

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

Regular Meeting

October 16, 2023

7:00 p.m.

Perry Township Hall

Call to Order

Mr. DeLau called the meeting to order at 7:01 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: Tom Deming (Burns Township), Phyllis Dickerson (Village of Morrice), Bob Peterson (Village of Morrice), Troy Parmalee (Perry Township Alternate), Nick Spaniola (City of Durand) and Bob Porter (City of Perry)

Absent: Trustee-Jeff Harris (Perry Township)

Also Present: Deputy Chief Scott Grinnell, Assistant Chief of Fire – Brian Pfeifle and Assistant Chief of EMS – Dan Munro

Approval of the Agenda

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

Approval of the September 18, 2023 Regular Meeting Minutes

Minutes of the September Regular Meeting were sent electronically to all Board Members.

Motion made by Mr. Deming to approve the meeting minutes as presented. Second by Mrs. Sprague. All in favor. Motion carried.

Approval of the September 29, 2023 Special Meeting Minutes

Minutes of the September 29th Special Meeting were sent electronically to all Board Members.

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

Approval of the October 3, 2023 Special Meeting Minutes

Minutes of the October 3rd Special Meeting were sent electronically to all Board Members

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

Approval of the October 3, 2023 Closed Session Meeting Minutes

Motion by Mrs. Godfrey to table approval of October 3rd Closed Session meeting minutes until next closed session. Second by Mr. Peterson. All in favor. Motion carried.

Correspondence/Public Comments

No Public Comments.

Correspondence:

*Distributed to Board a copy of email received from Durand City Manager Cameron Horvath. Mr. Horvath wanted to clarify discussions with Mr. DeLau and Assistant Chief Munro regarding the payments for ambulance assessment.

Committee Reports

Personnel Committee – Met October 12th. Will discuss Interim Chief under New Business. Will have recommendations next month for contract for Office Assistant Susan McGahey.

Finance Committee – Met October 12th. All items will be addressed on Agenda.

Organizational Review Committee – Has not met. Will schedule a meeting.

Emergency Services Chief Reports

Deputy Chief Grinnell and Assistant Chief Munro presented the Financial Deposits, Debits & Payroll Reports and the monthly bills in the amount of \$162,948.86.

Motion made Mr. Parmalee to accept the report and pay the bills as presented as funds are available. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members. Motion carried.

Deputy Chief Grinnell, Assistant Chief Munro and Assistant Chief Pfeifle presented the Profit & Loss Budget vs. Actual Report and Financial Report. SESA is 79% through the budget year. September has been busiest month. Maintenance on ambulances is causing increased expenses. Still waiting for \$40,000 grant check.

Assistant Chief Munro presented the Ambulance Financial Report. Continuing push to have paperwork submitted in a timely manner.

Assistant Chief Munro presented the Write-Off and Collections Report.

Motion made by Mrs. Godfrey to write-off \$5,589.20 and send \$920.90 to collections. Second by Mr. Spaniola. A roll call vote resulted in ayes from all voting members. Motion carried.

Assistant Chief Pfeifle and Assistant Chief Munro presented the Fire and Ambulance Run Report.

Assistant Chief Munro presented the Response Time Report and Monthly Shift Schedule Report. Burns MFR is extremely helpful and a great part of EMS. There is grant money available to provide MFR classes. Schedule vacancies are to be offered to full time staff first (according to union contract), can mandate if needed, explore for next contract negotiation.

Old/Ongoing Business

1. Update Municipal Contracts and Invoicing –

Antrim Township – Will sign contract at next regular meeting.

Bennington Township – Will sign contract at next regular meeting.

Burns – Received signed contract amendment.

City of Durand – Awaiting outcome of Headlee Override ballot proposal. Received contract resolution.

Mr. DeLau to follow up with City Manager.

Shiawassee Township – Mr. DeLau and Assistant Chief Munro met with Shiawassee Township Treasurer and discussed issue of back pay. Treasurer unaware of any communication regarding increase from \$45 to \$65.

Meeting minutes are sent every month to each municipality. May sign contract with Corunna Ambulance. S.S.E.S.A. Board discussed waiving monies owed if continue to contract with SSES.A.

Motion made by Mr. Parmalee to offer Shiawassee Township shortage forgiveness if they sign new contract. Second by Mr. Deming. A roll call vote resulted in the following:

Yeas: Mr. Spaniola, Mr. Fraser, Mr. Peterson, Mrs. Dickerson, Mr. Porter, Mr. Deming, Mr. Parmalee, Mr. DeLau and Mrs. Sprague.

Nays: None

Abstain: Mrs. Godfrey

Motion carried.

Vernon Township – Received signed contract amendment. Township Assessor questioned dates. Mrs. Godfrey to contact Township Clerk.

- 2. Bank Loan/Line of Credit*** – Still moving forward. Requested 2020 and 2021 audits. Need to develop policy and procedures for line of credit draws.

New Business

- 1. Fees for Services*** – Discussion regarding Fire Billing. S.S.E.S.A. has fees for services for Fire in Ordinance 1 of 2004.

Motion by Mr. Parmalee to begin billing for fire calls for last 6 months according to fees in Ordinance 1 of 2004. Second by Mr. Fraser. A roll call vote resulted in ayes from all voting members. Motion carried.

- 2. Fire Equipment Millage*** – For next election need to look at dedicated fire equipment millage. Revisit current millage language regarding “renew” or “restore”.
- 3. New Employee Hires/Resignations*** – Mike Turner and Seth Arbanas resigned and went to Lansing Fire. The Board thanked them for their service and luck in their new positions. Assistant Chief Munro recommended hiring the following:

Greg Irwin – Full Time Firefighter EMT
Brandon Fall – Full Time Firefighter EMT
Jeff Butcher – Per Diem Paramedic
Sarah Farrar – Per Diem EMT
Margaret Allen – Per Diem EMT

Promotion of Nate Shelly Firefighter Paramedic to Captain

Motion by Mr. Parmalee to accept resignations, hire and promote as requested. Second by Mr. Porter. All in favor. Motion carried.

- 4. Old Ford Explorer MFR Vehicle*** – 2006 Ford Explorer no longer in service. Requires too many repairs.

Motion by Mr. Spaniola to put vehicle up for sale. Second by Mr. Peterson. A roll call vote resulted in ayes from all voting members. Motion carried.

- 5. Quick Books Online User Addition*** –

Motion by Mrs. Godfrey to add Troy Parmalee, Perry Township Alternate and Finance Committee Member to Quick Books Online. Second by Mrs. Sprague. A roll call vote resulted in ayes from all voting members. Motion carried.

- 6. Interim S.S.E.S.A. Management*** – The Personnel Committee met and discussed the immediate need for an Interim Chief. Due to the financial situation there is urgency to fill the vacancy. In July, Mr. Atkins was asked to

act as a Consultant through SWOT Analysis. Mr. Atkins has the qualifications necessary to fill the vacancy now on an Interim basis to help organize the department and bring it up to optimal operation. Mr. Gormley, esq. Is writing the contract for at least a 12 month period. Salary requested is \$65,000 with no benefits at 25 hours per week and 90 hours PTO/year. Comp time accumulated when more than 25 hours per week but needs to be used within 14 days.

Motion by Mr. Peterson to hire Mr. Atkins as Interim Fire Chief as an at-will employee for 30 days at \$2500 bi-weekly without benefits and consider longer-term contract at next meeting. Second by Mr. Deming. A roll call vote resulted in the following:

Yeas: Mrs. Godfrey, Mr. Porter, Mr. Parmalee, Mr. Peterson, Mrs. Dickerson, Mrs. Sprague, Mr. Deming, Mr. DeLau and Mr. Spaniola.

Nays: Mr. Fraser

Motion Carried.

Release of Redacted Investigative Report from Erin Hopper-Donahue, Esq. – Recommendation by legal counsel to redact report and place on website with the signed Garrity Agreement. Will eliminate need for FOIA requests.

Motion by Mr. Porter to release redacted report and Garrity Agreement and post on website. Second by Mr. Parmalee. A roll call vote resulted in ayes from all voting members. Motion carried.

Consideration for Criminal Referral – Some information has already been turned in to the State Policy by an employee. Need to determine if Board considers it is a “victim” of action, specifically in regards to excessive overtime paid & excessive shifts when schedule was full. Statute of limitations is 6 years for fraud. Discussed forensic audit. Will explore costs. Criminal case is harder to prove. Civil case is also an option.

Motion by Mr. Peterson to refer for criminal charges. Second by Mr. Deming. A roll call vote resulted in the following: Yeas: Mr. DeLau, Mr. Peterson, Mrs. Sprague, Mrs. Dickerson, Mr. Spaniola, Mr. Deming, Mrs. Godfrey and Mr. Porter.

Nays: Mr. Fraser

Abstain: Mr. Parmalee

Motion carried.

Allow Absent Board Member and Alternate Member to review Closed Session Meeting Minutes –

Motion by Mrs. Godfrey to allow Mr. Spaniola and Mr. Parmalee to review Closed Session Meeting Minutes from October 3, 2023. Second By Mrs. Sprague. A roll call vote resulted in ayes from all voting members. Motion carried.

Public/Board Comments –

*Chad Fuller – Fill station leaking, need to fix. Scheduled to do on Saturday.

*Assistant Chief Munro – Thanked Mr. Parmalee for assisting with Finances. Wanted to bring attention to the following: bills are being paid on time and there is increased transparency on the board. He did request that the auditor look into payroll reports 1 year ago.

*Mr. DeLau read aloud an email sent from Battalion Chief Jeff Tobias – Mr. Tobias is concerned that the one no vote from Mr. Fraser in regards to the firing the Chief Hubbard is concerning and, in his opinion, that action shows Mr. Fraser is unfit to serve as Vice Chair of the S.S.E.S.A. Board.

There being no further business, motion made by Mr. Parmalee to adjourn. Second by Mrs. Sprague. The meeting adjourned at 9:25 p.m.

Next monthly SSES meeting will be November 20, 2023 at 7:00 p.m. at Perry Township Hall.

Respectfully Submitted,
Lori Godfrey, Secretary