



Township Ambulance Authority

MEETING MINUTES FOR October 31, 2017 Mancelona Station 7:00 PM

Present: Ed Sayre (Mancelona), Stan Bean (Central Lake), Rick Teague (Helena), Ed Niepoth (Kearney), Pete Hoogerhyde (Star) and Wendy Hummel (Chestonia)

Absent: Terry Smith (Forest Home), Roxann Flake (Custer) & Martin Franckowiak (Warner)

Others Present: Wendy Dawson (Systems Director), Shannon Johnson (Administrative Assistant), Barry Cole (TAA Attorney) and various TAA Employees

Meeting called to order by President Sayre at 7 pm.

Motion to accept meeting agenda by E. Niepoth p. Hoogerhyde. Motion Carried.

Motion to approve the Minutes of the September meeting by S. Bean, hoogerhyde, motion carried.

Approve payment of bills from 9/18/17 – 10/25/17 motion presented by P. Hoogerhyde in the amount of \$17,640.95 (this amount includes an additional mileage reimbursement for J. McCalib) R. Teague 2nd. Motion carried.

Director presented update. Informing board of Leadership Conference attendance. Standby events, upcoming in house training.

Old Business

Finance committee didn't meet over the last month.

HR Committee did meet – has complaint/concern letter that can be filled out by employee and then given to president. Board asked Director for employee seniority list / level of pay / level of training for each employee.

Motion to send Roxann and Terry \$50 gift cards plus get well cards – motion by P. Hoogerhyde, 2nd by R. teague, motion carried.

Motion to approve employee complaint form by R. Teague, seconded by S. Bean. Admin Asst will get copy of form to B. Cole with the addition of the President's email to the form. Mr. Cole will need to review and provide a form number.

P. Hoogerhyde brought up TAA Atty possibly having a stipend. Something to think about for future.



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New Business – none

Motion to adjourn by R. Teague, second Hoogerhyde. Motion carried.

Meeting adjourned at 7:47 pm

Shannon Johnson
Township Ambulance Authority
Administrative Assistant