

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 Minutes

November 18, 2024

Perry Township Hall

Call to Order

Chairman DeLau called the meeting to order at 7:00 p.m.

Present:

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

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

Member at Large: Jeff Harris (Perry Township)

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

Absent: Nick Spaniola (City of Durand) and Bob Porter (City of Perry)

Approval of the Agenda

Motion made by Mr. Deming to approve the meeting agenda with addition of rebranding logo under New Business. Second by Mr. Peterson. All in favor. Motion carried.

Approval of October 21, 2024 Regular Meeting Minutes

Motion made by Mr. Peterson to accept the October 21 2024 Regular meeting minutes as presented. Second by Mr. Deming. All in favor. Motion carried.

Correspondence

*Received a letter from City of Perry Stating that the City Council had voted to designate the SSES Emergency Services Chief as City Fire Official.

*VFIS personal information update

Public Comment

None

Committee Reports

Personnel Committee –Did not meet

Finance Committee – Did not meet

Organizational Review Committee – Scheduled to meet 12-2-24 at 7 p.m. at Station 1

Board Officer Reports

- **Chair/Vice Chair Report** - None
- **Treasurers Report**
 - City of Durand – Mrs. McGahey to provide report on what is due at the end of the year for next meeting
 - Budget vs. Actual Report – 88.4% through fiscal year
 - Fire expenses: need to make budget adjustments for personal services and capital outlay
 - EMS Income: over on EMS wages and supplies
 - Presented the Financial Report

Motion by Mr. Parmalee to pay the bills in the amount of \$151,580.27. Second by Mr. Fraser. A roll call vote resulted in ayes from all voting members present. Motion carried.

- Presented the Payroll Report
- Presented EMS Revenue Report: A more detailed report available if wanted. \$681,366 out for billing that is not paid for. Approximately \$40,000 out for collections (Accumulated attempts to collect 3 times, sends collection report to Chief Atkins and Mr. Parmalee).
- **Secretary's Report** – Information sent to Basam Malik to assist with Auditor search. 8 more RFP's sent out. Mr. Parmalee has received 2 responses.

Emergency Services Chief's Report

- Presented Statistics Dashboard – 2,230 EMS calls (avg. 250-300 calls/month), up 334 calls from this time last year.
- Policies and Procedures – A few more were added since last month. 30-40 policies in to be reviewed.
- Fire Apparatus - \$680 for new manifold on brush truck. Engine 2 needs air valve replacement.
- Ambulance Apparatus – A-11 went to Luft's to have brake work & front-end alignment; A-9 in process of being repaired by Transfleet. A-7 at Lunghammer's to be repaired; doesn't have brake lights. A-10 out of service. Laingsburg provided one of their ambulances on loan.
- Christmas Party set for 12-21-24 at St. Mary's Catholic Church Fellowship Hall. Doors open at 5 p.m. with dinner at 6 p.m.

Old Business

- **Municipality Updates**
 - **Bennington Township** – Copy of contract to expand territory for fire coverage effective January 1, 2025 provided to Board Members. Minor clerical errors changed.

Motion made by Mr. Parmalee to approve Bennington Township contract with changes. Second by Mr. Fraser. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Burns Township** – Mr. DeLau received a call from Supervisor Glass. Burns Township Board received notice that both campgrounds were appealing the ambulance special assessment to the Tax Tribunal.
- **Emergency Services Chief Contract** – Corrections: Under II Term eleven months changed to thirteen months and date changed from November 17, 2025 to December 31, 2025.

Motion by Mr. Parmalee to accept Emergency Services Chief's Contract with Amendments. Second by Mr. Peterson. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Assistant Chief of Operations Contract** – Corrections: Under III Duties legal counsel to add in accordance wording. Under Benefits V Letter G “and of 20 years” changed to “with 20 years”; Letter J 4th bullet point “to qualify for leave” changed to “to qualify for leave”; 5th bullet point adding after paternity leave, “for the weeks referenced above unless on short term disability”. Under K 2nd bullet point changed “lifting or move” to “lifting or moving”.

Motion by Mr. Parmalee to approve the Assistant Chief of Operations Contract subject to review by the Executive Committee before signing. Second by Mr. Deming. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Executive Assistant Contract** - Corrections to date and final paragraph on conflict of interest.

Motion made by Mr. Parmalee to accept the Executive Assistant's Contract with corrections. Second by Mrs. Dickerson. A roll call vote resulted in ayes from all voting members.

- **Litigation Update** – More information has been requested by the lawyer. All data has been entered. Will forward data to Mr. Parmalee and Mr. Gormley, Legal Counsel

New Business

- **Rebranding** – Would like to move forward to uniform name recognition as SSES. The change would take place slowly over time. Would include fire and EMS. Discussed changing name to Southern Shiawassee Emergency Services Alliance or South Shiawassee Emergence Services Alliance. Discussion tabled until name could be decided upon.

Public/Board Comments

*The City of Perry has asked to give the Calkins McQueen house to the historical society but they are unable to accept. Not going to sell as there is a deed restriction that the house had to be used for historical purposes. Should continue to have no issues with parking lot. The lot would stay City property.

*Mrs. Godfrey commended the work being done on the foyer at Station 1

Adjournment

Motion by Mr. Fraser to adjourn. Second by Mr. Deming. All in favor. Motion carried. There being no further business, the meeting was adjourned at 8:25 p.m.

Respectfully Submitted,
Lori Godfrey, Secretary