

# COMMUNITY EMERGENCY SERVICE – MEDIC 1

## Minutes of Meeting

5/23/2024

### 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  
Brian Kazmierzak, Benton Harbor City  
Zach Carlson, Lake Twp.

Ed Meny, St. Joseph Twp.  
Steve Tilly, Royalton Twp.  
Jack Rogers, New Buffalo Twp.  
Levi Kiester, City of Bridgman  
Dick Stauffer, Lincoln Twp.  
Bruce Stover, Berrien Twp.

### BOARD MEMBERS ABSENT:

Weesaw Twp.  
Darwin Watson, New Buffalo City

Steve Neubecker, St Joseph City

### MEDIC 1 EMPLOYEES:

Jason Wiley, Director  
Laura White, Union Representative  
Carlos Luna, Shift Supervisor

Lisa Flemming, Operations Manager  
Eric Farrell, Training Coordinator  
Kristen Patterson, Education

### COREWELL HEALTH SOUTH EMPLOYEES:

Joe Effa, Director of Transportation

Dr. Jonathan Beyer, Medical Director

### CONTRACTED SERVICE AREAS:

Mike Haskins, Pipestone  
Danielle Teterman, Watervliet  
Izzy Dimagio, Hagar Twp.

Wes Smigelski, Coloma Twp.  
Mary Ann Pater, Watervliet Twp.

### PUBLIC:

John Wilk, Lake Twp.

### 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 Chandler seconded by Tilly to approve the April minutes with one correction. Motion carried.

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- **Financial Report** – Jason pointed out the large purchase of 2 ambulances, just under \$300,000. Elaine, the HR Accounting Manager retiring, new employee, Tad, is 3 weeks in. Currently in training. Not losing money, but not gaining money – 1<sup>st</sup> couple of months of 2024 look good.

### **PAYMENT OF BILLS:**

- The list of bills for April 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 April 2023 and a motion made by Tilly was seconded by Rogers. Motion carried.

### **EXECUTIVE BOARD REPORT:**

- A couple of meetings reference Articles of Incorporation and Bylaws
- Had a Strategic Goals and Planning meeting with Jason yesterday – more at the June Meeting.

### **DIRECTOR'S REPORT:**

- PGA this week – 6 extra people a day working.
- Corewell Transportation Agreement – back and forth between the lawyers should be wrapped up soon.
- Response Times – High Call Volume Days – more calls than ambulances at the same time.
- Monthly Survey – shared with board.

### **OPERATIONS MANAGER REPORT:**

- Calls very steady.
- Some issues pulling transfer numbers. 112 transfers out of 155 requests last month
- Several are out on injury/medical leave.
- 2 Basic EMT and 1 Paramedic full-time openings.
- 2 dispatchers passed basic EMT.
- Waiting for a couple of supplies for the new rigs to be placed in service and 2 2017 units removed from service for disposal.
- Tornado deployment to Portage, had 6 extra rigs in service.

### **EDUCATION REPORT:**

- Adult EMT graduated 8 of 12 students.

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- 5-6 high school students out of 12 will be licensed.
- Attended Berrien and Van Buren Mock Disaster Drills for High School CTE Students
- COEMS Accreditation finally completed.
- 18 Paramedic students will be beginning internship soon.
- October EMT class
- August High School CTE Class
- Next medic class April or July 2025
- EPIC Paramedic Training – Bridge between Paramedic and Critical Care Medics

### HOSPITAL REPORTS:

- Need continues to accelerate – lots of need!
- Looking forward to transfer partnership

### CONTRACTED SERVICE AREAS

- Izzy Dimaggio spoke about the new Hagar Medic Facility Addition for their Firehouse.

### OLD BUSINESS:

- Rough draft of updated Bylaws and Articles of Incorporation – made it through legal.

### NEW BUSINESS:

- Get your reappointment letters sent to Allen by June 1<sup>st</sup>.
- Annual meeting up in June 2024
- Election Committee appointed, Steve, Zach & Dave

A motion was made by Yates seconded by Chandler to adjourn at 9:02 AM Motion carried – all in favor.  
The next meeting is on June 27<sup>th</sup>, 2024.

Respectfully Submitted-



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