

# Northwest Wexford Emergency Authority

## Board Members and Officers:

Antioch: Tom Williams, Chair  
Hanover: Kim Manuel, Secretary  
Springville: Scott Neufer  
Wexford: Dave Williams, Vice Chair  
5th Board Member: Joseph Hurlburt

## Contacts:

- **Website:** <https://nweauthority.org>; **Email:** [info@NWEAuthority.org](mailto:info@NWEAuthority.org)
- **Address:** Northwest Wexford Emergency Authority, PO Box 571, Mesick, MI 49668
- **Scott Neufer:** 8878 Holdenpyl Dam Rd, Mesick, MI 49668; Phone: 231-883-6100

## Minutes 12/20/22

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

## Pledge of Allegiance

## Present:

- **Members:** Tom Williams, Scott Neufer, Dave Williams, Peggy Benz as Proxy for Kim Manuel who will be out of town for a while. Absent: Joe Hurlburt
- **Guests:** see attendance below

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

## Approve Prior Meeting Minutes:

- Motion presented by Peggy, seconded by Dave, to approve the minutes from 10/26/22. All approved, motion carried.
- There was not enough for a Quorum for the November 15<sup>th</sup> meeting, those present adjourned the meeting.

**Public Comment:** None at this time

## Treasurer Report: (bank account balance/statement)

## Committees:

1. **Finance (4/12)** – Dave Williams, Scott Neufer, Peggy Benz, Terry Hankin , Dave: Nothing new to report.
2. **Springville Fire Building Estimates (6/3)** – Scott Neufer : Nothing new to report
3. **Lettering/Logo Committee (6/3)** – Peggy Benz, Jim Peterson, Charlie Strang, Chris Wolfe, Joan Olds and Sierra Grahek: Peggy has spoken to Creative Embroidery and will get them measurements and patch designs in order to get a quote from them.
  - 3.1. Uniforms
  - 3.2. Logos
  - 3.3. Please refer to the [Committees](#) on our web site!
4. **EMT Student Committee (6/3)** – Sarah Harris and Scott Neufer : Scott, No updates
5. **Grant Committee (8/9)** – Kim Manuel and Chris Wolfe (need more!)

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- 5.1. Additional Grants to review – please let us know ([info@NWEAuthority.org](mailto:info@NWEAuthority.org)) if you want to be the Chairperson or are willing to review grants to determine if we qualify!
6. **Ambulance Licensure Committee (10/12)** – [Joe Hurlburt](#), Allen Sherburne, Richard Crossman, Bruce Jewett (tentative), and possibly someone from Buckley (tentative).
  - 6.1. Please review the tasks on the [Committees](#) on our web site!

## Old Business:

### 1. NWEA Roles and Volunteers

1.1. Treasurer – Erica Szegda

1.2. Secretary (to assist in Kim's absence) – Richard Crossman has agreed to assist as secretary in Kim's absence.

### 2. Bank Account

2.1. Erica Szegda has accepted the appointment to Treasurer.

2.2. Motion by Peggy, seconded by Scott, appoint Erica Szegda as Treasurer and to add her to all bank accounts (General, Building Fund, and Fire Account). All approved, motion carried.

### 3. Insurance

3.1. Finalize boat trailer information and effective date (dependent on signed lease agreements).

### 4. Legal

4.1. **Springville Lease Agreement** signatures and effective dates

4.1.1. Verify we have all applications (Kim has folder)

4.1.2. Re-do background checks

4.1.3. Set up payroll

4.1.4. Set up Fire bank account

4.1.5. Finalize Job Descriptions – Kim started rebranding to NWEA, but not complete

4.1.6. Post job description/openings/pay as required

4.2. **Mesick Rescue/Authority/Township Contracts**

4.2.1. The Contract between Mesick Rescue and the Authority has been signed, this allows Mesick Rescue to continue to operate until the Authority is fully up and running.

4.2.2. Township Termination Contract: The townships need to make resolutions ending their respective contracts with Mesick Rescue and entering a contract with the Authority. Each township representative has been given 2 copies of the contract to sign; one for their records and one for Mesick Rescue's records.

### 5. Budget

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5.1. Needs to be updated once insurance is finalized; then present to the Township boards in their January/February meetings.

6. **Ambulance Billing Class** – Jim and Erica both spoke on the class, both said it was quite informative also the information asked for is very detailed, i.e. times of calls, supplies used and mileage etc.

## New Business:

1. Jim presented invoices for October and November for the unfunded expenses of Mesick Rescue.
2. Motion by Scott, seconded by Dave, to approve the invoices and to pay them. All approved, motion carried.
3. Motion by Peggy, seconded by Dave, to pay the lawyers bill when it comes in and not to wait until the next meeting to pay it. All approved, motion carried.
4. Jim reported that Allen Sherburne has stepped down as Mesick Rescue's Captain, he will however stay on as an EMT at this time.

## Public Comment

Joe Gardner had questions and he received answers.

**Next Meeting:** Motion presented by Scott, seconded by Peggy, to meet on Thursday January 12, 2023 at 6pm at Mesick Rescue Squad. All approved, motion carried.

**Adjourn:** Motion presented by Peggy, seconded by Scott, to adjourn the meeting. Approved by all, motion carried. Meeting adjourned at 7:20 pm.

Respectfully Submitted by Richard Crossman

