**Meeting Minutes –** 3-20-2025

**Call to Order:** Meeting called to order at 6:01 pm by B. Jewett

**Pledge of Allegiance**

**Roll call:**

* + Members Present: B. Jewett, W. Floury, J. Hurlburt, K, Manuel, M. Guernsey, D. Williams, J. Runyon, J. Ellens, E. Szegda
  + Members Absent:
  + Guests: Jim Peterson

**Approve Agenda:** Motion made by J. Hurlburt, 2nd by W. Floury to approve the agenda. All in favor, motion carried.

**Approve Prior Meeting Minutes:** Motion made by J. Hurlburt 2nd by D. Williams to approve 2/20/25 minutes. All in favor, motion carried.

**Public Comments: N/A**

**Director Report**: SEE ATTACHED. Table discussion on sick and vacation pay till next month, also discussion on code of conduct.

**Fire Chief Report**: SEE ATTACHED.

**Treasurer Report:** E. Szegda gave the report In Forest Area there is $26,028.11 in checking, $25,284.37 in Ambulance savings, $2,963.83in Fire savings. CD 1 from fire there is $50,568.59 and CD 2 from EMS there is $106,193.98. In Honor Bank there is $94,285.47 in checking. Grand total in both banks is $305,324.35. Deposits made since last meeting totaled $18,097.76. Bills paid since last meeting totaled $59,654.97 Motion to approve the treasurer’s report and pay all the bills presented by J. Hurlburt, 2nd by K, Manuel. Roll call on all members. – W. Floury – yes, K. Manuel – yes, J. Hurlburt – yes, B. Jewett – yes. All approved, motion carried

**Old Business**

1. **Turn out gear** – M. Guernsey commented that he received a bunch of stuff the other day but still needs to count it and see what is left to come. He believes it is still all not here yet.
2. **Retirement plan –** Still need representative to contact E. Szegda to get this set up within payroll. No updates.
3. **EMS Billing –** J. Runyon stated that a lot of write off and still waiting on the 150 calls that were banked up for when we were not getting anything from them. Usually takes about 6 months so he is hoping in the next 2 months we will receive it.
4. **Investment updates –** E. Szegda said that she is currently waiting till April 1st to deposit township money since it will be all new money and it is the best return on money.
5. **Workers Comp Injury** – See Directors report.
6. **Ambulance purchase** – See Directors report.
7. **Roster** – J. Runyon presented current roster discussion held. Motion to approve roster as is presented by J. Hurlburt 2nd by K. Manuel. All in favor, motion carried.
8. **Budget** (Approve 2026 and amend 2025) - $7,000.00 deficit on audit because we had the wrong projected payroll. Discussion held on what needs to be amended and why certain categories are over budget. B. Jewett motion to square up line item IN02 for insurance 2nd by J. Hurlburt Roll call on all members – W. Floury – yes, K. Manuel – yes, J. Hurlburt – yes, B. Jewett – yes. All approved, motion carried. Discussion held on where we are taking money to add to insurance and workers comp to make up for how high it is raising. Motion to pay the board members based on 12-month schedule if no meeting still paid presented by K. Manuel 2nd by J. Hurlburt roll call on all members – W. Floury – yes, K. Manuel – yes, J. Hurlburt – yes, B. Jewett – yes. All approved, motion carried. J. Hurlburt motion to get paid from missed meeting in December of 2024 2nd by D. Williams Roll call on all members – W. Floury – yes, K. Manuel – yes, J. Hurlburt – yes, B. Jewett – yes. All approved, motion carried. J. Hurlburt motion to approve the amened 2025 budget and approve the 2026 budget 2nd by W. Floury roll call on all members – W. Floury – yes, K. Manuel – yes, J. Hurlburt – yes, B. Jewett – yes. All approved, motion carried.

**New Business**

1. Insurance – E. Szegda commented that she met with the insurance lady there was a couple things brought up but the most important was to have Erica not sign any checks. So now D. Williams and J. Ellens will be signing all checks. This is just to make sure not the treasury is doing it so it can’t get all mixed up. Another thing brought up was what our vehicles are listed for on the insurance M. Guernsey and J. Runyon looked over the list and commented that they do not think anything needs to be changed to them. Lastly brought up was about the commercial value property and what we are insuring the buildings. We are currently not insuring the Buckley building just the contents in it. At station 1 we are insuring the building and contents but at a very low total. The insurance mentioned that we should be upping both totals Station 1 to 2.7 million and Station 2 to 1.9 million. M. Guernsey and W. Floury need to figure out who is insuring what so that we can make the adjustments we need to make to insure we are covered if something were to happen to any building and or contents in the building. Table till next month so Mike and Wendy have time to figure out what they are insuring and what we need to insure.

**Public Comment: -** N/A

Motion presented by J. Hurlburt to adjourn the meeting. Seconded by K. Manuel. All approved, motion carried. Meeting adjourned at 7:34pm.

Next regular meeting April 17th, 2025, at Buckley Station 2

Respectfully submitted by J. Ellens

NORTHWEST WEXFORD

EMERGENCY AUTHORITY

March 10, 2025

TO: Northwest Wexford Emergency Authority

FROM: Fire Chief Guernsey

JANUARY: 11 CALLS

YEAR: 22 CALLS

WEXFORD COUNTY: 8 FOR THE MONTH 17 FOR THE YEAR

GRAND TRAVERSE COUNTY: 3 FOR THE MONTH 5 FOR THE YEAR

2 Power line issues (Hanover, Springville)

1 Vehicle Accident (Hanover)

1 Structure Fire (Springville)

1 Rekindle (Springville)

1 Smoke Scare (Grant)

3 Carbon Monoxide alarm (Hanover, Springville, Mayfield)

2 Gas Smell issues (Springville, Grant)

January Training session: ICE RESCUE and HYPOTHERMIA

Future staff on waiting list:

8/01/2023 Jesse Sloan no certifications or license

8/01/2023 Zachariah Grant no certifications or license

9/10/2023 Thomas Besey FF 1 & 2 Boon Township Fire Department

5/13/2024 Tayler Harper no certifications or license

7/12/2024 Timothy Brownell no certifications or license

10/15/2024 Ian Lone no certifications or license

3/01/2025 Monica Alworden FF 1, MFR Testing for EMT this month

MICHAEL D. GUERNSEY

FIRE CHIEF / EMT

March 20, 2025

Hello, here is the director’s report for this month.

The purchase agreement for the new ambulance has been signed and in about 1 year we will be sitting down to finalize the prebuilding with the manufacturer. The new cot for that truck has been put in A-9 and is working well!

Adam Tomlinson is back and feeling well he has remained on light duty when it comes to fire fighting but is glad to be on the truck as the medic. Jim Peterson’s surgery went well, and we are looking forward to his return. We have adjusted our roster as approved last month and we are looking to adjust it again as presented with two new hires and two to be removed. We have published our new schedule through the first week of July with a small change. We have split the second truck personnel up to have a third person and a first response from the opposing station. This will put someone in the station four days a week instead of two. A large majority of the time a second person is available from home to potentially make a crew on the second truck.

We have had 153 EMS calls year to date!

We need to discuss the new sick time from the State before we give raises in April. It is my belief that we will need to comply.

I will be on vacation but available by phone till 30th. I will have my computer.

If you have any questions or ideas, please as always reach out!

Thanks,

Justin Runyon

E.S. Director

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