**03/10/22 Attendance: (See Next Page for full list)**

* Antioch Township Board: Tom Williams
* Hanover Township Board: Kim Manuel
* Springville Township Board: Jessica Boonstra, Wendy Floury, Scott Neufer, Stacy Brewer
* Wexford Township Board: Dave Williams, David Fox

**Agenda 03/10/22:**

* Status of Authority Approval & Next Steps
* Board Members Elected by the Townships
* Board Member Expectations
* Criteria for 5th Board Member and Selection Process

**Minutes 03/10/22:**

* **Status of Authority Approval & Next Steps**
	+ All townships approved joining the authority and signed the articles of incorporation
	+ The articles were posted in the Cadillac News on 3/9
	+ The signed articles will be filed with the state as soon as we receive the affidavit from the Cadillac news. Upon mailing, the authority will be “official”. Target – 3/14/22
* **Public Comment**
	+ Springville Fire Department Concern – what is in it for me?
		- Pool funds, larger organization, economies of scale in billing/insurance, etc.
		- We need to unite so we can keep everything going
		- Apply for larger grants.
		- Volunteer base – all units struggle to attract and retain volunteers.
		- Having an effective/efficient Fire and EMS service also reduces the insurance rates for our tax payers in the community.
	+ How are we going to attract younger people to the profession? This is a nationwide issue that all emergency services are facing. Ideas discussed:
		- Career day at schools, local colleges, etc.
		- Provide opportunities for shadowing
		- Create a website/facebook page to increase awareness of the awesome things our emergency personnel do and how critical they are to our community
		- Have fund raisers to introduce younger people in the community to our Fire/EMS teams – get our community more involved!
	+ Training:
		- Michigan Works is covering the cost of EMT Training in the fall
			* Put on website/Facebook
			* Put in tax newsletters
		- Who pays for the training at the regional training center? In the past, Springville township paid for their fire department’s training. Michigan Works has started funding some of this training now.
	+ Eric Somsel told Tom Williams there is more money for Fire available right now being proposed in the House.
* **Authority Board Members Elected by the Townships:**
	+ Antioch – Tom Williams
	+ Hanover – Kim Manuel
	+ Springville – Scott Neufer
	+ Wexford – Dave Williams
* **Authority Board Member Expectations:**
	+ This is a working board – we will need to take on assignments outside of meetings.
	+ There will be heavy lifting to get this up and running. Once it is operational, it should smooth out. Initially we will likely need to meet weekly/bi-weekly.
	+ The criteria we are defining below for the 5th board member applies to all of our board members (except Fire/EMS experience).
	+ The Authority Board Member is elected by each township and can be anyone from that township – it does not have to be a township board member.
* **Criteria for 5th Board Member and Selection Process**
	+ **Advertising:** we need to advertise for the 5th Board member to get the word out
		- Website Hanover – Kim
		- Website Springville – Jessica
		- Facebook Buckley Chatter – Richard Crossman
		- Facebook Mesick Rescue – Richard Crossman
		- Facebook Mesick Happenings – Justin Haubst
		- USA Jobs – Sarah Harris
		- Cadillac News Article – Tom Williams
	+ **Criteria:**
		- Experience in Fire and/or EMS operations
		- Deep commitment to the community, civic minded
		- Compassionate about doing the right thing for our taxpayers
		- Team player that is collaborative and inclusive
		- Able to take a position without being overly argumentative
		- Able to meet weekly or bi-weekly during start up in the evenings
		- Anyone interested should email a copy of their resume to info@hanovertsp.com and come to our next meeting on 3/22/22 at 6pm at the Springville Township Community Center, 105 Mesick Avenue, Mesick, MI  49668.
* **Volunteers/Community Assistance:**
	+ We need everyone and anyone’s help on this! We are grateful that several people volunteered to help us get the word out about the 5th board member – we need you!
* **Interim Roles:**
	+ Until the Authority Board is officially in place with bylaws adopted, Tom Williams will chair the meetings and Kim Manuel will document the meetings.

**3/22/22 Agenda Topics:**

* Application for 5th Board Member
* Bylaws – review/finalize at 3/22 meeting
* Budget – define plan to finalize and who is responsible
* Proposed Organization and Roles/Responsibilities – define plan to finalize, who should be involved from the various organizations for input
* Select Date/Time for next meeting

**Authority Tasks to be Completed:**

* Budget
* Financials Set Up:
	+ EIN – Federal Tax ID
	+ Set Up Bank Account
	+ Billing Department applies for Medicare/Medicaid – Accumed, Ann Arbor, 800-926-6985
	+ NOTE: it takes 90 days to obtain Medicare/Medicaid billing approval
* Proposed Organization and Roles/Responsibilities:
	+ Director
		- Administrative experience – managing financials, contracts, etc.
	+ Fire / EMS Leads
	+ Secretary
	+ Treasurer
* Equipment Needs
* Buy & Lease Agreement for the Assets
* Label ambulances and barns with new name
* Connect with/attend some meetings of other Emergency Authority Boards – Antrim?

**Attendance Sign In Sheet 3/10/22:**

