

SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE  
BOARD OF TRUSTEES  
Minutes  
January 25, 2024  
4:00 p.m.

**CALL TO ORDER**

The Regular January 25, 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), Tim Ganus (City of Buchanan), Gary Mihills (Pokagon), Ric Huff (City of Niles), Wendi Heyliger (Buchanan Township), Eric Renken Co-Chair (Milton Township),

**ABSENT:** None

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

**ADDITIONS / CORRECTIONS TO AGENDA – None**

**Motion by Renken, Second Huff to approve January 25, 2023 agenda. Agenda Voice Vote (8-0) motion carries**

**APPROVAL OF MINUTES – December 21, 2023 Regular Meeting**

**Motion by Kasprzak, second by Vella, to approve the December 21, 2023 Regular Meeting Minutes. Rescinded due to correction. Voice Vote (0-0)**

**Motion by Huff, second by Mihills, to approve the Corrected December 21, 2023 Regular Meeting Minutes to reflect presentation of auditor’s report. Voice Vote (8-0) Motion Carries**

**COMMITTEE REPORTS**

*Safety Committee:*

There was no Safety Committee Meeting this month.

*Finance Report:*

Scribner presented the December 2023 Financial Reports.

**Motion by Kasprzak seconded by Renken to approve the December 2023 Financial Report. Roll call vote Jerry White (Yes), Chris Vella (Yes), Bill Kasprzak (Yes), Wendi Heyliger (Yes), Tim Ganus (Yes), Gary Mihills (Yes), Ric Huff (Yes), Eric Renken (Yes) , Motion carried (8-0).**

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*Approval of Checks:*

The board reviewed the check register as presented.

**Motion by Huff seconded by Renken to approve Checks Written # 28418 - # 28475 and Bills paid totaling \$73,949.19 as presented. Roll call vote Jerry White (Yes), Chris Vella (Yes), Bill Kasprzak (Yes), Wendi Heyliger (Yes), Tim Ganus (Yes), Gary Mihills (Yes), Ric Huff (Yes), Eric Renken (Yes) , Motion carried (8-0).**

**Aging Report**

Josh Kay presented the aging report. There is an increase in in current through 90 days, which is reflective of current efforts to catch up the billing cycle.

**DIRECTOR'S REPORT**

Scribner presented the Director's Report. Fully staffed plus additional staff for further expansion into Cass County. Education Programs continuing to be successful. On-time performance 90% for P-1 calls.

**ACTION ITEMS:**

Consideration of 2024 Fee Schedule for adoption.

**Motion by Renken seconded by Vella to adopt Fee Schedule for 2024 as presented. Roll call vote Jerry White (Yes), Chris Vella (Yes), Bill Kasprzak (Yes), Wendi Heyliger (Yes), Tim Ganus (Yes), Gary Mihills (Yes), Ric Huff (Yes), Eric Renken (Yes) , Motion carried (8-0).**

**DISCUSSION ITEMS:**

Discussion regarding Cass County Operations

**Motion by Kasprzak, second by Heyliger to extend Cass County contract for 6 months to include providing second ambulance, providing more time to work on articles of incorporation.**

Board Members indicated that they needed to take this back to their community leadership for consideration before they could vote Yes.

Both Milton and Pokagon representatives stated they would abstain from voting given that this is an issue for the owner municipalities.

**Roll call vote Jerry White (No), Chris Vella (No), Bill Kasprzak (Yes), Wendi Heyliger (Yes), Tim Ganus (No), Gary Mihills (abstain), Ric Huff (No), Eric Renken (abstain) , Motion does not carry (2-4-2).**

**COMMENTS**

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**Motion to Adjourn at 17:30 by Renken, second Huff to adjourn. Voice vote (8-0)**