

SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE
BOARD OF TRUSTEES
Minutes
February 15, 2024
4:00 p.m.

CALL TO ORDER

The Regular February 15, 2024 meeting was called to order by Bill Kasprzak at 4:00 p.m.

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

ABSENT: Tim Ganus (City of Buchanan)

OTHERS PRESENT: Brian Scribner (Executive Director) (Zoom), Josh Kay (Operations Manager), Tim Rogers (Niles City Council), Four SMCAS employees

ADDITIONS / CORRECTIONS TO AGENDA – None

Motion by White, Second Renken to approve February 15, 2024 agenda. Agenda Voice Vote (7-0) motion carries

APPROVAL OF MINUTES – January 25, 2024 Regular Meeting

Motion by Huff, second by Renken, to approve the January 25, 2024 Regular Meeting Minutes. Voice Vote (7-0) Motion Carries

COMMITTEE REPORTS

Safety Committee:

There was no Safety Committee Meeting this month.

Finance Report:

Scribner presented the January 25, 2024 Financial Reports.

Motion by Vella seconded by Kasprzak to approve the January 2024 Financial Report. Roll call vote Jerry White (Yes), Chris Vella (Yes), Bill Kasprzak (Yes), Wendi Heyliger (Yes), Gary Mihills (Yes), Ric Huff (Yes), Eric Renken (Yes), Motion carried (7-0).

Approval of Checks:

The board reviewed the check register as presented.

Motion by White seconded by Kasprzak to approve Checks Written # 28476 - #28514 and Bills paid totaling \$101,154.40 as presented. Roll call vote Jerry White (Yes), Chris Vella

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(Yes), Bill Kasprzak (Yes), Wendi Heyliger (Yes), Gary Mihills (Yes), Ric Huff (Yes), Eric Renken (Yes) , Motion carried (7-0).

Aging Report

Josh Kay presented the aging report.

DIRECTOR'S REPORT

Scribner presented the Director's Report. Staffing Challenges. Employees on medical leave. Preparing to staff up Cass Division. Update on new equipment. Power loads are available for Board to see after meeting.

Accidental ordering of additional ambulance. Dowagiac City has offered to purchase vehicle. Board prefers we seek leasing options instead.

SMCAS on time performance for priority 1 was 90% in February.

ACTION ITEMS:

Renewal of temporary agreement with Cass County. Rick Huff suggests Michael Homier be directed by Brian Scribner to craft the first draft of a permanent agreement. Scribner states he will work with Michael to get this done.

Motion by Huff seconded by Kasprzak to renew temporary agreement with Cass County Ambulance Authorities for 6 month period from March 1, 2024 through August 30, 2024 with same stipulations as previous agreement. Roll call vote Jerry White (Yes), Chris Vella (Yes), Bill Kasprzak (Yes), Wendi Heyliger (Yes), Gary Mihills (Yes), Ric Huff (Yes), Eric Renken (Yes) , Motion carried (7-0).

DISCUSSION ITEMS:

The Board would like to see copies of all existing contracts.

COMMENTS

Motion to Adjourn at 17:30 by Renken, second Huff to adjourn. Voice vote (7-0)