

SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE  
BOARD OF TRUSTEES  
Minutes  
June 20, 2024  
4:00 p.m.

**CALL TO ORDER**

The Regular June 20 2024 meeting was called to order by Eric Renken at 4:00 p.m.

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

**ABSENT:** None

**OTHERS PRESENT:** Brian Scribner (Executive Director), Josh Kay (Operations Manager), Tim Rogers (Niles City Council), Dan Pulaski (Niles Township), Kevin Anderson (City of Dowagiac)

**ADDITIONS / CORRECTIONS TO AGENDA**

Scribner requests that Consideration of Annual Budget be added as an action item.

**Motion by Renken, second by Huff, to approve amended agenda. Voice Vote (7-0)  
Motion Carries**

\*Bill Kasprzak Arrives at 4:02.

**APPROVAL OF MINUTES – May 16, 2024 Regular Meeting**

**Motion by Renken, second by Huff, to approve the May 16, 2024 Regular Meeting Minutes. Voice Vote (8-0) Motion Carries**

**COMMITTEE REPORTS**

*Safety Committee:*

There was no Safety Committee Meeting this month.

*Finance Report:*

Scribner presented the May 2024 Financial Reports.

**Motion by Renken, seconded by White to approve The May 2024 Financial Report. Roll call vote Wendi Heyliger (Yes), Gary Mihills(Yes),Chris Vella (Yes), Bill Kasprzak (Yes), Ric Huff (Yes), Jerry White (Yes), Larry Money (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 Renken seconded by Huff to approve Checks Written # 28638 - # 28672 totaling \$46,174.23. Roll call vote Wendi Heyliger (Yes), Gary Mihills(Yes),Chris Vella (Yes), Bill Kasprzak (Yes), Ric Huff (Yes), Jerry White (Yes), Larry Money (Yes), Eric Renken(Yes) Motion carried (8-0).**

**Aging Report**

Josh Kay presented the May aging report. Still working to improve the billing cycle.

**DIRECTOR'S REPORT**

Staffing has improved. Seven new employees are in the hiring process. Still have one fulltime opening.

Waiting to hear the outcome of our grant application requesting \$396,000 for paramedic education.

A final draft of Amended Articles of Incorporation has been distributed to the municipalities for approval.

SMCAS received 147 P-1 requests in May and achieved 95% on-time performance.

**ACTION ITEMS:**

Consideration For Approval: Southwestern Michigan Community Ambulance Service, July 1, 2024 - June 30, 2025 Proposed Budget

Scribner presents the proposed budget starting July 1, 2024 and ending June 30, 2025

**Motion by Vella seconded by Kasprzak to approve the 2024-2025 budget as presented. Roll call vote Wendi Heyliger (Yes), Gary Mihills(Yes),Chris Vella (Yes), Bill Kasprzak (Yes), Ric Huff (Yes), Jerry White (Yes), Larry Money (Yes), Eric Renken(Yes) Motion carried (8-0).**

**DISCUSSION ITEMS: .**

Huff questioned municipalities who have not paid part of their subsidy. It is not fair to the municipalities who have paid their share. Board discussed remedies for this problem.

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Discussion on pay increases for SMCAS employees. The last negotiated increase of 5% goes into effect in September.

**COMMENTS**

**Motion to Adjourn at 17:01 by Renken, second Kasprzak to adjourn. Voice vote (8-0)**