

Southwest Shiawassee Emergency Services Alliance

Serving Residents as Perry Area Fire Rescue

145 S. Main Street ≈ P.O. Box 63 ≈ Perry, Michigan 48872

(517) 625-7611 ≈ Fax: (517) 625-7614

Official Regular Meeting Minutes

January 20, 2025

Perry Township Hall

Call to Order

Chairman DeLau called the meeting to order at 7:06 p.m.

Attendance

SSEA Board Officers: Chair-Tim DeLau (City of Perry), Treasurer-Troy Parmalee (Perry Township) and Secretary-Lori Godfrey (Antrim Township)

SSEA Trustees: Tom Deming (Burns Township), Bob Peterson (Village of Morrice) and Mark Fraser (Perry Township)

Also Present: Chief of Emergency Services Trent Atkins, Deputy Chief of EMS Dan Munro, Deputy Chief of Fire Scott Grinnell and Legal Counsel, John Gormley

Absent: Vice Chair – Janet Sprague (Vernon Township), Nick Spaniola (City of Durand), Phyllis Dickerson (Village of Morrice) and Jeff Harris (Member at Large - Perry Township)

Approval of the Agenda

Motion made by Mr. Peterson to approve the meeting agenda as presented. Second by Mr. Porter. All in favor. Motion carried.

Approval of December 16, 2024 Regular Meeting Minutes

Motion made by Mr. Deming to accept the December 16, 2024 Regular meeting minutes as presented. Second by Mr. Peterson. All in favor. Motion carried.

Correspondence

*Consumers Energy sent notification of tree clearing in the area.

*Notification from MERS

*Resignation letter from Mrs. Sprague

*IRS letter

Public Comment

None

Nomination and Election of Officers

- Chairperson

Motion by Mr. Parmalee to appoint Tim DeLau as Chairperson. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

- Vice Chairperson

Motion by Mr. Fraser to appoint Tom Demming as Vice Chairperson. Second by Mrs. Godfrey. 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. Second by Mr. Deming. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Secretary**

Motion made by Mr. Parmalee to appoint Lori Godfrey as Secretary. Second by Mr. Deming. A roll call vote resulted in ayes from all voting members present. Motion carried.

Committee Reports

Personnel Committee – Mr. Porter reported that the Personnel Committee met and recommends the board reaffirm Chief Atkins action to terminate Mr. Ives.

Motion by Mr. Fraser to reaffirm Chief Atkins action to terminate Mr. Ives. Second by Mr. Parmalee. A roll call vote resulted in ayes from all voting members present. Motion carried.

Finance Committee – Met Thursday, items of discussion are on the agenda.

Organizational Review Committee – Met January 6th and went through Bylaws and have a few minor recommended changes. Will go through the Articles of Incorporation next.

Board Officer Reports

- **Chair/Vice Chair Report** - None

- **Treasurers Report**

- Budget vs. Actual Report – discussed last years final Budget. With amendments last month adjustments to each cost center came in based on adjustments.
- Presented Financial Reports
 - Payroll Report
 - Payment of the bills
- EMS Revenue Report – Still have unpaid runs from August and September. Right now sitting on \$700,000 in accounts receivable.
- Mr. Parmalee presented a Corrective Action Plan letter in response to the Michigan Department of Treasury asking for response to deficiencies found in the audit.

- **Secretary's Report** – Mrs. McGahey going on vacation in March. Mrs. Godfrey to fill in and do payroll.

Emergency Services Chief's Report

- SSES was awarded a DNR Grant for up to \$5,000.
- Will present annual report in February
- New hires: Kendra Littlefield – Part time EMT; Ashlynn Bell, Dylan Atkins and Ben Pankey are attending Shiawassee Fire Academy in Corunna; and Kyle Seymour (Investigator for the State and instructor for Genesee County Fire Academy).
- Jeffrey Tobias tendered his resignation this week.
- Mobile Data Terminal (MDT) purchased. Directly connects to dispatch. 3rd department in County to use. Allows dispatch to see closest ambulance to scene. Will be active by March 1, 2025. All ambulances and rescue will be outfitted.
- Have had approximately 400 EMS calls more than last year and 81 Fire calls compared to 77 last year.
- No transport calls have went from 533 last year to 182 so far this year. Staff better at identifying other services that patients may need.
- Presented Statistics Dashboard –

- Fire Apparatus – Air systems replaced on Engine 1. (90% of maintenance issues are due to lack of maintenance in past years.)
- EMS Apparatus – A-7 needs to be replaced or re-chassis; R-210 Improvements done, added radios, built boxes in back. Started to put cards in back of ambulances to identify stations.
- Policies and Procedures – No new ones this month. In February, employees will receive links that allow them to read digitally sign that they have read documents.
- Master Calendar provided.

Old Business

- **Municipality Updates**
 - **Burns Township** – Chief Atkins met with Chief Prestionise. Had changes within the agreement, will take back to Burns township Board.
- **Audit RFP's** – Have received bids for around \$20,000.

Motion made by Mr. Fraser to allow Mr. Parmalee to enter into an agreement with an auditing firm that has provided a quote for up to \$20,000.00. Second by Mr. Deming. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Litigation Update** – Mr. DeLau presented a letter drafted to send to the Shiawassee County Prosecutor.

Motion made by Mr. Parmalee that Board Members have until Friday at noon to submit corrections in writing and submit to Mr. DeLau. Second by Mr. Porter. A roll call vote resulted in all voting members present. Motion carried.

-Mrs. Godfrey drafting a letter to send to all prior board members, administrative staff and officers to preserve all data regarding litigation by Mr. Hubbard.

- **Ambulance Re-chassis** – Built in budget for this year. E&E Plus in Grand Haven Bid was \$216,000. (Could not get ambulance in until 2026.) R&R has never done a re-chassis before, Bid was \$140,000. MacQueen (formerly Kodiak) provided bid of \$134,878 which includes a Ford Chassis (Gas) 7.3L V8. Republic Bank provided best rate 5 years at 5.43% (same company used to finance Stryker equipment).

Motion made by Mr. Parmalee to authorize Chief Atkins to enter into a contract with MacQueen to re-chassis A-10 for up to \$145,000.00 which includes getting extended warranty on power train from Ford. Second by Mr. Peterson. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Union Contract** – No movement on union contract since last meeting.
- **Christmas Party Recap** – Good participation. Gave commendations for big calls last year. Chad Fuller received Firefighter of the Year and Marissa Claudill received EMT of the Year for starting a peer support system in the department.

New Business

- **Depositories** – Currently use Huntington, PFCU and Community Credit Union.

Motion made by Mr. Parmalee to continue to use Huntington, PFCU and Community Credit Union. Second by Mr. Fraser. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Meeting Dates** –

Motion made by Mr. Parmalee to keep meeting dates to the 3rd Monday of every month. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Holiday Pay for Per diem Employees** – Per diem employees did not receive holiday pay for 2024.

Motion made by Mr. Fraser to pay per diem employees time and a half for holiday and make it retroactive to Christmas Eve 2024. Second by Mrs. Godfrey. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Ambulance Service Fee Increase** – Chief Atkins presented recommended Ambulance Fee increases to bring fees up to Medicare and Medicaid reimbursement rates.

Motion by Mr. Deming to authorize the Ordinance for Fees for Services to be updated and brought before the Board next meeting. Second by Mr. Peterson. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Cot/Power Load Purchase** – with new ambulance need to put power load in. Found a new one from Eaton County they are selling for \$45,000 (cost is usually \$60,000). Stryker will provide full 5 year warranty. Keep power load and sell cot for \$25,000.

Motion made by Mr. Parmalee to approve Chief Atkins purchasing the new cot from Eaton County. Second by Mr. Deming. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Memorial Contract** – Chief Atkins has been in discussion with Memorial Healthcare to take all transfers and all advanced and critical care calls out of ER. To accomplish, need to hire 4 full-time employees. Will be staffed 11 a.m. – 11 p.m. That ambulance will be stationed at Memorial and will not take emergency calls. Waiting for contract draft to provide to attorney. By fall, will need another ambulance to re-chassis. In near future looking at 6 ambulances.

Motion made by Mr. Fraser authorizing chief Atkins to negotiate contract and hire 4 full-time staff. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

Public/Board Comments

*Teri Mogg thanked the board for providing time and a half holiday pay/bonuses for per-diem for end of year.

*Mr. DeLau shared that he is going to meet with Burns Township tomorrow at 6 p.m. to discuss Eagles Cove.

Adjournment

Motion by Mr. Parmalee to adjourn. Second by Mr. Deming. All in favor. Motion carried. There being no further business, the meeting was adjourned at 9:16 p.m.

Respectfully Submitted,
Lori Godfrey, Secretary