

# COMMUNITY EMERGENCY SERVICE – MEDIC 1

## Minutes of Meeting January 26, 2023

### BOARD MEMBERS ATTENDING:

Brandon Chiarello, Lincoln Twp.	Ed Meny, St. Joseph Twp.
Steve Neubecker, St Joseph City	Zach Carson, Lake Twp.
Mike Hildebrand, Oronoko Township	Levi Kiester, Bridgman City
Rachael Kuzda, Village of Berrien Springs	Allen Weich, Chikaming Twp.
Cathy Yates, Benton Charter Twp.	Jack Rogers, New Buffalo Twp.
Brian Kazmierzak, Benton Harbor City	Dennis Krotzer, Baroda Twp.
Dave Chandler, Sodus Township	Al DiBrito, Corewell Health South
Darwin Watson, New Buffalo City	Jason Wiley, Director
John Wilks, Former Lake Twp. Rep.	Lisa Flemming, Operations Manger
Several Medic 1 Staff Members	Julianna Knot, Herald-Palladium Newspaper

### ROLL CALL AND MINUTES:

- The meeting was called to order by Weich and opened with the Pledge of Allegiance led by Rachael Kuzda. The roll was called, and the above-listed quorum was present.
- Correction to the December Minutes – Al DiBrito, Corewell Health South and Zach Carson, Lake Twp. were present. Zach is now the Lake Twp. Rep.
- A motion was made by Chandler seconded by Rogers to approve the minutes of December 15, 2022. Motion carried.

### PAYMENT OF BILLS:

- The list of bills for the month of December in the amount of \$53,322.80 was presented and a motion to approve the bills was made by Watson and seconded by Yates. Motion carried.
- There was a question regarding FICA and if money would be moved around in the budget to cover the overage, it will be done at the next Executive Board Budget Meeting.
- Gas and oil costs starting to level off.
- Bills were higher for December due to Employee Bonuses.
- Verizon bill is being straightened out – currently 2 bills, Jason is combining those once he is put on the account.

### WRITE-OFFS:

- The write-off list was presented for December in the amount of \$55,322.80 and a motion was made by Krotzer was seconded by Chandler to approve them. Motion carried.

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### EXECUTIVE BOARD REPORT:

- Hildebrand related that the Executive Board had been working on the Employment Agreement for Jason Wiley as well as the Billing Rates. The Employment Agreement for Wiley has been finalized and signed.

### DIRECTOR'S REPORT:

- The Hiring Committee and Jason met with 2 candidates for the Operations Manager Position, Jason Russell, and Lisa Flemming. Lisa was ultimately selected as the new Operations Manager. She is still currently on shift while some staffing issues are resolved but should be in the office shortly.
- Working with Brandi and Education Team
- Medic 1 and SMCAS have received a grant from the State of Michigan to cover the costs and salaries of 11 paramedic students and VBEMS and SHAES received a grant for 10. Due to this grant, the July Paramedic class will have 21 students at no cost to any agency or individual.
- Staffing – recently lost 3 full-time members. 1 went part-time, 1 left, and a 3<sup>rd</sup> had their license suspended due to legal issues and is in the 2<sup>nd</sup> part of an appeal process as they lost the first appeal process with Medical Control. Three part-time employees and four former employees have spoken with Jason about coming back due to the change in leadership and culture.
- Received a Certified Letter from Pride Care (as did other local services) about signing a mutual aid agreement. It was discussed and was the consensus of the board not to sign any agreement with Pride Care. They requested help over 200 times last year compared to Medic requesting help 15-20. SMCAS/Medic requested help from each other a total of 10 times combined. We will continue to respond to P1 calls when requested by Pride Care if units are available. Pride Care has abused Mutual Aid system-wide and no services support this agreement.
- In December both calls and transfers were up. Jason is working with Corewell Health South to take on more transfers.

### OPERATIONS REPORT:

Lisa Flemming related the following:

- Christmas Shift Breakfasts went well in December.
- Secret Santa took place among the employees.
- Baby Photo contest taking place now.
- Trying to get a group to do the Polar Plunge in February.

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### EDUCATION:

Brandi reported the following:

- EMT class has 15 applications, with 7 more phone calls from people interested yesterday. Looking at adding more spots to the class.
- Working with Cory Thompson to teach a MFR class starting in March.
- 5 Year Plan is to make Medic 1 the premiere spot for EMS education in the area.
- Brandi is working on getting her Master's Degree in Education
- Working with KCC to teach a CCT and Peds CCT class in the area.
- Heart Health – February Community Outreach
- CPR – June Community Outreach
- Taught 8 CPR classes in the past month.
- 3 Career days scheduled in February.

### HOSPITAL REPORTS:

Al DiBrito related the following:

- Starting to use the “Just Culture” type of process for Disciplinary Process through the MCA
- Newest name for Lakeland is Corewell Health South
- New ER opening has been delayed by fire code issues.
- New pharmacy in ER now open until Midnight, working on 24/7
- Medic faces seem much happier around the hospital with the recent culture change.

### OLD BUSINESS:

- Allen Weich briefed everyone on Jason's contract. Auto-renewing, performance metrics, and conditional but limited raises built in.

### NEW BUSINESS:

- Discussion on Billing Rates and approval of 2023 Rates
- E-Board and Jason tied it to a percentage of the Medicare/Medicaid billable rates so it makes it easier for future rate adjustments. Motion to approve Meny, 2<sup>nd</sup> Chandler, Roll Call Vote – all agencies present voted in favor, none against.
- Discussion on disposal of 2 older ambulances. Discussion about selling one to Eau Claire and donating one to the Education Department.

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- Motion to approve the rate structure as presented with final approval coming in February with the 2023 Budget. Motion to approve Meny, 2<sup>nd</sup> Chandler, Roll Call Vote – all agencies present voted in favor, none against.
- Discussion to cancel all advertising with Midwest Family Radio. Money is better used elsewhere in the company.
- Motion by Meny, Seconded by Neubecker, all vehicles disposed of by Medic 1 must go through a Public Bid Process.
- New Supervisor Tahoe canceled; current vehicle meets the agency's needs for the next 1-2 years.
- Coloma is still interested in being served by Medic 1. Director Wiley continues to work on this with Police Chief Wes Smigelski and will be contacting Watervliet as well to meet with them.
- Discussion on Operational Committees – E-Board will meet on this.
- Discussion on Pipestone Twp/Eau Claire. We service their area but they are not charged a subsidy. Chandler will contact their supervisor to start the discussion. Medic 1 responded to their area approx. 351 times last year, much more than some of our areas that do pay subsidies. Will place on future agenda.

### GOOD OF THE ORDER:

- Board Member contact list will be sent out by Allen Weich in the next couple of weeks
- Need for EMS Acronym list for board members not familiar with EMS.
- Next meeting February 23, 2023 – 0830hrs.

A motion was made by Carson seconded by Chandler to adjourn at 9:45 AM Motion carried – all in favor.

Respectfully Submitted-



Brian P. Kazmierzak, EFO/PEM

MEDIC 1 Board Secretary/Treasure