

SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE
BOARD OF TRUSTEES
Minutes
August 21, 2025
4:00 p.m.

CALL TO ORDER

The Regular August 21, 2025 meeting was called to order by Bill Kasprzak at 4:00 p.m.

PRESENT: Ric Huff (City of Niles), Larry Money (City of Buchanan), Linda Preston (Pokagon), Bill Kasprzak Chair (Howard Township), Chris Vella (Niles Township), Wendi Heyliger (Buchanan Township)

ABSENT: Eric Renken Co-Chair (Milton Township), Jerry White (Bertrand Township),

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

ADDITIONS / CORRECTIONS TO AGENDA

Scribner requests that consideration of SUV purchase be added to agenda.

Motion by Preston, second by Huff to approve agenda as amended. Voice Vote (6-0) Motion Carries

APPROVAL OF MINUTES – July 17, 2025 Regular Meeting

Motion by Heyliger, second Huff, to approve the July 17, 2025 minutes, Voice Vote (6-0) Motion Carries

COMMITTEE REPORTS

Safety Committee:

Josh Kay presented the safety report.

Finance Report:

Scribner presented the June 2025 Financial Reports.

Motion by Huff, second by Money to approve The July 2025 Financial Reports. Roll call vote Ric Huff (Yes), Chris Vella (Yes), Larry Money (Yes), Linda Preston (Yes), Wendi Heyliger (Yes), Bill Kasprzak (Yes) Motion carried (6-0).

Approval of Checks:

The board reviewed the check register as presented.

SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE
BOARD OF TRUSTEES

Minutes
August 21, 2025
4:00 p.m.

Motion by Huff, second by Preston to approve review of Checks Written # 29428 - 29475- Totaling \$ 60,398.68 and ACH expenditures totaling \$200,648.31 (Action Item). Roll call vote Ric Huff (Yes), Chris Vella (Yes), Larry Money (Yes), Linda Preston (Yes), Wendi Heyliger (Yes), Bill Kasprzak (Yes) Motion carried (6-0).

Aging Report

Scribner/Kay presented the July aging report.

DIRECTOR'S REPORT

Scribner presented the Director's report.
Staffing challenges
Merger Discovery
Cass County Updates
Ontime performance

ACTION ITEMS:

Consideration of two quotes for the purchase of an echo unit.

Motion by Huff, second by Heyliger to approve the a quote for the purchase of a new Ford Expedition with law enforcement package. Roll call vote Ric Huff (Yes), Chris Vella (Yes), Larry Money (Yes), Linda Preston (Yes), Wendi Heyliger (Yes), Bill Kasprzak (Yes) Motion carried (6-0).

Consideration of request to open two new bank accounts for capital funds.

Motion by Huff, second by Vella "Approval to open two (2) additional accounts at United Federal Credit Union to be labeled 1)North Ops and 2)South Ops. Both accounts will be money market accounts or equivalent. The purpose of these accounts will be to hold capital asset funds. Signers on these accounts will be the same as our other accounts. Roll call vote Ric Huff (Yes), Chris Vella (Yes), Larry Money (Yes), Wendi Heyliger (Yes), Linda Preston (Yes), Bill Kasprzak (Yes) Motion carried (6-0).

DISCUSSION ITEMS: .

Cass County Contract discussion

COMMENTS:

SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE
BOARD OF TRUSTEES

Minutes
August 21, 2025
4:00 p.m.

Motion to Adjourn at 17:06 by Huff, second Preston to adjourn. Voice vote (6-0)