

# 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

May 19, 2025

Perry Township Hall

#### Call to Order

Chairman DeLau called the meeting to order at 7:03 p.m.

#### Attendance

**SSESA Board Officers:** Chair-Tim DeLau (City of Perry), Vice Chair-Tom Deming (Burns Township), Treasurer-Troy Parmalee (Perry Township) and Secretary-Lori Godfrey (Antrim Township)

**SSESA Trustees:** Bob Porter (City of Perry), Phyllis Dickerson (Village of Morrice), Bob Peterson (Village of Morrice), Mark Fraser (Perry Township) and Janet Sprague (Vernon 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:** Nick Spaniola (City of Durand) and Cindy Garber (Bennington Township)

#### Approval of the Agenda

*Motion made by Mr. Deming to approve the meeting agenda with addition of Approval of the April 21, 2025 Regular Meeting Minutes. Second by Mrs. Dickerson. All in favor. Motion carried.*

#### Approval of the April 21, 2025 Regular Meeting Minutes

*Motion made by Mr. Deming to accept the April 21, 2025 Regular Meeting Minutes as presented. Second by Mr. Peterson. All in favor. Motion carried.*

#### Correspondence

\*Received notification from Beechcraft Products that rent will be increased from \$800 to \$900 at Vernon Station starting with June rent payment.

\*Department of Treasury changed mailing address to PO Box as required by Post Office to receive mail.

\*PFCU sent savings rates available.

#### Public Comment

None

#### Committee Reports

**Personnel Committee**-Did not meet.

**Finance Committee**-Did not meet.

**Organizational Review Committee**-Did not meet. Mrs. Godfrey did speak with legal counsel regarding changes to Bylaws and Articles of Incorporation. Will schedule an upcoming meeting to discuss.

### **Board Officer Reports**

- **Chair/Vice Chair Report**-Nothing to report.
- **Treasurers Report**
  - Budget vs. Actual Report-Payroll is 34% through the fiscal year. Fire and EMS insurance renewed that is cause of increase for that line item. For fire, will transfer to Capital Account once set up. EMS is at 34.48% of annual budget. As fees for services collections increase that will continue to rise.
  - Presented Financial Reports
    - Expense Report for Fire and EMS presented.
    - Income Report presented-Bills totaled \$472,084.60.
    - Payroll Reports presented-2 payrolls this month.
    - EMSMC Report presented

***Motion by Mr. Parmalee to pay the bills in the amount of \$472,084.60. Second by Mr. Peterson. A roll call vote resulted in ayes from all voting members present. Motion carried.***

- **Secretary's Report**-Subpoena served with deadline of May 14, 2025. Got documents that could be retrieved to requesting lawyer's office.

### **Emergency Services Chief's Report**

- **Statistics Dashboard**
  - EMS-From Jan-Apr. 2025 had 967 EMS calls vs 853 last year
  - EMS call volume year to date total is 1120. Had over 20 calls from the City of Durand alone.
  - Fire calls year to date total is 104.
  - For the month of April had 2 structure fires, one in the City of Perry and one in Antrim Township.
  - KPI Dashboard for EMS Apparatus April repairs: A-7 had lube & filter; A-9 replaced steering box mount and had tune-up; A-11 is the rig that the most money was spent on in April at approx. \$6,000. A-12 windshield was repaired along with A-7. Cost was \$710. With \$500 deductible per occurrence, decision made to pay for it outright.
  - KPI Dashboard Fire Apparatus: No large repairs to report
- Last month had Risk Management review with insurance company, they are encouraging health and fitness of personnel. Would like to tie that into SSESAs 50<sup>th</sup> Anniversary. Will have signs made on stations with new logo and 50<sup>th</sup> Anniversary on it. Considering a program called 50 and 50. 50 days of fitness utilizing self-assessment. Personnel will voluntarily commit to something for health and wellness and track goals and progress. Will come up with a prize at the end. Would like to hold a picnic for the 50<sup>th</sup> Anniversary and invite SSESAs Alumni.
- Recruitment-have recruitment program going with Kyle Atkins as Recruitment and Retention Officer. Taking Fire and EMS to high schools and speaking with students. Started a Cadet Program that takes approximately 6 months. An assessment is done on candidate and then an interview with parents. If candidate passes then they are offered a place in the Cadet Program. New policies have been written for program. Insurance has coverage for program but it will be at an added cost. Waiting for call back with quote. Cadets can go on calls but only able to work

in "warm" zones and not "hot" zones. Will not be able to fight fires. Taking applications right now for candidates. Approximately 8-10 students have shown interest.

*Motion made by Mr. Fraser to move forward with the High School agreement. Second by Mrs. Sprague. A roll call vote resulted in ayes from all voting members present. Motion carried.*

- **MFR Class**-There will be a September MFR class. State has to give final approval then can move forward. No grant funding for class so cost is \$750 plus books. Still looking at finding a grant that may reimburse if individual passes the course.
- **Fire Academy**-On Saturday, May 18<sup>th</sup>, Chief Atkins and Deputy Chief Grinnell attended Genesee County Fire Academy Graduation. Graduates from SSES were: Ashlyn Bell and Kyle Seymour. There are 3 more in the Shiawassee County Fire Academy that will graduate in mid-June.
- **EMS Week** is May 18-May 24, 2025. Chief Atkins had picnic tables bought for each station and handed out Biggby Coffee gift cards to staff.
- Chief Atkins inquired if the Board approved Financial and HR policies at a previous meeting. If not, will need to address at a future meeting.

### Old Business

- **Municipality Update-**
  - **Burns Township-**
    - MFR-Nothing new to report.
  - **Bennington Township-**
    - Bennington Township board to look over Cooperating Contract and discuss at their June meeting.
- **Audit**-Audit is still moving forward. Had difficulty getting prior years information from previous auditor. Did not have beginning numbers and depreciation schedule was not accurate.
- **Memorial Contract**-Contract has been with insurance company for 3 weeks. They have a 40-day window to review. Will need to purchase additional coverage but waiting to see what rate will be. Can be ready to go in 2 weeks. Chief Atkins is requesting authorization to continue with current insurance (without contract) and when ready move forward. Talked with Tom Kurtz, President and CEO of Memorial Healthcare and they would like to keep the indemnification in the contract. Mr. Kurtz agreed to "gentlemen's handshake agreement" to move forward then when insurance carrier provides rate can put in place and sign contract. When ready will have to set a special meeting to ratify contract.

*Motion by Mr. Fraser to authorize Chief Atkins to enter into a rider agreement until next Board Meeting. Second by Mr. Peterson. A roll call vote resulted in ayes from all voting members present. Motion carried.*

- **New Ambulance Update**-Graphics must be on before state will authorize. Should be done by Friday. Did get financed for lease (\$200,000) & re-mount (\$150,000) combined. Will be same out of pocket for radios, etc.
- **Board Member Compensation**-Mr. Deming requested that Executive Board Members be compensated for work that is being done "over and above" attendance at meeting at \$25/hour. Mr. Parmalee shared that there have been extensive hours to prepare for and assist with the audit. Mrs. Godfrey stated that the positions have evolved into more of an administrative position since the change of Emergency Services Chief's in the office. Mr. Gormley and Mrs. Godfrey to develop an ordinance or resolution to bring back to the Board to define the work approved.

*Motion made by Mr. Deming to pay Executive Board Members at a rate of \$25/hour for work done over and above Regular Meetings. Second by Mrs. Sprague. A roll call vote resulted in ayes from all voting members present. Motion carried.*

**New Business**

None

**Public/Board Comments**

\*Mrs. Godfrey thanked the board for approving the Board compensation.

\*Mr. Deming asked about the pending litigation. Preliminary exam has been rescheduled due to change of attorney's for Mr. Hubbard. June 17<sup>th</sup> is the next hearing to be held in Shiawassee County. Civil case put on hold until criminal case is decided.

**Adjournment**

*Motion by Mr. Parmalee to adjourn. Second by Mr. Peterson. All in favor. Motion carried.*

*There being no further business, the meeting was adjourned at 8:08 p.m.*

Respectfully Submitted,  
Lori Godfrey, Secretary

**Regular Meeting –June 16, 2025 at 7:00 p.m. at Perry Township Hall, 2770 W. Ellsworth Road, Perry, MI 48872.**