

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

August 18, 2025
Perry Township Hall

Call to Order

Chairman DeLau called the meeting to order at 7:00 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 Susan Bannister (Vernon Township)

Member at Large: Cindy Garber (Bennington Township)

Also Present: Chief of Emergency Services-Trent Atkins, Deputy Chief of EMS-Dan Munro and Legal Counsel, John Gormley

Absent: Trustee Nick Spaniola (City of Durand)

Mr. DeLau welcomed the new Vernon Township Representative Sue Bannister. (Mrs. Sprague resigned to the Vernon Township Board as SSESA Representative)

Approval of the Agenda

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

Approval of the July 21, 2025 Regular Meeting Minutes

Motion made by Mr. Fraser to accept the July 21, 2025 Regular Meeting Minutes with spelling correction of Sault Ste. Marie. Second by Mr. Porter. All in favor. Motion carried.

Correspondence

None

Public Comment

None

Committee Reports

Personnel Committee - Met last Thursday. Unfair Labor Practices Act Case still ongoing.

Finance Committee – Met last Thursday. Discussed upcoming Budget for September’s meeting. Other discussion items are on the agenda.

Organizational Review Committee-Did not meet.

Board Officer Reports

- **Chair/Vice Chair Report**
 - Litigation Update- Civil case dismissal filed by attorney and was dismissed without prejudice on July 28th. Criminal case preliminary examination is scheduled for August 26th.
- **Treasurers Report**
 - Budget vs. Actual Report-Payroll is 61.53% through the fiscal year.
 - Presented Financial Report
 - Income Report for Fire and EMS – Fire operating money is now correct. Capital asset accounts are now reconciled. Half of the EMS revenue from Memorial Transfers has not yet paid, still expecting that income before the end of the fiscal year. SSESAs has exceeded fiscal year budget by \$68,000 and have 4 months in fiscal year to go.
 - Expense Report – Now paying debt service for SCBA's out of Capital Account. Medical benefit billing issues resolved; now directly billed by Blue Cross instead of going through 3rd party.
 - Presented Payroll Reports – Two payrolls (August 1st and 15th)
 - Payment of the Bills - Bills total \$466,472.68 (including transfer to Capital Fund)

Motion by Mr. Fraser to pay the bills in the amount of \$466,472.68. Second by Mr. Deming. A roll call vote resulted in ayes from all voting members present. Motion carried.

- ESMC Report-July net charges are \$322,384.90. Medicare is the highest payer with the highest net collection percentage at 81% and is the slowest to send payment. Average net collection percentage overall is 53.6% (August 2024-July 2025).
- **Secretary's Report**-Nothing to report.

Emergency Services Chief's Report

- **Statistics Dashboard**
 - Calls to date: EMS-2,186 and Fire-168. EMS has had approximately 300 more 911 calls than last year. Have not had a lot of mutual aid. Put 5th ambulance on in afternoon due to increased 911 calls and Memorial Hospital transfers. Still tracking stats on run volume for Memorial transfers.
 - EMS Apparatus:
 - ◆ A-7 (oldest ambulance) is out of service due to air conditioner issues. Should be back in service tomorrow.
 - ◆ A-9 had a water pump leak; will send back to shop to repair.
 - ◆ A-14 (transfer truck) has logged approximately 10,000 miles thus far.
 - ◆ A-11 air conditioner was fixed.
 - ◆ A-15 (remount) had a leak due to friction of air conditioner lines. Lunghammer Ford working with MacQueen to fix under warranty. Should be down by mid-week.
 - ◆ NIESA rig on loan to SSESAs; will be able to use for 2 weeks. Have not had to take call in it but have as a backup.
 - Fire Apparatus: Chad Fuller, Fire Equipment and Maintenance Officer reported the following:

- ◆ All engines were due for re-certification and they all passed.
- ◆ Engine 1 - total repairs to date is \$15,580.46.
- ◆ Engine 2 - \$3,853 spent; installed air hook up and air compressor.
- ◆ Brush 1 & 2 are going to Bonners for scheduled maintenance.
- Chief Atkins reported half of the staff were able to complete the mandatory Driver's Training class that was held at the Morrice Transfer Station.

Old Business

- **Audit** - Draft is being completed. Last year debt schedules were not properly reported. Complication is balance totals and prior period adjustments were off. The asset sheet was in need up updating which makes the depreciation no match. The revenue the Board voted to levy for fire services was never recorded in the audit. Unsure how that could happen as the previous auditor had all L-4029's and all other items needed. Auditor is also testing transactions to test overall system. May need to consider the former firm refilling last years audit or file a formal complaint.
- **Technology Risk Assessment Update** – Held fake attack on current system. Several emails were sent. Approximately 34% opened email, 1 person provided username and password. Also, many passwords were saved in browsers. Will report more next month.
- **Memorial Update**-Crews continue to receive positive input.
- **New Ambulance Update**-Crews report the ambulance is comfortable. Re-lettering completed. Currently in Grand Ledge for warranty work.
- **AC for Office** – Chief Atkins thanked the Board for approving the cost for air conditioning; however, he would prefer to opt for a less expensive option that would cost approximately \$500.
- **Burns Township Campground Assessment** – Mr. DeLau, Mr. Parmalee and Chief Atkins have met multiple times with representatives from Burns Township to help resolve issue. Mike Dowling, husband of the current Burns Township Assessor reached out to Mr. DeLau stating that Burns Township is not willing to move forward and SSESA would have to hire an attorney to handle the Tax Tribunal appeal. Mr. DeLau called Supervisor Casey Glass who reiterated the same. Mr. Gormley to prepare a written opinion in the beginning of September. May need to hold Special Meeting to discuss.

New Business

- **Purchases**
 - Washer/Extractor – Need to purchase washer/extractor necessary to clean fire gear. Chief Atkins spoke with Vendor today and can purchase for \$4,800. Amount is below what is required for Board vote; he will order this week.
 - Fire Reporting Software – Current free software (NFERS) is no long supported. I Am Responding is not supported for fire reporting. New software would allow for tracking time sheets. Currently 3 different spreadsheets are being used and it is very difficult to follow. Would also be able to track vehicles & maintenance. Received quotes from 3 different companies. Image Trend-\$15,000/year; First Due - \$21,000/year and ESO - \$22,000/year. Image Trend guaranteed a 3-year freeze on cost. There would be a one-time fee for implementation of \$7,400. First year would be \$22,892.00 and years two and three would be \$15,410. Scheduling would be able to be done via texts and SMS messages, if there are days and shifts that need coverage a message would be sent and staff could respond to fill. Configurable to work with time off (personal leave, vacation and comp). Every two weeks can print what employee worked to simplify payroll. Can also use for Fire and EMS reporting. Chief Atkins spoke with EMS biller and they work

with ImageTrend. Cost would be split between Fire and EMS. Due to current State requirements, need to change over by the end of the year.

Motion by Mr. Fraser to purchase ImageTrend Software for \$22,892.00. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **New Burn Permit Process** – There is a new process to obtain burn permits. Residents within the coverage areas can go online and fill out an application. Then they will receive an automated reply that they are approved or that they are unable to burn due to a burn ban, etc. They have to acknowledge that they have read their local Burn Ordinance. Chief Atkins asked if each Municipality within the fire coverage area could add the link for the burn permit on their website along with their Burn Ordinance.
- **Paid On Call Recruitment Signs** – Purchased 30 signs and have placed 8 throughout coverage area. Has worked, as there has already been a phone call inquiry.
- **LifePak 15 Heart Monitor** – Currently have 4 LifePak heart monitors. Need additional monitor for 5th ambulance (cannot be licensed ALS without one). New monitors are \$75,000. Refurbished with 1 year warranty through Penn Care is \$15,752.80. Chief Atkins recommends purchasing refurbished monitor.

Motion made by Mr. Deming to purchase a refurbished LifePak 15 Heart Monitor through Penn Care for \$15,752.80. Second by Mrs. Godfrey. A roll call vote resulted in ayes from all voting members present. Motion carried.

Public/Board Comments

*Bill Iler, Firefighter out of Station 2 in Morrice spoke in favor of Deputy Chief Scott Grinnell.

Adjournment

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

There being no further business, the meeting was adjourned at 8:20 p.m.

Respectfully Submitted,
Lori Godfrey, Secretary

Budget Hearing – September 15, 2025 at 7:00 p.m. followed by Regular Meeting at Perry Township Hall, 2770 W. Ellsworth Road, Perry, MI 48872.