

COMMUNITY EMERGENCY SERVICE – MEDIC 1

Minutes of Meeting

1/25/24

BOARD MEMBERS ATTENDING:

Cathy Yates, Benton Twp.
Levi Kiester, City of Bridgman
Mike Hildebrand, Oronoko Township
Allen Weich, Chikaming Twp.
Rachael Kuzda, Village of Berrien Springs
Brian Kazmierzak, Benton Harbor City
John Wilk, Lake Twp.

Darwin Watson, New Buffalo City
Steve Neubecker, St Joseph City
Jack Rogers, New Buffalo Twp.
Levi Kiester, City of Bridgman
Brandon Chiarello, Lincoln Twp.
Steve Tilly, Royalton Twp.
Bruce Stover, Berrien Twp.

BOARD MEMBERS ABSENT:

Weesaw Twp.
Dave Chandler, Sodus Twp.

Dennis Krotzer, Baroda Twp.
Ed Meny, St. Joseph Twp.

MEDIC 1 EMPLOYEES:

Mike Schultz, Shift Supervisor
Jason Wiley, Director
Lisa Flemming, Operations Manager
Eric Farrell, Training Officer

Jason Russell, Shift Supervisor
Kristen Patterson
Kate Kenrich, Dispatch Supervisor

COREWELL HEALTH SOUTH EMPLOYEES:

Al DiBrito, Corewell Health South (Ad Hoc Medic 1 Board Member)
Joe Effa, Director of Transportation

CONTRACTED SERVICE AREAS:

Mike Haskins, Pipestone
Danielle Teterman, Watervliet

Wes Smigelski, Coloma Twp.

PUBLIC:

None

ROLL CALL AND MINUTES:

- The meeting was called to order by Weich at 0830hrs and opened with the Pledge of Allegiance. The roll was called, and the above-listed quorum was present.
- A motion was made by Tilly seconded by Yates to approve the December minutes with one correction. Motion carried.
- Financial Report – MAAS – significant increase due to payroll audit and increased staff/expansion, had a \$74,800 underpayment. Insurance went up due to the staff increase as well.

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PAYMENT OF BILLS:

- The list of bills for December 2023 was presented and a motion to approve the bills was made by Watson and seconded by Rogers. Motion carried.
- Discussion of legal fees, CBA, Bylaws, Articles of Incorporation at the State Attorney General's office,

WRITE-OFFS:

- The write-off list was presented for December 2023 and a motion made by Tilly was seconded by Yates. Motion carried.

EXECUTIVE BOARD REPORT:

- See New Business

DIRECTOR'S REPORT:

- 3 Ambulances are done, built, through recall, and picked up later today. 2 – 2024 units were done in April, but already recalled.
- Admin Asst. has put in resignation – that position was to replace Elaine.
- 5 full-time personnel lost – Supervisor position posted – will be filled in the next week or will go outside to fill.
- The CTE Program at Berrien Springs is looking to purchase an Ambulance. The CTE program has a grant and has approved to spend \$17,500 – we would have a Medic 1 Ambulance at a Medic 1 Program. Tilly moved, and Rogers, made a motion to allow the CTE program to use the ambulance in the meantime until a legal opinion can be provided about the bylaws and disposal of property.

OPERATIONS REPORT:

- Breakdown per car
- 4 part-time basics looking for full-time – a couple of medic/medic crews being split up
- Watervliet Station open since 1/1/24 at 0800 – going well.
- People want to be held more accountable.
- Starting employee mental health program.

EDUCATION REPORT:

- 3 programs are going on, Paramedic class – 20, High School EMT – 19, and Adult EMT program with 10 students.

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- Working on improving training equipment – including Sim Man ALS - \$27,000

DISPATCH

- No Report

HOSPITAL REPORTS:

- ER Construction is almost done.
- Started construction on the front of the hospital for new offices.
- App for new protocols thanks to Medic 1

CONTRACTED SERVICE AREAS

- None

OLD BUSINESS:

- **Funding Models** – will be removed from the Agenda until Articles of Incorporation are updated.

NEW BUSINESS:

- The budget needs to be built and approved by the next board meeting.
 - **Service Rates** – Page 40 of Board Packet – set a Medicare Multiplier in 2023 – the same multiplier used for 2024. Motion – Neubecker, Support – Tilly, All in Favor via Roll Call Vote
 - **Owner Municipalities** – discussion on percentage, dollar amount, or increase the original entities by 10% and others by 5%, or a 2-year plan to get all original entities to \$10.00.
 - Original Municipalities will have \$1.57 increase 2 years in a row, extended service area will stay flat.
- **2023-2024 Audit** - Motion to use Kugel Lawton for current year audit at \$8750, Hildebrand, and support by Watson, will use them again for audit this year, next year we will put out an RFP for a new auditor.
- **Articles of Incorporation** – need to be updated now that the bylaws are in place, The Attorney General's Office has suggestions for cleaning up verbiage. The goal if possible is to wait to approve the language changes until we clean up the Articles of Incorporation.
- **CBA Update** – need to go into closed session to discuss as a board.

CLOSED SESSION:

- Motion to go into closed session pursuant to Section 8(C) of the Open Meetings Act in order to consider strategy in connection with the negotiation of a collective bargaining agreement. Motion Kazmierzak by, Support by Neubecker, Roll Call vote all in favor.

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A motion was made by Hildebrand seconded by Watson to adjourn at 10:10 AM Motion carried – all in favor. The next meeting is on February 22nd, 2024.

Respectfully Submitted-

A handwritten signature in black ink, appearing to read 'B. Kazmierzak', is written on a light-colored rectangular background.

Brian P. Kazmierzak, EFO/PEM
Medic 1 Board Secretary/Treasurer