

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

August 19, 2024

7:00 p.m.

Perry Township Hall

Call to Order

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

Present:

SSESA Board Officers: Chair-Tim DeLau (City of Perry), 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), Mark Fraser (Perry Township), Nick Spaniola (City of Durand) and Jeff Harris (Member at Large Perry Township)

Also Present: Interim Emergency Services Chief Trent Atkins, Deputy Chief of Fire Scott Grinnell and Deputy Chief of EMS Dan Munro

Absent: Janet Sprague (Vernon Township)

Approval of the Agenda

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

Approval of July 15, 2024 Regular Meeting Minutes

Motion made by Mr. Deming to accept the July 15, 2024 meeting minutes as written. Second by Mr. Peterson. All in favor. Motion carried.

Correspondence

1. Received Public Notice from the Village of Morrice Downtown Development Authority's (MDDA) Tax increment Finance and Development Plan. Public Hearing scheduled for August 27, 2024 at 7 p.m. at the Village of Morrice Hall.
2. Received a thank you note from the City of Perry Parks Department for attending their event.
3. Received Bid from Positive Electric for work in Station 2 that is to be shared with Village of Morrice. \$1,155.00.
4. IRS letters regarding 941's. They requested 60 days to respond to SSESA's inquiry.

5. Perry Area Fire Rescue Monthly Newsletter was sent out early August.
6. State of Michigan Auditing Procedures Report letter received.
7. Canvass of Votes Case for the Primary Election received. Millage proposal of 0.5 mill increase for 2 years for fire and rescue services in the City of Perry, Village of Morrice and Township of Perry passed.

Public Comment

None

Committee Reports

Personnel Committee – Did not meet. Will set a meeting for next week.

Finance Committee – Met Thursday last week. Auditor present, had draft of audit available. Management letter signed. Audit is overdue. Asked when it would be submitted. Stated it would be by Friday. Will need to make a few adjustments before the end of the fiscal year. Current cash on hand position; \$100,000 ahead of last year.

Organizational Review Committee – Did not meet.

Emergency Services Chief Reports

Chief Atkins presented the Financial and Payroll Reports. Of note on the Financial Report is payment for former Firefighters Tom Brushaber and Ray McCall to have their names placed on the Firefighters Memorial Wall in Roscommon. Total income \$251,133.69. Bills total \$300,406.60.

Motion made by Mr. Parmalee to pay the bills in the amount of \$300,406.60. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

Chief Atkins presented the EMS Revenue Report. Still not quite as accurate but \$118,000 billed in July last year; this year billed \$184,000. 132 calls in August, 206 in July. Aging Summary presented from Accumed. Accumed has merged with another company. Billing may take more time as most patients have 2 insurances and payments are not submitted until both have paid.

Chief Atkins presented Statistics Dashboard and Apparatus Reports. Fire has provided mutual aid for 11 calls this year. Fire has not received any mutual aid to date. Total ambulance maintenance to date is \$58,638.90. Fire Tanker 2 lacked power, approximately \$3,000 to repair. Engine 2 has leaky valves because it sits for periods of time. Changed policy for full-time staff to work valves during shifts to decrease leaks. Engine 3 towed due to breakdown.

Chief Atkins reported that goals for Strategic Plan have been updated with only 2 remaining in red. Reminded Board to go to Policies and Procedures link to review newest. Will be able to review for 30 days. Chief Atkins to email the Board when changes are made.

Old/Ongoing Business

Update on Municipal Contracts

- **Shiawassee Township** - Attorney Gormley spoke with Shiawassee Township's Attorney. The Shiawassee Township Board gave information to the Attorney when they received the letter. He shared he had not been given any information prior to receiving the letter. SSES already negotiated forgiving 2022. Have 45 days to respond or legal action will begin.

- **Vernon Township MFR** - Attorney Gormley sent an email of Vernon Township's MFR agreement for the SSES Board to review.

Motion by Mr. Parmalee to approve Vernon Township Medical First Responder Services Agreement as presented. Second by Mr. Fraser. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Burns Township** – Chief Atkins to meet with Burns Fire Chief Wade Prestonise tomorrow at 3:30. Burns Township Board does want to meet the 1st week in September. Shirley Riley, Burns Township Clerk stated that the Township received a call from Walnut Hills; they will come to public hearing on September 9, 2024. Burns Township Attorney concerned that billing ½ unit assessment not justified. The Tax Tribunal may not see that there is enough of a benefit. Mrs. Riley would like SSES to provide information that they can have available at the public hearing regarding benefits for the campground. She realized it is not a “per run” issue but a readiness issue.

Union Negotiations Update

- Chief Atkins, Mr. DeLau and Mr. Deming to meet with Union Representatives the first Friday in September. Chief Atkins will then meet with Mr. Parmalee to make sure requests were fiscally feasible.

Full Time Vacancies Update

- Chief Atkins requested the Board to approve hiring 2 Full Time Employees: Ashlyn Bell, Paramedic and Austin Munn, Paramedic.

Mr. Parmalee moved to hire Full Time Paramedics Ashlyn Bell and Austin Munn. Second by Mrs. Dickerson. All in favor. Motion carried.

Audit - Mrs. Godfrey called Auditors Hoerner and Geer. Mr. Hoerner assured that the audit would be uploaded to the State soon, and was making every effort to do so. Audit presented to the Board.

Mr. Parmalee moved to accept the audit and place it on file. Second by Mr. Porter. All in favor. Motion carried.

Potential Litigation Update (Summary Letter) – Mr. DeLau apologized for not having the letter done. To meet with Mr. Parmalee to get the letter completed.

New Business

- **Executive Assistant Contract/Retirement** – Chief Atkins researched IRA (investment) retirement vs. MERS (pension) and recommended the Board consider MERS for Mrs. McGahey and go back to hire date to full time on January 1, 2024. Mrs. Godfrey provided MERS scenarios for Mrs. McGahey. New category should be used – Administrative (non-union represented).

Mrs. Godfrey moved to provide Mrs. McGahey MERS Benefit Provisions with 2.50% multiplier (80% max) with vesting period of 6 years with employer computed contribution at 13.43% to be retroactive to January 1, 2024 under new category of Administrative, Non-Union Represented. Second by Mr. Parmalee. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Grant Update** – Have not heard from FEMA regarding grant, will know before October 1st. Did receive approval to obtain 14 sets of turn-out-gear with State funding. State Legislation passed Assistance for Firefighters grant with no match. Will receive boots/pants/coats; usual cost is \$3500/firefighter.
- **Community Activities** – The Department participated in National Night Out in the City of Perry. Due to rain there was decreased attendance but activities were well received. Cut apart a car and had other demonstrations. Also participated in the City of Perry Family Fun Night. Social media posts have also been used to show how the Department has been providing assistance to the community. Michelle Harris was recognized for setting up a video regarding the fire millage. Another Department asked for her to assist them with a similar video.

Public/Board Comments

*Union President Greg Irwin shared that they are holding a glove and coat drive and asked to be able to place information in township offices to donate to children in the local schools.

Adjournment

Motion by Mr. Parmalee to adjourn. Second by Mrs. Dickerson. All in favor. Motion carried. There being no further business, the meeting was adjourned at 8:24 p.m.

Respectfully Submitted,
Lori Godfrey, Secretary