

SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE
BOARD OF TRUSTEES
Minutes
September 18, 2025
4:00 p.m.

CALL TO ORDER

The Regular September 18, 2025 meeting was called to order by Bill Kasprzak at 4:00 p.m.

PRESENT: Joe Ray (City of Niles), Larry Money (City of Buchanan), Linda Preston (Pokagon), Bill Kasprzak Chair (Howard Township), Chris Vella (Niles Township)*, Wendi Heyliger (Buchanan Township); Jerry White (Bertrand Township),

*Chris Vella arrived at 4:01

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

OTHERS PRESENT: Brian Scribner (Executive Director), 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 (7-0) Motion Carries

APPROVAL OF MINUTES – August 21, 2025 Regular Meeting

Motion by Kasprzak, second Money, to approve the August 21, 2025 minutes, Voice Vote (6-0) Motion Carries

COMMITTEE REPORTS

Safety Committee:

No report

Finance Report:

Scribner presented the August 2025 Financial Reports.

Motion by Money, second by Heyliger to approve The August 2025 Financial Reports. Roll call vote Joe Ray (Yes), Jerry White (Yes), Larry Money (Yes), Linda Preston (Yes), Wendi Heyliger (Yes), Bill Kasprzak (Yes), Chris Vella (Yes), Motion carried (7-0).

Approval of Checks:

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The board reviewed the check register as presented.

Motion by Heyliger, second by Money to approve review of Checks Written # 29476 - 29522- Totaling \$ 158,478.63 and ACH expenditures totaling \$92,555.40 (Action Item). Roll call vote Ron Ray (Yes), Chris Vella (Yes), Larry Money (Yes), Linda Preston (Yes), Wendi Heyliger (Yes), Bill Kasprzak (Yes), Jerry White (Yes), Motion carried (7-0).

Aging Report

Scribner presented the August aging report.

DIRECTOR'S REPORT

Scribner presented the Director's report.
Meeting with and HR firm to explore outsourcing human resources
Taken delivery of SUV
Merger Discovery update
Cass County contract Update
Potential fee schedule change
Ontime performance

ACTION ITEMS:

DISCUSSION ITEMS: .

Potential HR and Payroll outsourcing

Fee Schedule Discussion

COMMENTS:

Motion to Adjourn at 17:06 by White, second Heyliger to adjourn. Voice vote (7-0)