

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

Meeting Minutes

April 15, 2024

7:00 p.m.

Perry Township Hall

Call to Order

Chairman DeLau called the meeting to order at 7:01 p.m.

Present:

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), Phyllis Dickerson (Village of Morrice), Bob Peterson (Village of Morrice), Bob Porter (City of Perry) and Mark Fraser (Perry Township)

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

Absent: Vice Chair – Janet Sprague (Vernon Township), Trustee-Nick Spaniola (City of Durand), Jeff Harris – Member at Large (Perry Township), Dan Munro – Deputy Chief of EMS and John Gormley – Legal Counsel

Approval of the Agenda

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

Approval of March 18, 2024 Regular Meeting Minutes

Motion made by Mr. Fraser to accept the meeting minutes as presented. Second by Mr. Porter. All in favor. Motion carried.

Correspondence/Public Comments

None

Committee Reports

Personnel Committee – Nothing to report at this time.

Finance Committee – Met last Thursday, discussion items on Agenda. Mr. Parmlee spoke with Bill Jackson, have not received revenue that would have been billed out since January due to transition to Accu-Med. Once billing has started will be able to get a better picture of expected EMS revenue.

Organizational Review Committee – Will meet in future.

Emergency Services Chief Reports

Chief Atkins presented the following reports:

- Financial & Payroll Reports – Spent approximately \$17,000 on vehicle maintenance/repairs. Wex (Fuel Card) low because of credit for taxes for the last 3 months.
- Monthly bills were presented in the amount of \$222,854.50.

Motion made by Mrs. Godfrey to accept the financial report and pay the bills in the amount of \$222,854.50. Second by Mr. Deming. 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. Have had 8 payrolls out of 26 for the year. Payroll costs right on with year to date percentage. Claims filed for refund of fuel taxes are \$8,200 Federal and \$9,300 State. Tax Exemption was not renewed in 2015. Sales tax varies depending on gas station. Still being charge fuel tax at Truck Stop because they are non-participating. Contacted them to see if they are willing to participate, waiting for Truck Stop to call back.
- EMS Revenue Report - Accu-Med should get caught up next week billing Jan-Mar. Total collections projected for this year is \$264,510 based on 63% cost recovery.
- Collections Report – Collections for Non-Residents \$6,701.19; Collections for Residents \$3,791.11 for a total of \$10,492.30.

Motion made by Mr. Parmalee to send \$10,492.30 to collections. Second by Mr. Deming. A roll call vote resulted in ayes from all voting members present. Motion carried.

- Statistics Dashboard – During the first quarter costs to keep ambulances running was approximately \$38,666.95. Costs for Fire apparatus \$11,033.01.
- Strategic Plan – No update
- Policies and Procedures
 - Conference and Workshop Policy

Mr. Fraser moved to shift approval for employees to travel and attend conferences. All in favor. Motion carried.

- Annual Report - Chief Atkins provided a 2023 Annual Report. Board is to look over and let him know by Friday if there are any changes. Will get bound copies for Board and put report on website. Organizational Chart has changed. Merged ranks to make similar to bring everyone together. No longer 2 separate departments. Question asked regarding Board approval of Organizational Chart as stated in Articles of Incorporation. Chief Atkins stated the 100 series policies given outline the organization and expectations and asked Board to review them.

Motion made by Troy to accept the 2023 Annual Report subject to any typographical errors, if found. Second by Mrs. Godfrey. All in favor. Motion carried.

Old/Ongoing Business

- **Update on Municipal Contracts –**
 - **City of Durand** – Contract signed last week. Has not received copy yet.
 - **Shiawassee Township** – Supervisor acknowledge email and said he would respond this week.
 - **Vernon Township** – New MFR Contract needs review. Copy provided to Board Members.
 - **Burns Township** – MFR Contract needs renewal. Copy provided to Board Members. Under current contract they were to be employees but SSESAs has no authority over them. Instead they are going to be reimbursed. SSESAs still maintains vehicle licenses and MFR trainings and licenses. SSESAs has no authority over their personnel or medical liability.
- **Credit Card** – Mr. Parmalee has not heard back from bank.
- **LSW** – At this time they are fully staffed and want to re-evaluate.
- **EMS/Equipment Millage** – All paperwork was submitted to the County Clerk. Email sent to Clerks of Incorporating Municipalities to acknowledge receipt by the County Clerk.
- **Tru-Pay HR Updated Quote** – Want to make clear that legal services fee is not included in the quote. Legal representation from Tru-Pay would not be included if go to litigation. Cost is \$325/hour. Already approved HR so no further action is required.

New Business

- **Budget Amendments** - Need to set up Community Education Accounts as money received is for grant and needs to be designated appropriately.

2024 Budget Amendment #2
To Create Community Education accounts:
Income:
701-651-543 Grant Income \$9,000.00
701-651-607 Education fees \$0.00
Expenses
701-651-701 Wages & Benefits \$7,000.00
701-651-726 Supplies/Equipment \$500.00
701-651-800 Seminars \$1,500.00

Motion made by Mr. Parmalee to approve 2024 Budget Amendment #2. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Health Insurance** – Insurance costs are rising. Chief to discuss looking at insurance rate to save employees costs. Personnel Committee to review. New Union Administration in place; will meet with them. Insurance renews June 1, 2024.
- **Firefighter of the Year** – Dan Munro was nominated by Burns Grainge for Firefighter of the Year. Chief Atkins will be accepting on his behalf tomorrow night.

- **Citizen Life Saving Award** – Assistant Chief Pfeifle and Battalion Chief Tobias nominated Ken Davis for the Citizen Life Saving Award. Mr. Davis saved a young man’s life by extracting him from a burning vehicle. There was an article in the Argus Press.

Board/Public Comments

*Mr. Deming inquired if 201 & 203 (Ambulances) are at Station 1 and 204 (Vernon Station) goes out what is the plan. Deputy Chief Munro met with Chief Prestonise from Burns Township and discussed establishing stop areas where there would be facilities for the crew.

*Mrs. Godfrey is updating the Board Contact list.

***Motion by Mrs. Dickerson to adjourn. Second by Mr. Porter. All in favor. Motion carried.
There being no further business, the meeting was adjourned at 8:13 p.m.***

Respectfully Submitted,
Lori Godfrey, Secretary