**SPECIAL MEETING**

**BOARD OF DIRECTORS MINUTES**

**December 6, 2017 @ 9:00 AM**

**Roll Call Attendance:**

Lynn Hoffman Al Ochadleus Tina Papineau Julie Schlaud

Mavis Roy Tom Youatt Chris Tippen

**Absent**:

None

**Municipality Representatives:**

Eldon Card – Oregon Township

**Lapeer County EMS:**

Kieth Rumbold: Executive Director

Russ Adams: Operations Manager

Carla McCormack: Office Manager

Art White: EMT-B

**Visitors:**

Galland Burnham

**Additions to Agenda/Approval of Agenda**

Letter from Deerfield Township

**17-131**

Motion by T. Youatt, seconded by M. Roy, to approve the agenda as amended. No discussion from the board or public. Motion carried, 7-0.

**Public Comment:**

**None**

**Agenda Action Items:**

1. **Deerfield Township Letter:** K. Rumbold referenced the letter.

**17-132**

Motion by L. Hoffman, seconded by C. Tippen, to pay them back at the end of three years pursuant of the by-laws minus the assessment they owe us. Roll call vote taken:

M. Roy – yes T. Papineau – yes Mr. Tippen – yes L. Hoffman – yes

A. Ochadleus – yes J. Schlaud – yes T. Youatt – yes

Motion carried, 7-0

1. **Time and Date of Annual Meeting:**

**17-133**

Motion by J. Schlaud, seconded by T. Youatt to hold the Annual Meeting following the regular board meeting on December 21. 2107 at 10:00am. Discussion ensued. Motion carried, 7-0

**17-134**

Motion by T Youatt, seconded by J. Schlaud, to go into closed session at 9:07 am for an employee concern. No discussion from the board or public. Motion carried, 7-0.

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**17-135**

Motion by T. Youatt, seconded by C. Tippen, to return to the special meeting at 9:11 am.

1. **Outsourcing Payroll:** K. Rumbold referenced the handout from ADP.

**17-136**

Motion by T. Youatt, seconded by C. Tippen, to table payroll until the next board meeting. Discussion ensued. Motion carried, 7-0.

**17-137**

Motion by T. Youatt, seconded by L. Hoffman, to approve the service plan with Physio Control in the amount of $6,534. Roll call vote taken:

Schlaud: yes Tippen: yes Hoffman: yes Ochadleus: yes

Roy: yes Youatt: yes Papineau: yes

Motion carried, 7-0.

1. **Personnel Committee Recommendations**
   1. **Job Description for Administrative Manager:** referenced the handout

**17-138**

Motion by T. Papineau, seconded by J. Schlaud, to approve the job description. Discussion ensued. T. Papineau withdrew her motion and asked that it be tabled until the December regular board meeting.

* 1. **Executive Director**: K. Rumbold put in his notice to resign effective January 18, 2018.

**17-139**

Motion by T. Youatt, seconded by J. Schlaud, to accept Kieth’s resignation with regret and appreciation for all that he has done with his last date of employment being January 12, 2018. Discussion from the board. Motion carried, 7-0

* 1. **Interim Director:**

**17-140**

Motion by M. Roy, seconded by J. Schlaud, to put Russ in at Interim Director effective January 12, 2018 and get the position posted ASAP. Discussion ensued. Motion carried, 7-0.

1. Discuss Vehicles: K. Rumbold noted that two demo vehicles were still available. Discussion ensued. It is the intent of the board to purchase new ones.
2. Christmas Party: K. Rumbold noted that the Christmas party is Friday December 15, 2017 at 7:00 pm and wanted permission to purchase a door prize. It is the board’s intent to not spend funds but to look into donations.

**Discussion:**

None

**Adjournment:**

**17-141**

Motion by T. Youatt, seconded by C. Tippen, to adjourn at 9:43 am. No discussion from the board or public. Motion carried, 7-0.

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Al Ochadleus, Chairman

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Chris Tippen, Treasurer/Secretary

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Carla McCormack, Recording Secretary/Office Manager