

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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(Official) Regular Meeting Minutes

September 16, 2024

Immediately Following Budget Hearing at 7:00 p.m.
Perry Township Hall

Call to Order

Chairman DeLau called the meeting to order at 7:14 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), Mark Fraser (Perry Township), and Nick Spaniola (City of Durand)

Member at Large: Jeff Harris (Perry Township)

Also Present: Deputy Chief of EMS Dan Munro

Absent: Interim Emergency Services Chief Trent Atkins

Approval of the Agenda

Motion made by Mr. Deming to approve the meeting agenda with addition of “New Employees under New Business”. Second by Mrs. Sprague. All in favor. Motion carried.

Approval of August 19, 2024 Regular Meeting Minutes

Motion made by Mr. Spaniola to accept the August 19, 2024 meeting minutes as written. Second by Mr. Porter. All in favor. Motion carried.

Correspondence

None

Public Comment

*Donation boxes will be at City of Perry and Village to collect hats, coats and gloves. Will start next week until October 28th. Also looking to donate to a family for Christmas. Once information is set, will let board know.

(Legal Counsel has not arrived yet, Mr. DeLau moved on to next agenda item)

Committee Reports

Personnel Committee – Did not meet.

Finance Committee – Met Thursday last week. Discussed Interim Chief’s Contract. Will share information with Personnel Committee.

Organizational Review Committee – Did not meet.

Board Officer Reports

● **Chair/Vice Chair Report** - None

● **Treasurers Report**

- Budget vs. Actual Report – 73.07% through payroll and 71% through budget. Overall cash position approximately \$100,000 better than last year.
- Financial Report – 2 new radios were lost on scene. There are insurance claims that will be reimbursed. Replacing with hi-vis green so they are easier to find. SSES was approved for a Consumer Credit Union Municipal Card.
- Payroll Report presented.
- Presentation and Payment of the Bills – Audit was less than quoted. Turn out Gear is a 100% grant, no match.

Motion by Mr. Fraser to pay bills as presented in the amount of \$185,658.67. Second by Mr. Spaniola. A roll call voted resulted in ayes from all voting members present.

- EMS Revenue Report - \$183,568 charges in August. Had 216 billable calls. Need to have Mr. Jackson add one more month to report for comparison.

● **Secretaries Report** – None

Emergency Services Chief Reports

- Assistant Chief Munro presented the Statistics Dashboard and Apparatus Reports. To date EMS had assisted in 8 mutual aid calls and have received mutual aid for 4 calls. All were due to the ambulance already being out on a call. The response time data may be skewed by some non-emergency calls that are prolonging response times. May need to separate out emergent and non-emergent calls. Still working on getting more detailed data with Central Dispatch. During last storm when power lines were down, SSES was able to bill Consumers Energy. All Fire and EMS apparatus are in service.
- Assistant Chief Munro stated Policies and Procedure Manual is continually being updated.

(Legal Counsel and Deputy Chief of Fire Scott Grinnell Arrived)

Closed Session to Discuss Written Legal Opinion

Motion by Mr. Parmalee to enter into closed session to discuss written legal opinion. Second by Mr. Spaniola. A roll call vote resulted in ayes from all voting members present.

Entered Closed Session at 7:41 p.m.

Returned from Closed Session at 8:09 p.m.

Old/Ongoing Business

● **Update on Municipal Contracts**

- **Shiawassee Township** - Attorney Gormley has not had contact from Shiawassee Township's Attorney. Prior motion was to seek legal action if no response within 45 days.

Motion by Mr. Parmalee to have Mr. Gormley hold legal action and if no news from Shiawassee Township with in 20 days to proceed as directed. Second by Mr. Deming. A roll call vote resulted in the following:

Yeas: Mr. Peterson, Mr. Spaniola, Mr. Porter, Mrs. Sprague, Mr. Parmalee, Mr. Fraser, Mr. Harris, Mr. Deming, Mrs. Dickers and Mr. DeLau

Nays: Mrs. Godfrey

Motion passed.

- **Burns Township** – MFR Agreement is still being discussed between Chief Atkins and Chief Prestonise. Mr. DeLau and Mr. Parmalee met with Burns Township Supervisor Casey Glass, Trustee Darren Murray and Chief Prestonise on September 5, 2024 at 6 p.m. at Perry Township Hall. Burns Township received additional information that was helpful in the form of a memo that Mr. Parmalee and Mr. Gormley collaborated on for the Public Hearing held September 9, 2024. This is the first time the current Township Board has had to deal with the Tax Tribunal. SSES to assist as they move forward. Burns Township is asking that the SSES Board assist with legal fees by paying half. SSES had no control over the use of their lawyer. Contract was changed with the addition of Campground language and legal fees were approximately just over \$20,000.00. Burns still owes a little over \$7,000 from previous withholding from bill. Mr. DeLau and Chief Atkins attended the Public Hearing. Memo was helpful in explaining cost of ambulance household assessment.

Mr. Parmalee moved to reduce Burns Township 2024 Contribution by \$2,000 to help offset the legal fees and to close the matter of the legal fees dispute. Second by Mr. Deming. A roll call vote resulted in the following:

Yeas: Mrs. Sprague, Mr. Spaniola, Mr. Deming, Mr. Parmalee, Mr. Porter, Mrs. Dickerson, Mr. Peterson, Mrs. Godfrey and Mr. DeLau.

Nays: Mr. Fraser and Mr. Harris

Mrs. Godfrey to draft a letter to Burns Township with copy of Unofficial Meeting Minutes within 8 days.

● **Union Negotiations Update**

- Contract updated. Attorney to review and will respond back. Next negotiation meeting September 20, 2024 with Union Meeting September 24, 2024 to vote.

- **Audit**

- Chief Atkins prepared a Request for Proposal (RFP) to send out to new auditing firms.

Mr. Parmalee moved to approve Audit RFP. Second by Mr. Fraser. All in favor. Motion carried.

- **Potential Litigation Update (Summary Letter)** – Due to complications with Quickbooks is not completed. Need to obtain more documentation.
- **Executive Assistant Contract/Retirement** – Received a Defined Benefit Plan Adoption Agreement from MERS that needs to be approved to add the new Division of Non-Union Administrative Staff with Benefits as discussed at last months meeting.

Motion by Mr. Fraser to adopt the Defined Benefit Plan Agreement with MERS with new Administrative Division. Second by Mr. Spaniola. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Grant Update** – Turn out gear grant discussed earlier. FEMA Grant is awarded at end of this month. AAA Grant for safety vests was denied but SESA was encouraged to apply in 2025. Have not heard if Firehouse Subs Grant for Lucas device has been awarded.

New Business

- **Consider Adopting 2025 Budget**

Motion by Mr. Spaniola to adopt 2025 Budget as presented. Second by Mrs. Sprague. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **L-4029** – needs to be turned into the County by September 30, 2024.

Motion by Mr. Parmalee to approve the 2024 L-4029 and Levy 1.1718 operating and .5 for equipment as reduced by Headlee. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Department Chaplain Position** – Received copy of Job Description for Department Chaplain.

Motion by Mr. Parmalee to approve Department Chaplain Job Description. Second by Mr. Spaniola. All in favor. Motion carried.

- **Employment Lawsuit** – No action, sent copies via email to each Board Member.
- **New Employees** – 2 full time openings. Assistant Chief Munro recommended hiring:
 - Margaret Allen, Basic EMT full-time. She is a LCC graduate currently working towards being a paramedic.
 - Austin Munn, Paramedic/Firefighter full-time. He is from Livingston County with several years of experience.

Motion by Mr. Parmalee to approve hiring Margaret Allen, Full-time Basic EMT and Austin Munn, Full-time Paramedic. All in favor. Motion carried.

- Abby Munro is now a Basic EMT/Firefighter. Just passed both certifications will be on probation for up to 2 years.

Public/Board Comments

*Mr. Porter received call from resident who called to pay his bill via credit card and was told SSESAs does not accept credit card payments. The resident was told that in error. SSESAs does accept credit card payments.

*Mr. DeLau reported that a Fire Department from Indiana came to view the aerial ladder truck. May be sold the 1st of October.

Adjournment

Motion by Mr. Spaniola to adjourn. Second by Mr. Deming. All in favor. Motion carried. There being no further business, the meeting was adjourned at 8:54 p.m.

Respectfully Submitted,
Lori Godfrey, Secretary