**Minutes 04/12/22**

**Call to Order:** 6:00pm by Tom Williams

**Pledge of Allegiance**

**Present:**

* **Members:** Tom Williams, Kim Manuel, Scott Neufer, Dave Williams, Joan Olds
* **Guests:** (see last page for sign in sheet)

**Approve Agenda:** motion presented by Kim, seconded by Joan, to approve the agenda. All approved, motion carried.

**Approve Prior Meeting Minutes:** motion presented by Dave, seconded by Joan, to approve the minutes. All approved, motion carried.

**Public Comment:**

* Joel Hurlburt, Wexford County Commissioner addressed the board and is encouraged by what we are doing and they are trying to do the same thing for the Northeast Wexford townships.

**Old Business:**

* DUNs/SAMs – Tom Williams is following up; there was a process change effective 4/4 to replace the DUNs number with a UEI number (Universal Entity Identifier). Process can take about 20 days.
* Insurance Liability – Adam Gandoffe hasn’t been contacted yet as Joan needs some additional information such as vehicle license numbers.
* Bank Account – ready to go once we have money!
* Authority Website
	+ Website has been purchased as approved in last meeting. Additional $420 for software for 5 years. Kim will maintain website for free.
	+ Motion presented by Kim, seconded by Dave, to authorize Kim to purchase the website software from Go Daddy on her personal credit card and the Authority can reimburse her later. All approved, motion carried.

**New Business:**

* Motion presented by Kim, seconded by Scott, to approve a committee of the whole for new business topics.
* Buckley Lease
	+ Buckley presented a lease proposal for their equipment. All equipment is paid off except the pumper truck who’s payments are almost done (yearly cost is about $20,000). Mayfield and Grant are also paying Buckley for Fire services. $10/sqft for bays and $15/sqft for office.
	+ **To Do:** Kim will reach out to Mayfield and Grant.
	+ Motion presented by Joan, seconded by Kim, to create a Finance sub-committee with Dave and Scott to meet with members of the Village of Buckley. All approved, motion carried.
	+ **To Do:** Dave will set up the meeting. Members of the public (Peggy and Terry) will also plan to attend.
* Ambulance/Fire Budget –
	+ **To Do:** Joan can put together a monthly budget with the costs from Mesick Rescue.
	+ Buckley will need to be added in later.
	+ Buckley’s 29-year-old ambulance would need an inspection and probably would not be in our best interests.
	+ Mesick – Bravo 8 is about 10-12 years old, is diesel, and is not costing a lot to maintain. Both of the Mesick Rescue ambulances are diesel.
* Fiscal year – July 1, but this can be different from when we go operational
* Townships – boards discussed giving money to the authority and to vote to give 30% of 2021 taxes collected to the Authority for seed money. Treasurer’s can make checks out to Northwest Wexford Emergency Authority and give to Joan Olds.
* Job Descriptions:
	+ Joan provided drafts.
	+ We need to put the Director responsibilities into one of the job descriptions or put these responsibilities into the Authority Board or the EMS/Fire Chiefs.
	+ Fire and EMS Chiefs manage the billings, but the Treasurer and Secretary do the bills.
	+ **To Do:** All board members will read and mark up job descriptions – Kim can update changes in our next meeting.
* Motion presented by Dave, seconded by Kim, to use Fire Recovery for our EMS billings as they have no start up fees, $25/run, and will help us with getting Medicare/Medicaid set up. All approved, motion carried.

**Public Comment:**

* None

**Next Meeting:** Motion presented by Scott, seconded by Dave, to meet on Tuesday 4/26/22 at 6pm at Springville Community Center. All approved, motion carried.

**Adjourn**: Motion presented by Kim, seconded by Scott, to adjourn the meeting. Approved by all, motion carried. Meeting adjourned at 7:30m.

