

COMMUNITY EMERGENCY SERVICE – MEDIC 1

Minutes of Meeting

3/28/2024

BOARD MEMBERS ATTENDING:

Cathy Yates, Benton Twp.
Dennis Krotzer, Baroda Twp.
Mike Hildebrand, Oronoko Township
Allen Weich, Chikaming Twp.
Rachael Kuzda, Village of Berrien Springs
Zach Carlson, Lake Twp.
Dave Chandler, Sodus Twp.

Ed Meny, St. Joseph Twp.
Steve Neubecker, St Joseph City
Jack Rogers, New Buffalo Twp.
Levi Kiester, City of Bridgman
Darwin Watson, New Buffalo City
Steve Tilly, Royalton Twp.

BOARD MEMBERS ABSENT:

Brian Kazmierzak, Benton Harbor City
Brandon Chiarello, Lincoln Twp.

Bruce Stover, Berrien Twp.
Weesaw Twp.

MEDIC 1 EMPLOYEES:

Mike Schultz, Shift Supervisor
Jason Wiley, Director
Laura White, Union Representative
Sam Darcey, FTO Supervisor

Jason Russell, Shift Supervisor
Lisa Flemming, Operations Manager
Carlos Luna, Shift Supervisor
Cody Phillips, Shift Supervisor

COREWELL HEALTH SOUTH EMPLOYEES:

Joe Effa, Director of Transportation

Dr. Jonathan Beyer, Medical Director

CONTRACTED SERVICE AREAS:

Mike Haskins, Pipestone

Wes Smigelski, Coloma Twp.

PUBLIC:

John Wilk, Lake Twp.

Josh Kay, SMCAS

ROLL CALL AND MINUTES:

- The meeting was called to order by Weich at 0832 hrs and opened with the Pledge of Allegiance. The roll was called, and the above-listed quorum was present.
- A motion was made by Rogers seconded by Chandler to approve the February minutes. Motion carried.
- Financial Report presented and discussed

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PAYMENT OF BILLS:

- Director Wiley shared that he is working to reduce some expenditures media (social, print) and explained:
 - Acid Remap was a one-time fee to have the medical protocols available to all providers in the County
 - On-Shift is a service that handles recruitment
 - Lansing Community College – EMS Instructor/Coordinator classes
- The list of bills for February 2024 was presented and a motion to approve the bills was made by Tilly and seconded by Yates. Motion carried.

WRITE-OFFS:

- The write-off list was presented for February 2024 and a motion made by Tilly was seconded by Carson. Motion carried.

EXECUTIVE BOARD REPORT:

- Performed evaluation with Director Wiley and working with him to set goals for 2024-25
- Recommend increasing his salary by 5%
- Weich created drafts of slimmed down Articles of Incorporation and updated Bylaws

DIRECTOR'S REPORT:

- Continuing to search for Elaine's replacement
- Two new ambulance units should be ready to pick-up from Medix in April; the next two will be ready in about 18 mos based on delays in build delivery timelines
- BCMCA Response Time Protocol
 - This dictates that reported response times need to start when Medic 1 receives the call and not when the responding ambulance gets assigned to the call
- Transfer Agreement
 - Continuing to work on agreement with Corewell Health
- Stryker Equipment
 - Most of the new components are installed & in-service
 - Contract does not "start" until all the final equipment has been received so we are not charged until that happens
- Lincoln Twp Ambulance
 - The call volume in the "Central" (BH, SJ) area requires a third 24x7 unit
 - Best move for the company to make operationally and fiscally within the current budget is to move the unit that was assigned to Lincoln Twp back to the Central station

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OPERATIONS REPORT:

- Call volume was up per day
- Working through identifying and correcting response delays
- Install and train on new Stryker equipment
- Staffing changes: 1 full-time paramedic is leaving, 1 paramedic is close to being cleared, still two full-time openings
- Mental health has been a big topic during internal meetings
- Upcoming/Recent events:
 - Hess Lake Egg Hunt
 - Coloma Parade
 - PGA
 - Blossomtime

EDUCATION REPORT:

- HS EMT class expecting 16 graduates in May
- Evening EMT class expecting 9 graduates in May
- Paramedic course ends in September, currently 19 students
- Planning for a MFR course this summer in Covert
- CoAEMSP review
 - Found 4 citations during their visit. Most were easy fixes except being able to correct previous student records
 - Re-accreditation looks promising
- New instructor/coordinators are helping with teaching

DISPATCH

- No Report

HOSPITAL REPORTS:

- They are completing the Corewell Health Wave 3 integration
- Hoping to have transportation issues addressed soon

CONTRACTED SERVICE AREAS

- None

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OLD BUSINESS:

- **Budget**
 - Executive Board working with Jason to “sharpen the pencil” to reduce the nearly \$500k deficit budget approved at February’s Board meeting
 - Breaking payroll costs up to better understand regular pay (regular OT is part of full-time ambulance wages) vs. OT above regular for FT vs. PT wages
 - Breaking some expense categories into additional line items to fine tune
 - With scaling back some planned expenses and including and estimated \$230k revenue with the Corewell health transfer services – original ~\$500k deficit is now \$1,900
- **Corewell Transfer Service**
 - Contract not signed yet
 - Will evaluate costs vs. received billings every two months and Corewell will guarantee an expected revenue for Medic 1 for each review period
 - Hoping the contract will be presented for consideration by the Board during the April meeting with a contract start date of May 1st, 2024
- **Director Compensation**
 - Executive Board working with Jason to establish goals for the organization and himself
 - Moving from reactive plans towards pro-active plans
 - Motion made by Chandler and seconded by Tilly to increase the Director’s salary by 5% retroactive to March 1, 2024.
 - Roll call vote (Meny left prior to vote) – All Ayes

NEW BUSINESS:

- **GADCS – Medicare Ground Ambulance Data Collection System**
 - Required by Medicare, Medic 1 just happened to get selected for review
 - Medicare will review all expenses and collections over the last 12 months
 - Companies exists to assist with this process; 1 quote received so far, 3 more outstanding
 - If the process is not completed satisfactorily, Medic 1 may be subject to a one-year 10% reduction in Medicare reimbursement penalty
 - Motion made by Chandler and seconded by Carson to authorize Jason to spend up to \$35,000, under guidance of Executive Board, with a company to assist with GADCS
 - Roll call vote (Meny left prior to vote) – All Ayes
- **Board Governance Documents**
 - With Bylaws established, we can now look to trim the Articles of Incorporation
 - Weich requested volunteers to assist with reviewing the draft versions of the documents. Tilly and Chandler will assist.

GOOD OF THE ORDER:

- Weich reminded Board members that reappointments must be made by their respective governing bodies prior to June 1st, 2024

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PUBLIC:

- Josh Kay (SMCAS) – shared their support of Wiley & his team. The difference in culture is already very apparent.

A motion was made by Chandler seconded by Neubecker to adjourn at 0940 hrs Motion carried – all in favor. The next meeting is on April 25th, 2024, in Upton Conference Room #1.

Respectfully Submitted-

A handwritten signature in blue ink that reads "Allen Weich".

Allen Weich

Medic 1 Board Chairperson

(Laura White, Medic 1 Employee provided original written minutes)