yes), Larry Money (Yes), Linda Preston (Yes), Jim Ringler(Yes), Bill Kasprzak (Yes) Motion carried (7-0).

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SUV Purchase - Tabled

4:49, motion by White, second by Heyliger to adjourn regular meeting to enter into closed session. Roll call vote Ric Huff (Yes), Wendi Heyliger (Yes), Jerry White (Yes), Larry Money (Yes), Linda Preston (Yes), Jim Ringler(Yes), Bill Kasprzak (Yes) Motion carried (7-0).

5:02 Motion by White, second by Preston to adjourn closed session and return to regular meeting at 5:02 pm Roll call vote Ric Huff (Yes), Wendi Heyliger (Yes), Jerry White (Yes), Larry Money (Yes), Linda Preston (Yes), Jim Ringler(Yes), Bill Kasprzak (Yes) Motion carried (7-0).

5:02 Resume regular meeting

Director's Wage Discussed

Director's Wage Evaluation discussed and agreed upon as presented at 12% increase.
Voice Vote (7-0)

DISCUSSION ITEMS: .

COMMENTS:

Motion to Adjourn at 17:53 by Huff, second Preston to adjourn. Voice vote (7-0)