

SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE  
BOARD OF TRUSTEES  
Minutes  
December 19, 2024  
4:00 p.m.

**CALL TO ORDER**

The Regular December 19, 2024 meeting was called to order by Bill Kasprzak at 4:01 p.m.

**PRESENT:** Christine Vella (Niles Township)(Zoom), Ric Huff (City of Niles), Wendi Heyliger (Buchanan Township), Larry Money (City of Buchanan), Jerry White (Bertrand Township)(Zoom), Bill Kasprzak, Chairman (Howard Township), Eric Renken Co-Chair (Milton Township), Gary Mihills (Pokagon),

**ABSENT:** None

**OTHERS PRESENT:** Brian Scribner (Executive Director), Josh Kay (Operations Manager) Two SMCAS employees

**ADDITIONS / CORRECTIONS TO AGENDA**

None

**APPROVAL OF MINUTES – November 21, 2024 Regular Meeting**

**Motion by Huff, second Kasprzak, to approve the November 21, 2024, Regular Meeting Minutes. Voice Vote (6-0) Motion Carries**

**COMMITTEE REPORTS**

*Safety Committee:*

Josh presented minutes and update on Safety Committee progress

*Finance Report:*

Scribner presented the November 2024 Financial Reports.

**Motion by Huff, seconded by Money to approve The November 2024 Financial Report. Roll call vote Eric Renken (Yes), Wendi Heyliger (Yes), Ric Huff (Yes), Larry Money (Yes), Bill Kasprzak(Yes), Gary Mihills (Yes) Motion carried (6-0).**

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*Approval of Checks:*

The board reviewed the check register as presented.

**Motion by Kasprzak seconded by Money to approve # 29045- # 29104 and 11 ACH expenditures totaling \$171,543.61 . Roll call vote Eric Renken (Yes), Wendi Heyliger (Yes), Ric Huff (Yes), Larry Money (Yes), Bill Kasprzak(Yes), Gary Mihills (Yes) Motion carried (6-0).**

**Aging Report**

Josh Kay presented the November aging report.

**DIRECTOR'S REPORT**

Scribner presented the Director's report.  
Four potential employees in hiring process.  
Added brush guard to this truck to prevent further damage.  
Crews will have a catered meal for December.  
Annual audit draft received.  
Still waiting on sick leave act final amendment. Currently planning to comply with the law as written.  
Education and compliance coordinator has started  
Merger discovery continues  
Board meeting for January moved to the 23<sup>rd</sup>.  
SMCAS achieved 96% on-time performance for P-1 responses

**ACTION ITEMS:**

Consideration of quote for new Medix ambulance purchase

**Motion by Kasprzak, second by Huff to approve purchase of Medix Ambulance not to exceed \$182,000 Roll call vote Eric Renken (Yes), Wendi Heyliger (Yes), Ric Huff (Yes), Larry Money (Yes), Bill Kasprzak(Yes), Gary Mihills (Yes) Motion carried (6-0)**

**DISCUSSION ITEMS: .**

**COMMENTS:**

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**Motion to Adjourn at 17:09 by Renken, second Huff to adjourn. Voice vote (6-0)**