

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

December 16, 2024

Perry Township Hall

Call to Order

Chairman DeLau called the meeting to order at 7:02 p.m.

Present:

SSESA 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)

SSESA Trustees: Tom Deming (Burns Township), Phyllis Dickerson (Village of Morrice), Nick Spaniola (City of Durand), 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 EMS Dan Munro, Deputy Chief of Fire Scott Grinnell and Legal Counsel, John Gormley

Absent: None

Approval of the Agenda

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

Approval of November 18, 2024 Regular Meeting Minutes

Motion made by Mr. Parmalee to accept the November 18, 2024 Regular meeting minutes as presented. Second by Mrs. Dickerson. All in favor. Motion carried.

Correspondence

*VFIS sent a questionnaire for Chief Atkins to complete. The premium for Workers Comp increased approximately \$900.00

Public Comment

*Randall Ives spoke regarding his termination.

*Greg Irwin, Union President spoke in support of Mr. Ives.

Committee Reports

Personnel Committee –Did not meet

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

Organizational Review Committee – Met December 3rd. Will continue to meet the second Monday of each month. Currently reviewing incorporating and bylaw documents.

Board Officer Reports

- **Chair/Vice Chair Report** - None
- **Treasurers Report**
 - Budget vs. Actual Report – Discussed 2024 Budget Amendments #3.

Motion by Mr. Parmalee to approve the following:

Fire: Increase 336-539 State Grants by \$90,000; Increase 336-975 Fire Equipment Replacement by \$70,000 to \$90,000 and 336-980 Fire Equip Repairs/Maint. by \$20,000 to \$45,000. Total Adjustments \$90,000.

Decrease 336-860 Fire Gas/Oil by \$2,500 to \$9,500 and 336-921 Fire Gas & Elec. by \$2,500 to \$7,500 and Increase 336-703 Fire Runs by \$5,000 to \$40,000. Total Adjustments \$5,000.

EMS: Increase 651-581 Bennington Twp. by \$37,000 to \$124,000. Increase 651-601 Fees for Services by \$23,000 to \$923,000.

Increase 651-731 EMS Training Supplies by \$5,000. Increase 651-803 EMS Billing Services by \$50,000 to \$70,000. Increase 651-807 EMS Attorney Fees by \$5,000 to \$10,000. Total Adjustments \$60,000.

Increase 651-671 Other Revenue by \$3,500 to \$3,500 and Increase 651-701 EMS Initial Education – Wages & Benefits by \$3,500 to \$10,500. Total Adjustments \$3,500.

Second by Mrs. Sprague. A roll call vote resulted in ayes from all voting members present. Motion carried.

- Discussed Non-Represented Pay Adjustments for Deputy Chief of Fire, Deputy Chief of EMS, Executive Assistant, Assistant Chief of Operations Fire/EMS and Fire Training Officer. Chief Atkins requested increase of Assistant Chief of Operations Fire/EMS Salary as the highest paid Paramedic was over the Assistant Chief position.

Motion made by Mr. Parmalee to approve the Non Represented Pay Adjustment effective January 1, 2025:

Scott Grinnell, Deputy Chief of Fire – Current \$16,000 proposed \$16,600

Dan Munro, Deputy Chief of EMS – Current \$33,000 proposed \$34,240

Susan McGahey, Executive Assistant – Current \$35,360 Proposed \$36,421. (Contract allows for 3% increase after January 1, 2025 subject to Board Approval and Recommendations after evaluation by Chief).

Dan Bannister, Assistant Chief of Operations Fire/EMS – Current \$65,000 proposed \$67,000

Michelle Harris, Fire Training Officer – Current \$600 proposed \$1,000

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

- Presented Financial Report
- Presented the Payroll Report

Motion by Mr. Parmalee to pay the bills in the amount of \$243,111.61. Second by Mrs. Sprague. A roll call vote resulted in ayes from all voting members present. Motion carried.

- EMS Revenue Report - 246 billable calls. November last year call volume increased and billables increased. Still have some out for billing. Sent \$40,000 to collections last month. Collection percentage is increasing.
- **Secretary's Report** – Assisted Mrs. McGahey in accessing the website to apply for the 2024 Assistance to Firefighters Grant for the exhaust system in the station.

Emergency Services Chief's Report

- Perry Christmas Fantasy Community Event Saturday Evening. On duty crew and paid on call came in to help. Chief wanted to give a “shout-out” to those that made it a special event.
- Fire at Williams Furniture, Kitchen and Bath. Response was flawless. Six firefighters on scene. Four firefighters were in the station. Ambulance crew grabbed pre connect, started to knock down fire and were able to clear the building. Other fire departments on scene: Burns, LSW, Owosso Township, Shiawassee Township and NIESA.
- Chief spoke with Broker today and platform will be gone soon.
- Presented Statistics Dashboard –Fire calls increased in November. On track to do 2700 call this year. Probably the highest ever. Have assisted with mutual aid 12 times.
 - Fire Apparatus – Engine 3 in service. Tanker 1 just returned from repairs. Tanker 2 running well. Paid out \$60,103.48 so far for fire apparatus repairs.
 - EMS Apparatus – A-7 is oldest vehicle; 2012 with 250,000 miles. A-9 currently having brakes done; has 240,000 miles; just put transmission in. A-10 needs to be replaced. A-11 had new transmission in October. A-12 Ambulance from Minnesota, put liquid springs back in it this year. Response/Rescue Truck – just lettered and had rack placed for \$2200. Total repairs this year \$83,565.94.
- Policies and Procedures – Folder will be cleared out by January 10th.

Old Business

- **Municipality Updates**
 - **Bennington Township** –Contracts signed and copies back to Bennington.
 - **Vernon Township** – Attorney to send brief agreement to have ambulance sit out at Station 2 for \$100/month. Chief waiting to hear back from Vernon Township Board.

Motion made by Mr. Parmalee to give Chief authority to enter into an agreement with Vernon Township subject to review by legal counsel. Second by Mrs. Sprague. A roll call vote resulted in ayes form all voting members present. Motion carried.

- **Burns Township** – Chiefs have not been able to set meeting yet.
- **Audit RFP's** – 4 more sent out by Mrs. Godfrey.
- **Litigation Update** – Met with Insurance Attorney. Still gathering information. Went over opposing party's list of people to dispose. (Entire Board at the time of the former Chief's dismissal.) Requested all text messages, emails or any recorded conversations with Mr. Hubbard or regarding Mr. Hubbard. Can screen shot text messages. Do not include any communication with SESA attorney, as this is privileged information. Mr. DeLau has documents ready with Mr. Gormley's assistance to send to the Prosecutor.
- **Ambulance Re-Chassis** – A-10 is in need of replacing or getting a re-chassis. Looking at “Plug and Play” box is removed then chassis plugged in. Recommended by Chief to have done, as new ambulances are too costly. Also, if one ambulance goes down, SESA is borrowing an ambulance.

- **Power-cots** – Mr. Parmalee received quote for power-cots. Two are out of warranty & two need to be replaced. Plan was to repair but now demo cots are available at a lower cost. Current interest rate would be 4% on a 5-year note. Cots would be under warranty as long as on payment plan. Total would be \$89,557 for three cots. Cost would be \$19,154.09/year. Mr. Parmalee recommends replacing instead of repairing.

Motion made by Mr. Parmalee to replace three power-cots from Stryker with a 5-year note at 4% interest at a total cost of \$89,557.00. Second by Mr. Fraser. A roll all vote resulted in ayes from all voting members present. Motion carried.

- **Rebranding** – will continue to discuss at Organizational Review Committee.

New Business

- **Meeting Date Change** – Next meeting is a holiday. Chief Atkins stated he would be working, no need to change date.
- **Union Contract** – Negotiation done, concern about contract as it is not signed and the new contract benefits are to start January 1, 2025. Current contract will be kept in place if new contract not signed. Chief Atkins is unsure as to what concerns are and will schedule meeting.
- **Employee Dismissal** – Dismissed employee last week. New Full-time Paramedic position posted.
- **Christmas Party** - December 21, 2024; doors open at 5 p.m. with dinner at 6 p.m.
- **Executive Assistant** – Salary approved last month with new contract. Contract includes 3% increase if approved by Board after annual review by Chief. Review completed. If approved, salary would be \$36,421. Also, bonus was missed on new contract. Union employees receive annual bonuses based on anniversary date. Bonus would be \$450.

Motion by Mrs. Godfrey to approve 3% pay raise and \$450 bonus for Mrs. McGahey, Executive Assistant. Second by Mrs. Sprague. A roll call vote resulted in ayes from all voting members present. Motion carried.

Public/Board Comments

*Mr. Fraser asked for clarification as to dismissal of Mr. Ives. Personnel Committee to meet and bring information back to the Board.

Adjournment

Motion by Mr. Deming to adjourn. Second by Mr. Harris. All in favor. Motion carried. There being no further business, the meeting was adjourned at 8:42 p.m.

Respectfully Submitted,
Lori Godfrey, Secretary