

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

Official Regular Meeting Minutes

June 16, 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)

Approval of the Agenda

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

Approval of the May 19, 2025 Regular Meeting Minutes

Motion made by Mr. Peterson to accept the May 19, 2025 Regular Meeting Minutes as presented. Second by Mrs. Dickerson. All in favor. Motion carried.

Approval of the May 27, 2025 Special Meeting Minutes

Motion made by Mr. Fraser to accept the May 27, 2025 Special Meeting Minutes as presented. Second by Mr. Peterson. All in favor. Motion carried.

Correspondence

*Chairman DeLau received the new PFCU Debit Card. Needs to be activated.

Public Comment

*Mr. Peterson wanted to publicly thank the staff that took care of him during a medical emergency. He stated that Deputy Chief Dan Munro, Marissa Caudill and Greg King were top notch, extremely professional and provided him excellent care.

*Chief Atkins shared that he was honored to be able to present the Carnegie Award to Ken Davis on June 21, 2025. This award is the highest civilian lifesaving award given to a few each year. This was for his heroic act of saving a young man trapped in a burning vehicle.

Closed Session to Review Legal Opinion Regarding Pending Litigation

Motion made by Mr. Parmalee to enter into closed session and allow Chief Trent Atkins, Deputy Chief Munro and Deputy Chief Grinnell to attend. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

Entered into closed session at 7:13 p.m.

Returned from closed session at 7:41 p.m.

Motion by Mr. Parmalee to approve Mr. Hubbard's request to dismiss his civil case without prejudice. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

Committee Reports

Personnel Committee-Did not meet.

Finance Committee – Did meet, items for discussion are on agenda.

Organizational Review Committee-Did not meet.

Board Officer Reports

- **Chair/Vice Chair Report**-Nothing to report.
- **Treasurers Report**
 - Budget vs. Actual Report-Starting to receive Fire Millage monies. EMS monthly payments continuing to come in on schedule. Right now at 67% cash since the beginning of the fiscal year due to fees for services. Fire Capital Equipment number is high, some expenses will move to Capital Account. For EMS: Personnel 41.72% through the fiscal year. Will make adjustments due to new personnel hired for hospital contract. EMS Capital Outlay shows first lease payment will adjust, new ambulance purchase not accounted for in the original budget. Payroll is 41.66% through the fiscal year.
 - Presented Financial Reports
 - Expense Report for Fire and EMS
 - Income Report presented-Bills totaled \$232,395.30 (may need to adjust for fuel bill).
 - Payroll Reports presented-2 payrolls this month.
 - EMSMC Report presented
 - A-14 recently was vinyl wrapped
 - A-11 fuel pump replacement and oil change
 - A-7 new siren and speaker
 - Tanker-10 tires (NFPA requires replacement every 7 years). Did receive money back, there was very

- little wear on tires. Plan is to rotate through each apparatus so no changing all tires in the same year.
- Payment of the Bills-Bills totaled \$232,395.33. There is a question as to the Fuel Bill, may be incorrect.

Motion by Mr. Parmalee to pay the bill in the amount of \$232,395.33 subject to the adjustment of the fuel bill. Second by Mr. Fraser. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Secretary's Report**-Currently working on fulfilling the second subpoena for records.

Emergency Services Chief's Report

- **Statistics Dashboard**
 - EMS-End of May had 1220 calls (1348 as of today). 150 calls more than year before. Trending to reach 3080 calls (not including hospital transports).
 - 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 118.
 - KPI Dashboard for EMS Apparatus April repairs: Right now utilizing Laingsburg ambulance. A-7 has AC issue and A-12 was leaking fluid.
 - KPI Dashboard Fire Apparatus presented

Old Business

- **Municipality Update-**
 - **Burns Township-**
 - MFR-No report.
 - **Bennington Township-**
 - Bennington Township board send email declining the Cooperating Contract. Want to keep the 6 months out. Can ask if Cindy Garber would want to be Member at Large. Mrs. Godfrey to reach out to Bennington Township.
- **Audit**-Still hoping to have by the end of the month. Auditors may come to August meeting to present.
- **Memorial Contract**-Today is the first day the ambulance is stationed at Memorial Hospital. Four transfers today before meeting. Received a Business Associate Addendum from Memorial Healthcare. This is an industry standard to keep Personal Health Information protected and comply with portions of HIPAA applicable to business associates.

Motion by Mr. Parmalee to approve the Business Associate Addendum. All in favor. Motion carried.

- **New Ambulance Update**-Chief Atkins received quote from Lunghamer Ford on extended warranty: 5 year/ 175,000 miles bumper to bumper with \$100 deductible. Covers Ford and Chevy vehicles. Cost is \$4,340 per ambulance. Would like to apply warranty to A-14 and A-15. New ambulance in service. Deputy Chief Munro stated staff at Memorial Healthcare stopped and said how happy they were SESA was there to provide transport services.
- **Board Member Compensation**-Ordinance to Establish the Terms of Compensation given to Board members. Legal Counsel and Mrs. Godfrey worked together to develop.

Motion made by Mr. Porter to accept Ordinance 2 of 2025 – Ordinance to Establish the Terms of Compensation. Second by Mr. Peterson. A roll call vote resulted in ayes from all voting members present. Motion carried.

New Business

- **New Personnel** – 4 new personnel hired for Memorial transport. (3 Paramedics: Steve Kolbasa, Brandon Dolan and John Dawson. 1 EMT: Matt Tanner)

Motion made by Mr. Parmalee to approve the hiring of Steve Kolbasa, Brandon Dolan, John Dawson and Matt Tanner. Second by Mr. Deming. All in favor. Motion carried.

- **Public Employer Contribution to Medical Plans Calendar Year 2026** – Annual approval of the 80/20 employee health option. Resolution provided to Board members.

Motion made by Mr. Parmalee to adopt Resolution 1 of 2025 – Public Employer Contribution to Medical Plans Calendar Year 2026. Second by Mr. Fraser. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Disability Resolution**-Due to a miscommunication need to approve updated disability resolution. Costs updated and monthly premium is \$609.

Motion by Mr. Parmalee to approve Long Term Disability Resolution for employees per Union Agreement. Second by Mr. Peterson. A roll call vote resulted in all ayes from all voting members present. Motion carried.

- **Finance Policies**-Chief Atkins developed finance policies with the assistance of Mr. Parmalee and Mrs. Godfrey. Would like the Board to approve them. They have been on Google Drive for Board to review.

Motion made by Mrs. Godfrey to approve finance policies. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

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 17th 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 Mrs. Sprague. All in favor. Motion carried.

There being no further business, the meeting was adjourned at 8:42 p.m.

Respectfully Submitted,
Lori Godfrey, Secretary

Regular Meeting –July 21, 2025 at 7:00 p.m. at Perry Township Hall, 2770 W. Ellsworth Road, Perry, MI 48872.

