

**Beaver Island Emergency Services Authority**  
December 19, 2019 Special Meeting Minutes - **DRAFT**

**I. Call to order**

Chairperson Bill Kohls called the special meeting to order at 2:00PM

**II. Roll call**

Attending: Bill Kohls, Bob Turner, Kitty McNamara, Jim McDonough. Absent: Tammy Radinoff

Others: Acting Executive Director Cody Randall and Paramedic Justin Potter, Bookkeeper Rick Speck

**III. Approval of Minutes and Financial Documents**

- a) Motion McNamara, 2<sup>nd</sup> McDonough to approve minutes of October 30, 2019 Regular Meeting. All in Favor, Motion Passed.
- b) Motion McNamara, 2<sup>nd</sup> McDonough to approve the check register and budget updates for BIFD and BIEMS as presented by bookkeeper Rick Speck. All in Favor, Motion Passed.

**IV. Review of BIEMS Director Job Description and Timeline & Process for Hiring of new Executive Director**

- a) Motion Kohls, 2<sup>nd</sup> McNamara to approve job description as prepared by board appointed subcommittee, but also including language about oversight of insurance billing. All in Favor, Motion Passed.
- b) Motion McNamara, 2<sup>nd</sup> Kohls to approve the timeline & process for hiring the executive director as prepared by the board appointed subcommittee. All in Favor, Motion Passed.
- c) Motion McNamara, 2<sup>nd</sup> Kohls to hold a special meeting on January 30, 2020 for the purpose of selecting a new Executive Director.

**V. Other Business**

- a) Motion McDonough, 2<sup>nd</sup> McNamara to authorize holiday pay for Christmas and New Years Day for EMS personnel. All in Favor, Motion Passed.
- b) The board accepted the Interim Director Monthly Report.
- c) Bill Kohls suggested the Krys Lyle become the recording secretary for BIESA. The board concurred and requested that Lyle consolidate all BIESA agendas, minutes and documents in one location.

**VI. Meeting adjourned at 3:10**

Minutes prepared by K McNamara