

# 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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### Meeting Minutes

March 18, 2024

7:00 p.m.

Perry Township Hall

#### Call to Order

Chairman DeLau called the meeting to order at 7:07 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), Bob Peterson (Village of Morrice), Bob Porter (City of Perry) and Mark Fraser (Perry Township)

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

**SSESA Legal Counsel:** John Gormley, Esq.

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

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

#### Approval of the Agenda

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

#### Approval of February 26, 2024 Regular Meeting Minutes

*Motion made by Mr. Fraser to accept the meeting minutes with correction to add "Second by Mr. Porter" under the motion to sell Tower 1. Second by Mrs. Sprague. Motion carried.*

#### Approval of March 12, 2024 Special Meeting Minutes

*Motion made by Mr. Parmalee to accept the meeting minutes with correction to remove Mr. Harris's name with title under SSESA Trustees. Second by Mr. Harris. Motion carried.*

## Correspondence/Public Comments

None

## Committee Reports

**Personnel Committee** – Nothing to report at this time.

**Finance Committee** – Met last Thursday, discussed rate increase, ballot language and LSW. All will be discussed on tonight's agenda.

**Organizational Review Committee** – Will meet in future.

## Emergency Services Chief Reports

Chief Atkins presented the following reports:

- Financial & Payroll Reports – 3 Full Time positions are open at this time, therefore there is increased overtime. Will be hiring 2 new Paramedics.
- Monthly bills were presented in the amount of \$73,295.17

***Motion made by Mr. Porter to accept the financial report and pay the bills in the amount of \$73,295.17. Second by Mrs. Godfrey. A roll call vote resulted in ayes from all voting members present. Motion carried.***

***Motion made by Mr. Fraser to accept the payroll report and approve payroll of \$102,974.33. Second by Mrs. Sprague. A roll call vote resulted in ayes from all voting members present. Motion carried.***

- Profit & Loss Budget vs. Actual Report was presented by Mr. Parmalee. Currently one quarter through the fiscal year. Wages and other revenue are close. Community Education will be kept as it's own category due to grant funding received. Will be receiving income from AccuMed soon. Gross billed in first 2 months is approximately \$50-60,000 more this year compared to last.
- EMS Revenue Report
- Collections Report – Collections for Non-Residents \$4,754.11; Collections for Residents \$3,027.78 for a total of \$7,781.89.

***Motion made by Mrs. Godfrey to send \$7,781.89 to collections. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.***

Chief Atkins reported the following:

- Fire Fighter Bill Iler was recently promoted to Lieutenant at Station 2, he scored very well on the exam.
- Paramedic Candidate Ben Pankey is attending Fire School
- Paramedic Candidate Randall Ives is trained as a Fire Fighter and Instructor Coordinator
- Statistics Dashboard
  - Fire & Ambulance Runs – up 53 fire calls for year, 418 EMS calls year to date, 8 transfers last year, 31 transfers so far this year. Dispatch called, Corunna is primary for EMS in Shiawassee Township and SSES for Bennington Township.
  - Apparatus

- Engine 2 – Battalion Chief Jeff Tobias has been handling the repairs; found that repairs were under recall. Will send all invoices, may be reimbursed for costs.
- Tanker – Still waiting to get into fabrication.
- Grass Truck 1 – Sent in for new siren.
- Grass Truck 2 – Small minor repairs done.
- Policies and Procedures – All on Google Drive; asked the Board to please look over.
- Strategic Plan – Continuing to work on.

Chief Atkins addressed the following:

- Station 2 needs electrical upgrades; Gary Morgan, Electrician gave quote including electric for adding washer and dryer. May approach Village to assist with some costs.
- Now have Employee Orientation Packets.
- Still waiting for \$40,000 Grant Money.
- Applying for Grant for Health and Safety; asking for approximately \$235,000 with 5% match.

### Old/Ongoing Business

- **Update on Municipal Contracts –**
  - **City of Durand** – Chief Atkins attended Durand meeting tonight. Council approved language of new contract.
  - **Shiawassee Township** – Township meeting this Wednesday.
  - **Bennington Township** – Mr. Parmalee sent contract, has not heard back. Chief Atkins to attend meeting.
  - **Burns Township** – MFR Contract needs reviewing. Chief Atkins will report at next meeting. Eagle’s Cove Campground appealed to Tax Tribunal. Mr. Deming stated the Burns Township Board may be contacting SSESA regarding Lawyers fees.
- **Fees for Services Ordinance**

*Motion made by Mr. Parmalee to accept Ordinance 1 of 2024, Amended Fees for Services. Second by Mr. Fraser. A roll call vote resulted in the following from voting members present:*

*Yeas: Mr. Peterson, Mr. DeLau, Mr. Porter, Mrs. Sprague Mrs. Godfrey, Mr. Parmalee, Mr. Fraser, Mr. Harris and Mrs. Dickerson*

*Nays: None*

*Abstain: Mr. Deming*

*Absent: Mr. Spaniola*

***Motion carried.***

- **Credit Card** – Mr. Parmalee has not heard back from Huntington Bank. Has had contact with Consumers Credit Union.

*Motion by Mr. Parmalee to apply for Credit Card with Consumers Credit Union for up to \$5,000. Second by Mrs. Sprague. A roll call vote resulted in ayes from all voting members present. Motion carried.*

- **LSW Update** – Will continue to meet. Meeting last week cancelled.

- **4<sup>th</sup> Ambulance** – Has been running the last 2 weeks. Hasn't been staffed every day due to staff vacations. When in service had 2-3 calls/day. Will continue to monitor and report.

### **New Business**

- **EMS/Equipment Millage** –
  - Ambulance Special Assessment increase discussed to go to \$120/unit to begin collecting 2025.
  - Fire Equipment Millage ballot language provided for the Incorporators. Discussed increase of Fire service charge to cooperating and contracting municipalities (Antrim – Cooperating; Bennington – Contracting). Discussed continuing 1.25 mil for operating and .75 mil for equipment for 2 years. Vernon has 1.25 mil operating and .5 mil equipment; Burns has 1.0 mil operating and .75 mil equipment; Owosso Township has 1.0 mil operating and .5 mil equipment.

***Motion made by Mr. Parmalee to set the EMS Ambulance Assessment at \$120/unit to begin collecting January 1, 2025. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.***

- **Ballot Language** – Resolution 1 of 2024

**Resolution 01 of 2024 to place Fire Millage Proposal on the August 6, 2024 Ballot, for Incorporating Members (City of Perry, Perry Township and Village of Morrice) to add an additional Fire Millage of 0.5 mills for 2 years:**

*“Shall the limitation on the amount of taxes which may be levied against all taxable real and personal property in the City of Perry, Village of Morrice, and the Township of Perry, Shiawassee County be increased by 0.5 mill (\$0.50 per \$1,000 of taxable value) for a period of two (2) years, with the tax levy beginning 12/01/2024 and with the tax levy ending after the 12/01/2025 tax levy for the purpose of the funding of fire equipment for fire and rescue services, including but not limited to fire equipment, fire apparatus, personal protective equipment and building safety equipment and the maintenance and debt service thereof as authorized by Section 12 of the Emergency Services to Municipalities Act 57 of 1988, which millage, if approved and levied, will raise in the first year of levy an estimated \$89,605 across all portions of the Alliance’s tax levy jurisdiction.”*

*This millage will generate estimated revenues for the Southwest Shiawassee Emergency Services Alliance of approximately \$89,605 in the first year of levy. The funds raised from this millage will be dedicated solely for the purpose of funding of fire equipment for fire and rescue services, including but not limited to fire equipment, fire apparatus, personal protective equipment and building safety equipment and the maintenance and debt service thereof within the Southwest Shiawassee Emergency Services Alliance jurisdiction.*

*If approved, this millage will commence on 12/01/2024 and conclude on 12/01/2026 providing essential financial support to enhance the quality of our fire amenities and maintain operational standards for the community.*

***Motion made by Mr. Parmalee to adopt Resolution 1 of 2024 and place on August Ballot. Second by Mr. Fraser. A roll call vote resulted in the following from all voting members from the Incorporating Municipalities:***

***Yeas: Mr. Parmalee, Mr. Porter, Mr. Peterson, Mrs. Dickerson, Mr. Fraser and Mr. DeLau***

***Nays: None***

- **Fire Service Charge** – Mrs. Godfrey asked the Board to consider a decreased amount for the fire service charge to the Cooperating and Contracting Municipalities.

***Motion made by Mr. Parmalee to Increase the Fire Service Charge to 1.75 mils, as reduced by Headlee for 2 years contingent upon vote passing by voters of the Incorporating Municipalities. Second by Mr. Fraser. A roll call vote resulted in the following:***

***Yeas: Mr. Fraser, Mr. Harris, Mr. Parmalee, Mr. DeLau, Mr. Peterson, Mr. Porter, Mrs. Sprague and Mrs. Dickerson***

***Nays: Mrs. Godfrey***

***Abstain: Mr. Deming***

***Absent: Mr. Spaniola***

***Motion carried.***

Mrs. Godfrey to send Ordinance to the Argus press for publication and take the signed Resolution to the County Clerk and obtain confirmation of receipt. Will send notices of increases to all municipalities US Mail with Certificates of delivery.

- **Hiring and Appointments**

***Motion made by Mr. Fraser to approve hiring of Fire Fighter/Paramedic Randall Ives and Paramedic Ben Pankey. All in favor. Motion carried.***

***Motion made by Mr. Parmalee to approve appointment of Bill Iler to Lieutenant. Second by Mr. Porter. All were in favor with exception of Mr. Peterson, who abstained from voting until information he requested is received. Motion carried.***

#### **Board/Public Comments**

\*Mr. Spaniola requested Board receive update that his wife's health is improving

\*Mr. Fraser inquired if the City of Durand is in process of appointing and Alternate

\*Assistant Chief Pfeifle asked if fire calls have been billed. Can bill under old ordinance

\*Mr. Porter was questioned by a resident about a balance bill of \$26. He suggested that residents be educated regarding the \$110 assessment and place that information on website.

***Motion by Mr. Deming to adjourn. Second by Mr. Harris. There being no further business, the meeting was adjourned at 8:37 p.m.***

Respectfully Submitted,  
Lori Godfrey, Secretary