

SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE  
BOARD OF TRUSTEES  
Minutes  
January 23, 2025  
4:00 p.m.

**CALL TO ORDER**

The Regular January 23, 2025 meeting was called to order by Bill Kasprzak at 4:00 p.m.

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

**ABSENT:** Larry Money (City of Buchanan), Gary Mihills (Pokagon),

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

**ADDITIONS / CORRECTIONS TO AGENDA**

None

**APPROVAL OF MINUTES – December 19, 2024 Regular Meeting**

**Motion by Kasprzak, second Heyliger, to approve the December 19, 2024, Regular Meeting Minutes. Voice Vote (6-0) Motion Carries**

**PRESENTATION OF 2024 AUDIT BY SEIGFREID AND CRANDALL**

**Motion by Huff, second by Renken to accept the 2024 Audit as presented. Roll call vote Eric Renken (Yes), Wendi Heyliger (Yes), Ric Huff (Yes), Chris Vella (Yes), Bill Kasprzak (Yes), Jerry White (Yes) Motion carried (6-0).**

**COMMITTEE REPORTS**

*Safety Committee:*

No Safety Committee Meeting

*Finance Report:*

Scribner presented the December 2024 Financial Reports.

**Motion by White, second by Kasprzak to approve The December 2024 Financial Report. Roll call vote Eric Renken (Yes), Wendi Heyliger (Yes), Ric Huff (Yes), Chris Vella (Yes), Bill Kasprzak (Yes), Jerry White (Yes) Motion carried (6-0).**

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*Approval of Checks:*

The board reviewed the check register as presented.

**Motion by Heyliger second by Huff to approve # 29105- # 29156 and 26 ACH expenditures totaling \$175,488.80 . Roll call vote Roll call vote Eric Renken (Yes), Wendi Heyliger (Yes), Ric Huff (Yes), Chris Vella (Yes), Bill Kasprzak (Yes), Jerry White (Yes) Motion carried (6-0).**

**Aging Report**

Josh Kay / Brian Scribner presented the December aging report.

**DIRECTOR'S REPORT**

Scribner presented the Director's report.  
Five potential employees in hiring process.  
Last ordered truck will hopefully be here in 8 months  
We are adding new AVL hardware to our trucks  
We are prepared for sick-time compliance  
Merger Discovery continues  
Education and compliance coordinator has started  
Merger discovery continues  
On-time performance 96% for December

**ACTION ITEMS:**

Consideration of quote for the purchase of new Lifepak 35 monitors for a total cost of \$314,781.87

**Motion by Huff, second by White to approve purchase of new Lifepak 35 monitors as presented. Roll call vote Eric Renken (Yes), Wendi Heyliger (Yes), Ric Huff (Yes), Chris Vella (Yes), Bill Kasprzak (Yes), Jerry White (Yes) Motion carried (6-0).**

Consideration of proposed 2025 Fee Schedule

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**Motion by Renken, second by White to proposed 2025 fee schedule as presented. Roll call vote Eric Renken (Yes), Wendi Heyliger (Yes), Ric Huff (Yes), Chris Vella (Yes), Bill Kasprzak (Yes), Jerry White (Yes) Motion carried (6-0).**

Consideration quote from Copy Image for the purchase of a TASKalfa 7054ci Document Station for 11,250.00

**Motion by Renken, second by White to approve the purchase of a TASKalfa 7054ci as presented. Roll call vote Eric Renken (Yes), Wendi Heyliger (Yes), Ric Huff (Yes), Chris Vella (Yes), Bill Kasprzak (Yes), Jerry White (Yes) Motion carried (6-0).**

**DISCUSSION ITEMS: .**

**Cass County Financial Feasibility Presentation by Jerry White**

Jerry White presented the results of the financial feasibility study he conducted.

**Cass County Contract**

Brian Scribner presented the contract to be presented to the Cass County Ambulance Authorities.

**COMMENTS:**

**Motion to Adjourn at 17:41 by Renken, second Kasprzak to adjourn. Voice vote (6-0)**