

Beaver Island Emergency Services Authority (BIESA)

REGULAR MEETING

Monday, August 25, 2022

2:00 p.m.

Peaine Township Hall

Present: Bob Turner (March 2024), Doug Tilly (March 2023), Jim McDonough (March 2024), and Kathleen McNamara (March 2023)

Absent: None

Also present: Krys Lyle: Recording Secretary, Rick Speck, Kathleena Mason: EMS Director, Chris McGee: Assistant Director, Ann Partridge (BIRHC)

The Regular Meeting of the Beaver Island Emergency Services Authority (BIESA) was held today, Thursday, August 25, 2022 at 2:00 PM and was called to order by Doug Tilly. Recording Secretary Krys Lyle present. A quorum was established.

1. **Review/revise agenda:** Agenda approved as presented.
2. **Review/Amend Minutes** from the June 30, 2022 Regular Meeting. Motion by McDonough to approve the minutes for the June 30, 2022 meeting as presented, 2nd Turner. 4 Ayes. Unanimous approval.
3. **Board Vacancy** – Tilly -The position has not been filled yet. There are new applicants that have not submitted yet. Nurse practitioner Joan from the Medical Center. There should be another posting by Peaine Township for more possible candidates. It will be on the agenda for the Peaine Township Board Meeting on September 13th. Brad Grassmick has also submitted a letter of interest.
4. **Reports:**
 - A. **Fire: McDonough** – The notice regarding signs has had a lot of interest. The ladder truck is not repairable and is being disposed of. \$800 for transport from Illinois and a \$1000 inspection fee. The company doing the inspection is willing to pay \$3000 for the useable parts from the truck.

B. **EMS:** Mason – See attached report. 19 runs over last year mostly in June and July. McGee/Mason reported School requested having a CPR class which is a state requirement for all teachers. Course videos are normally paid by EMS but with the cash flow issues there is conversation with the school regarding shared payment for materials. The school was contacted regarding the cost of the course however reported that they have never paid in the past and referenced our mission statement. The school reports roughly twenty staff need to be certified. Two options were presented, Heartsavers or BLS. EMS already has in its possession the course materials to provide BLS, however, the BLS course is designed for healthcare workers and not the general public. The cost to use the BLS material would be \$2.95 per card issued or less than \$100. The Heartsavers course is geared towards the general public using a pocket face mask would cost substantially higher at \$663 or \$33.19 per staff requiring certification. McGee reported that he has committed to teaching CPR to the school staff regardless of the course chosen. The cost would be \$17.00 for each card, \$11.50 per attendee to cover the cost of the videos and materials, and the purchase of pocket masks \$4.69 each that the staff can keep post class completion. Once the Heartsavers material is purchased it can be used to train the general public, however, the pocket masks and cards would still be required to be purchased. McNamara stated other school districts pay to have someone come in and provide certification. McDonough/Turner suggested splitting the cost with the school. Motion to authorize EMS to work with the School and is willing to cover half the cost of the service. McNamara, 2nd by McDonough. Motion carries 4 Ayes. Unanimous approval. Rental vehicle (Echo) rather than using person cars. The vehicle will need to be sent across to Charlevoix Auto. EMS should not be using personal cars for work calls. Motion by Tilly to see about a rental 2nd by McNamara 4 ayes. Unanimous approval.

C. **Financial:** Speck – McNamara Copies distributed notes (August 8 and August 18) from the committee. There is a cash flow shortage. Unable to meet monthly payroll and bills because of fewer than expected runs and medical flights using Island Airways. Since tax dollars do not come in before December there is a gap in time. Island Airways is willing to work with EMS and forgo payment for a period of time, assuring them the payment will be made when funds become available. Mason has been working with Angel Welke to gain some guidance on how to move forward. Motion for the short term and that the township boards authorize their Clerks to loan the necessary funds to make payroll from now until the end of December, if needed and as requested by the bookkeeper. Payments would be rotated between the townships. Keep a detailed accounting. There should be a buildup of fund balance in the future to operate during the margin months. Committing EMS to pay back the township by March 1, 2023. Ask the townships to levee up to 3 mils. Build up a fund balance with runs. Budgeting operational expenditures. P 2.9523 SJ 2.9709 mils. Each township at 2.9 mils. Voters have been in favor of the 3 mils. Tilly stated the funds from the runs should be held in savings and not used for operating expenses and payroll. Speck stated we have been budgeting for the least amount of tax levee as possible, however, this is not creating the necessary buffer to account for operations. EMS was able to pay everything up to April 1, 2022 with what was on hand in the bank. No funds were recovered in April, May and June. Monies came in during July. Payment to Island Airways was current which left the account short for the future. If the maximum was levied that would add \$46,000.00 to the current budget. That would be an additional \$27,000 from Peaine and \$18,000-19,000 from St. James. The factor is up from Peaine. .9841, and .9903 for St. James. 2.9523 is the maximum Peaine can levy, St. James 2.9709. McNamara suggested each township levy 2.9. It will be difficult for EMS to meet expenses this fall. Speck: taxpayers said yes to 3 mills. Many factors contributed to extra costs to the townships, (air crash, cost of fuel, increase in director's salary, EMT salaries) We are importing our EMT's which is at a higher cost. What is now in the bank is a balance of \$18,392.00 Bills to pay \$2566. Payroll on the 8th of September. \$30,000 per Twp. (\$45,000 high end for ask if no funds come in by October). Medicare pays around half of the ask. Medicaid is around \$1000 (15%). For insurance to pay it normally takes 60 day and up to 180 days. There were a high number of Medicaid runs.

MOTION # 1: **Recognizing** that BIEMS will likely be unable to fully meet its monthly payroll and operating costs due primarily to fewer than expected runs and medical flights using Island Airways; **recognizing** that the current fiscal year's tax dollars are collected in December through February making cash flow tight during the fall of the year; **Further recognizing** that Island Airways is willing to work with BIEMS on receipt for payment upcoming billings if they are assured that every effort is made to pursue proper billing; **THEREFORE, the following motion is made:** **Motion** to request that Peaine and St James Township boards authorize their township clerks to loan necessary funds to make payroll between now and the end of December, 2022, if needed, and as requested by the bookkeeper one week prior to payroll date, such payments to rotate between townships beginning with Peaine Twp for the September 8, 2022 payroll. This motion commits

BIEMS to repaying each township by March 1, 2023. Motion by McNamara, 2nd by Turner. Discussion none. Motion carries 4 Ayes. Unanimous approval.

MOTION #2: Recognizing that BIEMS needs to build up an end of year fund balance which should be the equivalent of at least 6 months of operational expenses. **Motion** to request that Peaine and St James Township boards levy 2.9 of the allowable voter approved millage (both townships have approved up to 3 mills) to be levied through the December 1, 2022 tax levy. Motion by McNamara, 2nd by McDonough. Motion carries with 4 ayes. Unanimous approval.

McNamara requested a report for the October 27th, board meeting of where EMS stands.

5. Airport Request for purchase of the white Truck buyout – \$3750.00 reported by the Airport.

Motion by Kitty to approve the sale of the BI EMS share of the maintenance truck to the airport commission in the amount of \$3750.00. 2nd by McDonough 4 ayes Unanimous approval.

Motion by Kitty to approve the sale of the Fire Department share of the maintenance white truck to the airport commission in the amount of \$3750.00. 4 ayes. Unanimous approval.

6. Public Comment – None

7. Adjournment: Motion by McDonough, 2nd Turner – Motion carries. (4-Ayes) 2:50 PM

Respectfully submitted,
Krys Lyle: Recording Secretary
August 28, 2022

Next Regular Meeting: October 27, 2022 – 2:00 PM Peaine Township Hall.