



Lapeer County EMS
3565 Genesee Road Lapeer, MI 48446
Phone: (810) 664-2927 Fax: (810) 664-3749
www.lcems.org



BOARD OF DIRECTORS MINUTES February 16, 2017

A meeting of the Lapeer County EMS Board of Directors was held on February 16, 2017 at the LCEMS Administrative Office located in Lapeer, MI. Chairman, Al Ochadleus called the meeting to order at 9:00 am.

Roll Call Attendance:

Mavis Roy	Tina Papineau
Lynn Hoffman	Al Ochadleus
Julie Schlaud	Tom Youatt

Absent:

Chris Tippen

Municipality Representatives:

Bill Blaine – Lapeer Township Nina Suter – Elba Township
Eldon Card – Oregon Township Ann Derderian – Metamora Township

Lapeer County EMS:

Kieth Rumbold: Executive Director
Carla McCormack: Recording Secretary/Office Manager
Jacob Standel: EMT-B/IAEP Local R7-664
Rick Radzwion: EMT-B/IAEP Local R7-664

Visitors:

Russ Adams

Additions to/Approval of Agenda:

Addition:

Agenda Action Item: F. Auditors Agreement

17-14

Motion by T. Youatt, seconded by L. Hoffman to accept the agenda as amended.
No discussion from the board or public. Motion carried, 6-0.

Approval of January 19, 2017 Regular Meeting Minutes:

17-15

Motion by L. Hoffman, seconded by J. Schlaud, to approve the January 19, 2017 regular meeting minutes. No discussion from the board or public. Motion carried, 6-0.

Approval of January 2017 Budget & Financial Report

17-16

Motion by L. Hoffman, seconded by M. Roy to accept the January 2017 budget and financial report as presented. No discussion from the board or public. Motion carried, 6-0.

Public Comment: None

Agenda Action Items:

A. Election of Board or Director Officers

1. T. Youatt nominated Al Ochadleus for the position of Chairman, seconded by T. Papineau.

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DRAFT – PAGE ONE (REGULAR 2/16/2017)

17-17

Motion by L. Hoffman, seconded by T. Youatt to close nominations and a unanimous ballot be cast. No discussion from the board or public. Motion carried, 6-0

2. J. Schlaud nominated M. Roy for the position of Vice Chairman, seconded by T. Papineau.

17-18

Motion by L. Hoffman, seconded by J. Schlaud, to close nomination and a unanimous ballot be cast. No discussion from the board or public. Motion carried, 6-0

3. T. Papineau nominated Chris Tippen for the position of Secretary/Treasurer, seconded by M. Roy.

17-19

Motion by J. Schlaud, seconded by L. Hoffman, to close nominations and a unanimous ballot be cast. No discussion from the board or public. Motion carried, 6-0.

B. Set up Committees:

Add Tina Papineau to the Personnel Committee and Negotiations Committee.

Subtract Tom Youatt from the Interlocal Committee and add Julie Schlaud.

17-20

Motion by T. Youatt, seconded by J. Schlaud to establish the committees as noted. No further discussion from the board or public. Motion carried, 6-0.

C. Station Five Lease: K. Rumbold referenced the lease agreement in the board packet.

17-21

Motion by T. Youatt, seconded by L. Hoffman to approve this new lease as presented and authorize the director to execute the lease. No further discussion from the board or public. Motion carried, 6-0.

D. Recommendations of Personnel Committee:

- a. **Operations/Education Manager:** M. Roy noted that interviews were conducted on Tuesday 2/14/2017. The personnel committee interviewed four candidates. M. Roy noted that at this time, we have a recommendation for the position of Operations/Education Manager but he has not accepted the position. Russ Adams noted that he has accepted the position of Operations/Education Manager.

17-22

Motion by T. Youatt, seconded by J. Schlaud, to accept the personnel committee's recommendation to hire Russ Adams as Operations/Education Manager at \$50,000 with benefits. Discussion ensued. Roll call vote taken:

Mr. Youatt – yes	Mrs. Papineau – yes	Mr. Hoffman – yes
Mr. Ochadleus -yes	Mrs. Schlaud – yes	Mrs. Roy – yes

Motion carried, 6-0.

- b. **Office Manager moved from hourly to salary:** K. Rumbold noted that the Office Manager works over 40 hours per week but does not pay herself overtime. The personnel committee recommend moving the Office Manager position to salary, exempt.

17-23

Motion by T. Youatt, seconded by J. Schlaud, to accept the personnel committee's recommendation to move Office Manager to salary exempt position with a salary of \$40,560.

No further discussion from the board or public. Roll call vote taken:

Mr. Ochadleus -yes	Mrs. Papineau – yes	Mr. Hoffman -yes
Mrs. Schlaud – yes	Mrs. Roy – yes	Mr. Youatt – yes

Motion carried, 6-0.

Discussion about Operation/Education Manager and Consultant being taken out of the same line item in the 2017 Budget.

E. Check Signers (2) around the 15th and 30th of each month: (currently *Card, *Tippen, Ochadleus, Youatt) * designates primary check signer(s)

Subtract Eldon Card and Add *Julie Schlaud

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DRAFT – PAGE TWO (REGULAR 2/16/2017)

17-24

Motion by T. Papineau, seconded by L. Hoffman, to remove Eldon Card and add Julie Schlaud as a check signer. No further discussion from the board or public. Motions carried, 6-0.

F. Auditor's Agreement: K. Rumbold note that since mid-January, we have been attempting to contact our accountants to get a date set for our audit. Our current contract with Mattina, Kent and Gibbons expired January 2017. K. Rumbold made the recommendation to either approve a one year contract or a three-year contract – both are at the same reduced rate of \$7,995/year.

17-25

Motion by T. Youatt, seconded by T. Papineau, to sign a three-year contract with Mattina, Kent, and Gibbons for \$7,995 per year and to authorize the Executive Director to sign/execute the contract.

Discussion ensued about getting three quotes at the end of 2019. Roll call vote taken:

Mrs. Schlaud -yes Mr. Hoffman – yes Mr. Ochadleus – yes
Mrs. Roy – yes Mr. Youatt -yes Mrs. Papineau – yes

Motion carried, 6-0.

Director's Report:

- A. Activity Report/Fractile Analysis January 2017: K. Rumbold referenced the board packet
 - a. Millage Update – as of today, we have had one disbursement. We started the process of having one of our vehicle rechassied. It will be done in five months. It had a blown engine and the donor engine is currently being rebuilt. It will be finished in a month and a half.
 - b. Billing – we will have a cost benefit analysis done for the next board meeting.
 - c. Interlocal Agreement – we have heard back from Imlay City, Elba Township and Mayfield Township and they have all passed the Third Amended Interlocal Agreement. Discussion about North Branch Township, Dryden Township, and Lapeer Township also approving the Third Amended Interlocal Agreement at their board meetings within the past week. Discussion about sending out refrigerator magnets with the next tax bills. Discussion about putting non-emergency contact information in the Municipal's newsletters.
 - d. Yellow page phone book – K. Rumbold noted that there is an opportunity for LCEMS to purchase a ¼ page color ad that would be located on the front page when you open the phone book. The cost is \$800/year. We are currently paying HIBU \$400/year without an ad. The consensus of the board is to switch to the new ad.
- B. Board of Director Meeting Minutes on lcems.org: K. Rumbold asked the board of directors if they were interested in putting the regular meeting minutes on LCEMS' website (lcems.org). The consensus of the board is to put the minutes on our website.
- C. Letter from MML: K. Rumbold referenced letter in board packet. K. Rumbold noted that a three-way switch will be put in garage area per work comp safety audit. He also noted all road staff employees do yearly training for lifting/moving a patient at Safety Fair each year
- D. Calhoun Street Improvements: K. Rumbold referenced the article in the paper and the board packet. LCEMS will owe special assessment of \$5,051.94 which is payable over ten years.
- E. Update on Zoll: K. Rumbold referenced this earlier with his discussion about billing.
- F. Update on Third Amended Interlocal Agreement: K. Rumbold referenced this earlier.

Vehicle Maintenance Report: K. Rumbold referenced the vehicle maintenance handout.

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Committee Reports:

- A. Personnel Committee (Papineau, Roy, Schlaud, Rumbold):** Referenced earlier.
- B. Finance Committee (Tippen, Youatt, Ochadleus, Rumbold):** None.
- C. Negotiations Committee (Hoffman, Ochadleus, Papineau, Rumbold):** None.
- D. Interlocal Committee (Hoffman, Ochadleus, Schlaud, Rumbold):** Referenced earlier.
- E. Facilities Committee (Hoffman, Youatt, Ochadleus, Rumbold):** A. Ochadleus noted that they met this morning prior to board meeting to review the report on our base location study. We are recommending approval of the last map (with no page number) as our new base locations for LCEMS.
 Discussion about a location in Burnside Township.
 Discussion about a location in the Metamora area.
 Discussion about a location in the Deerfield Township area.

17-26

Motion by T. Youatt, seconded by L. Hoffman, to accept the report provided by Bruce Smith and to authorize the director to pursue bases per the map on page 7A as the final recommendation for potential base locations. Discussion ensued. Roll call vote taken:

Mr. Hoffman – yes Mr. Ochadleus – yes Mrs. Papineau – yes
 Mrs. Schlaud - yes Mrs. Roy - yes Mr. Youatt – yes
 Motion carried, 6-0.

Discussion:

A. Ochadleus would like to add an extra block to the financial report to show both monthly and year to date totals for 101 – Millage Funds

Public Comment: None

Adjournment:

17-27

Motion by T. Youatt, seconded by L. Hoffman to adjourn at 10:00 am.

Al Ochadleus, Board Chairman

Chris Tippen, Board Treasurer/Secretary

Carla McCormack, LCEMS Office Manager/Recording Secretary

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