

# Southwest Shiawassee Emergency Services Alliance

## Serving Residents as Perry Area Fire Rescue

145 S. Main Street ≈ P.O. Box 63 ≈ Perry, Michigan 48872  
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### Regular Meeting Minutes

January 22, 2024

7:00 p.m.

Perry Township Hall

#### Call to Order

Mr. DeLau called the meeting to order at 7:00 pm.

#### **Present:**

**Board Officers:** Chair-Tim DeLau (City of Perry), Vice Chair-Mark Fraser (Perry Township), Treasurer – Janet Sprague (Vernon Township) and Secretary-Lori Godfrey (Antrim Township)

**Trustees:** Bob Peterson (Village of Morrice), Phyllis Dickerson (Village of Morrice), Troy Parmalee (Perry Township), Bob Porter (City of Perry) and Tom Deming (Burns Township)

**Member at Large:** Jeff Harris (Perry Township)

**Absent:** Nick Spaniola (City of Durand)

**Also Present:** Interim Emergency Services Chief Trent Atkins, Deputy Chief of EMS Dan Munro, Deputy Chief of Fire Scott Grinnell and Assistant Chief of Fire Brian Pfeifle

#### Approval of the Agenda

***Motion made by Mr. Parmalee to approve the meeting agenda as presented. Second by Mrs. Sprague. All in favor. Motion carried.***

#### Approval of the December 18, 2024 Regular Meeting Minutes

**Motion made by Mr. Peterson to accept the meeting minutes with correction of December 2022-December 2023 under Ambulance Financial Report. Second by Mr. Fraser. All in favor. Motion carried.**

#### Correspondence/Public Comments

\*Note read from resident thanking SSES for assistance during a medical emergency and recognizing Anthony DeLucia for his care.

\*Anthony Karhoff, resident from Shiawassee Township, stated he was concerned with the new contract Shiawassee Township has with Corunna Ambulance and is in support of SSES providing coverage. He holds nothing against Corunna Ambulance but wants the closest ambulance to serve his residence and family farm. His goal is to hold elected officials accountable and the way the Township Board handled the Assessment notices was wrong. The Township is trying to backtrack the notices and that is not the correct procedure. He received no public notice from the Township and the \$70 household assessment for Corunna is being collected now.

## Nominations and Election of Officers

### ▪ Chairperson

**Mr. Parmalee moved to appoint Tim DeLau as Chairperson. No other nominations received. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.**

### ▪ Vice Chairperson

**Mr. Parmalee moved to appoint Janet Sprague as Vice Chairperson. No other nominations received. Second by Mr. DeLau. A roll call vote resulted in ayes from all voting members present. Motion carried.**

### ▪ Treasurer

**Motion made by Mrs. Godfrey to appoint Troy Parmalee as Treasurer. No other nominations received. Second by Mr. Fraser. A roll call vote resulted in ayes from all voting members present. Motion carried.**

### ▪ Secretary

**Motion made by Mr. Fraser to appoint Lori Godfrey as Secretary. No other nominations received. Second by Mrs. Sprague. A roll call vote resulted in ayes from all voting members present. Motion carried.**

## Committee Reports

***Personnel Committee*** - Met two weeks ago. Recommendations addressed later in agenda. Chief Atkins met with committee to provide update and discuss new policies being instituted. Of note, Union Contract up on December 31, 2024.

***Finance Committee*** – Met January 11, 2024. Mrs. Sprague thanked Mr. Parmalee for the work done to put together a true picture of where SSES is financially. A lot of discussion surrounded the Durand vote in February. Other items for discussion included in agenda.

***Organizational Review Committee*** – Has not met.

## Emergency Services Chief Reports

Chief Atkins presented the following reports:

- Financial Reports – Due to ongoing Quickbooks updates, reconciliations for all accounts and Payroll reports provided.
- Monthly bills were presented in the amount of \$213,621.90.

***Motion made Mrs. Godfrey to accept the reports and pay the bills in the amount of \$213,621.90. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.***

- Profit & Loss Budget vs. Actual Report and Financial Report - Will discuss under Budget Adjustments.
- Chief Atkins presented the Ambulance Financial Report. Bill Jackson to add Transfer line to show revenue from Transfers.
- Collections Report – Collections for Non Residents \$2,251.60; Collections for Residents \$3,063.52 for a total of \$5,315.12.

***Motion made by Mr. Porter to send \$5,315.12 to collections. Second by Mr. Peterson. A roll call votes resulted in ayes from all voting members present. Motion carried.***

- Chief Atkins presented the new dashboard containing fire and ambulance run data. Still adjusting report. Bill Jackson can provide KPI data long-ins to Board Members to view detail then the report for the meeting can be more streamlined.
- Apparatus report provided. Of note is A-9 Ambulance; costs for 2023 totaled \$24,136.29.

- Chief Atkins presented the Strategic Plan from SWOT Analysis and Threat Assessment. Items are still in progress, some threat assessment items have moved to low rating. At the end of the first quarter 2024 will reassess.
- Monthly Shift Schedule Report – Schedule in January filled.
- Policies & Procedures – Chief Atkins added 16 Policies and Procedures. Board has access to all on Google Drive.

**Old/Ongoing Business**

**1. Update Municipal Contracts and Invoicing –**

**City of Durand** – Waiting for results of election.

**Letter to the Editor** – Chief Atkins wrote a Letter to the Editor for the Board to review.

**Motion by Mr. Fraser to allow Chief Atkins to submit the Letter to the Editor and publish in the Argus Press and Independent. Second by Mrs. Sprague. All in favor. Motion carried.**

**Shiawassee Township** – Chief Atkins and Mr. DeLau attended Shiawassee Township Special Meeting for Ambulance Special Assessment today at 2:00 p.m. Shiawassee Township Board voted to go with Corunna Ambulance and Supervisor Gerald Novak stated he signed a contract with them. Chief Atkins read a statement to the Shiawassee Township Board outlining that a contract with SSES is still in place. The Current contract requires written notice of termination. SSES has not received any payment for services for this year, nor has the Shiawassee Township Board addressed the \$45 to \$65 discrepancy over the last 2 years. Invoices have been sent without acknowledgement from Shiawassee Township. Even if the Shiawassee Township Board requests 911 call center to transfers calls over to Corunna Ambulance, it will not happen quickly, CAD data needs to change, so 911 will still dispatch SSES at this time.

**2. Fire Equipment Millage** – Tabled until next meeting.

**3. Fees for Services Ordinance** – Mr. Gormley, Mr. Atkins and Mrs. Godfrey to meet to prepare ordinance for next meeting.

**4. Criminal Referral Update** – Mr. Gormley to draft legal opinion for next meeting.

**5. TruePay Services** – First payroll to be done in February. Chief Atkins to have new bid for Human Resources for next meeting.

**6. LSW Update** – Chief Atkins met with LSW last week, has another meeting scheduled to go over data.

**7. Budget Adjustments** – Mr. Parmalee presented the Budget vs. Actual Report and a list of budget adjustments.

**Motion made by Mr. Porter to approve Budget Adjustments below:**

| <b>Capital Accounts:</b>                         |  |
|--|--|
| Increase 901-900 EMS Building Rent               | \$10,400.00  |
| Increase 901-930 Building Repair and Maintenance | \$12,200.00  |
| Increase 901-997 Building to General             | \$7,330.00   |
| <b>Total</b>                                     | <b>\$29,930.00</b>                                   |
|  | (Reduced Building Fund Reserve to \$0)               |
| Increase Fire to General                         | \$48,100.00  |
| Increase EMS to General                          | \$61,450.00  |
|  | (Reduce Fire Capital and EMS Capital Reserve to \$0) |
| <b>General Fund:</b>                             |  |
| <i>Income:</i>                                   |  |
| Increase 336-581 Bennington Fire                 | \$8,000.00 to \$70,294.00                            |
| Increase 336-582 Antrim Fire                     | \$7,000.00 to \$60,213.00                            |
| Increase 336-584 City of Perry Fire              | \$3,000.00 to \$61,821.00                            |
| Increase 336-671 Other Revenue                   | \$3,000.00 to \$27,763.00                            |
| Increase 336-673 Transfer In Fire Capital        | \$48,000.00 to \$48,000.00                           |
| Increase 336-691 Asset Sale                      | \$238,500.00 to \$238,500.00                         |
| Increase 651-590 Durand City                     | \$28,000.00 to \$128,000.00                          |
| Increase 651-601 Fees for Services               | \$50,000.00 to \$950,000.00                          |
| Increase 651-673 Transfer in from EMS Capital    | \$61,400.00 to \$61,400.00                           |

|  |                              |
|--|------------------------------|
| Increase 651-674 Transfer from Building Fund | \$7,300.00 to \$7,300.00     |
| Increase 651-691 Asset Sale                  | \$1,500.00 to \$1,500.00     |
| Increase 101 Use of General Fund Balance     | \$113,000.00                 |
| <b>Total Increase Income by</b>              | <b>\$568,700.00</b>          |
| <i>Expenses:</i>                             |                              |
| Increase 336-726 Fire Supplies               | \$2,500.00 to \$7,000.00     |
| Increase 336-800 Fire Other Services         | \$6,000.00 to \$88,660.00    |
| Increase 336-970 Capital Outlay              | \$176,000.00 to \$321,050.00 |
| Increase 651-701 EMS Personnel Services      | \$123,000.00 to \$321,050.00 |
| Increase 651-800 EMS Other Services          | \$170,000.00 to \$321,050.00 |
| Increase 651-970 EMS Capital Outlay          | \$73,000.00 to \$111,500.00  |
| Increase 651-999 Transfer to EMS Capital     | \$18,200.00 to \$24,200.00   |
| <b>Total Expenses Increase by</b>            | <b>\$568,700.00</b>          |

**Second by Mr. Peterson. A roll call vote resulted in ayes from all voting members present.  
Motion carried.**

8. **VFIS Insurance** – Chief Atkins presented new VFIS Renewal Quote. Will Auto renew unless Board wanted to make changes to policy.
9. **Office Equipment Update** – New copier set up today. New phone installed, only one phone in system and is at Susan’s Desk. Directory gives options and then will forward to cell phones.

**New Business**

1. **Depository** – Currently have accounts at Huntington and PFCU.

***Motion by Mr. Fraser to use Huntington Bank and PFCU as depositories . Second by Mr. Harris. A roll call vote resulted in ayes from all voting members present. Motion carried.***

2. **Credit Card** – PFCU was unable to provide a credit card without using a personal Social Security Number as security. Mr. Parmalee contacted Huntington Bank; they offer a Municipal Credit Card. If apply for Huntington card will need to maintain a banking relationship with them.
3. **Email Domain Name Change** – Will change from Perry Area Fire Rescue to PAFR. Bill Jackson will send out instructions to change email over.
4. **New Probationary Firefighter – Abby Munro** – Abby Munro is enrolled in EMT Class through a grant and will attend the fall Fire Academy.

**Motion made by Mr. Deming to approve hiring Probationary Firefighter Abby Munro. Second by Mr. Harris. All in favor. Motion carried.**

5. **Paid on Call Firefighter – Chad Nickels** – Mr. Fraser would like recommendation brought to the Personnel Committee.

***Motion by Mr. Parmalee to bring recommendation to hire Paid on Call Firefighter Chad Nickels to the Personnel Committee. Second by Mr. Fraser. A roll call vote resulted in the following:***

***Yeas: Mrs. Godfrey, Mrs. Sprague, Mr. Harris, Mr. Deming, Mr. Parmalee and Mr. Fraser.***

***Nays: Mrs. Dickerson, Mr. DeLau, Mr. Porter and Mr. Peterson***

***Abstain: None***

***Absent: Mr. Spaniola***

***Motion carried.***

6. **Electric Fan** – Deputy Chief Grinnell shared that the new fan was delivered. Snyder family donated to SSESAs after their carbon monoxide incident while running a generator. Fan is lighter and runs on rechargeable Milwaukee 18V batteries.
7. **Audit** – Mrs. Godfrey presented the Proposal for Auditing Services from Hoerner & Geer for \$8,000.00

***Motion made by Mr. Fraser to accept current bid with the understanding that SSESAs obtain new quotes from different Auditors next year. Second by Mr. Parmalee. A roll call vote resulted in ayes from all voting members present. Motion carried.***

**Public/Board Comments** –

\*Mr. Porter inquired about the status of Tower. Currently listed at \$80,000.00. One call received from Fire Department on west side of state.

\*Mr. Fraser wanted clarification of vote to sell Tower. Mrs. Godfrey to look at previous meeting minutes and send findings to Mr. Fraser.

There being no further business, motion made by Mr. Fraser to adjourn. Second by Mrs. Dickerson . The meeting adjourned at 8:49 p.m.

Next monthly SSESAs meeting will be February 19, 2024 at 7:00 p.m. at Perry Township Hall.

Respectfully Submitted,  
Lori Godfrey, Secretary