

SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE
BOARD OF TRUSTEES
Minutes
November 20, 2025
4:00 p.m.

CALL TO ORDER

The Regular November 20, 2025 meeting was called to order by Bill Kasprzak at 4:00 p.m.

PRESENT: Linda Preston (Pokagon), Bill Kasprzak Chair (Howard Township), Chris Vella (Niles Township), Wendi Heyliger (Buchanan Township); Jerry White (Bertrand Township)

ABSENT: Eric Renken Co-Chair (Milton Township), Joe Ray (City of Niles), Larry Money (City of Buchanan),

OTHERS PRESENT: Brian Scribner (Executive Director), Tim Rogers (Niles City), Josh Kay, Chris Brooks (North Cass), Amy Jiroff, LaGrange Twp.

ADDITIONS / CORRECTIONS TO AGENDA

None

APPROVAL OF MINUTES – October 16, 2025 Regular Meeting

Motion by Preston, second Vella, to approve the October 16, 2025 minutes, Voice Vote (5-0) Motion Carries

COMMITTEE REPORTS

Safety Committee:

No Report

Finance Report:

Scribner presented the October 2025 Financial Reports.

Motion by Kasprzak, second by White to approve The October 2025 Financial Reports. Roll call vote Jerry White (Yes), Linda Preston (Yes), Wendi Heyliger (Yes), Bill Kasprzak (Yes), Chris Vella (Yes) Motion carried (5-0).

Approval of Checks:

The board reviewed the check register as presented.

Motion by Heyliger, second by Money to approve review of Checks Written 29566 - 29603-ACH expenditures totaling \$413,226.40 (Action Item). Roll call vote Jerry White(Yes), Chris Vella (Yes), Linda Preston (Yes), Wendi Heyliger (Yes), Bill Kasprzak (Yes), Motion carried (5-0).

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Aging Report

Scribner and Kay presented the October aging report.

DIRECTOR'S REPORT

Scribner presented the Director's report.
Reddi HR Update
Sewer Lift Station Repair completed
Cass County Contract Signed
On-time performance

ACTION ITEMS:

Approval to move forward with ReddiHR and Paylocity to provide HR and payroll for all SMCAS employees

Motion by Heyliger, second by Kasprzak to approve Director Brian Scribner to move forward with Reddi HR and Paylocity. (Action Item). Roll call vote Chris Vella (Yes), Jerry White (Yes), Linda Preston (Yes), Wendi Heyliger (Yes), Bill Kasprzak (Yes), Motion carried (5-0).

DISCUSSION ITEMS: .

COMMENTS:

Motion to Adjourn at 14:46 by Preston, second Heyliger to adjourn. Voice vote (5-0)