

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

September 15, 2025
Perry Township Hall

Call to Order

Chairman DeLau called the meeting to order at 7:09 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 Trustee Nick Spaniola (City of Durand)

Member at Large: Cindy Garber (Bennington Township)

Also Present: Chief of Emergency Services-Trent Atkins and Deputy Chief of EMS-Dan Munro

Absent: Susan Bannister (Vernon Township)

Approval of the Agenda

Motion made by Mr. Parmalee to approve the meeting agenda with addition of “Closed Session” after Public/Board Comments. Second by Mr. Deming. All in favor. Motion carried.

Approval of the August 18, 2025 Regular Meeting Minutes

Motion made by Mr. Peterson to accept the August 18, 2025 Regular Meeting Minutes as presented. Second by Mrs. Dickerson. All in favor. Motion carried.

Correspondence

*Department of Treasury/IRS notifications of overpayments of payroll liabilities due to adding Mrs. McGahey retroactively to MERS.

Public Comment

None

Adopt 2026 Budget

Motion made by Mr. Parmalee to approve the 2026 Fiscal Year Budget as presented with the understanding that there will be amendments in December. A roll call vote resulted in ayes from all voting members present. Motion carried.

Committee Reports

Personnel Committee – Did not meet.

Finance Committee – Met this evening prior to Budget Hearing. Items for discussion are on the agenda.

Organizational Review Committee-Did not meet.

Board Officer Reports

- **Chair/Vice Chair Report**
 - Litigation Update- Criminal case preliminary examination scheduled for August 26th was cancelled and rescheduled for September 23rd at 1 p.m.
- **Treasurers Report**
 - Budget vs. Actual Report-Payroll is 69% through the fiscal year. Have not received first payments from hospital transports yet. In a solid position financially at 1.2 million in Fees for Services and still have 3 ½ months to go in fiscal year.
 - Presented Financial Report
 - Fire – Tight on Capital Equipment due to equipment repairs.
 - EMS – Personnel Services at 76%. Have not done an amendment yet due to increase in crew size. Roughly \$190,000 for health benefits due to increased personnel, however, fees for service should offset. Medical supplies increased due to more ambulances on the road.
 - Presented Payroll Reports – Two payrolls (Aug. 31st and Sept. 12th)
 - Payment of the Bills - Bills total \$284,045.62.

Motion by Mr. Parmalee to pay the bills in the amount of \$284,045.62. Second by Mr. Deming. A roll call vote resulted in ayes from all voting members present. Motion carried.

- ESMC Report-Net charges to date are \$2,151,319.87. Run volume is down slightly. Ending accounts receivables to the end of August is \$892,970.44.
- **Secretary's Report**-Nothing to report.

Emergency Services Chief's Report

- **Statistics Dashboard**
 - Calls to date: Approximately 500 calls more than last year. To date there have been 2,551 EMS runs and 190 Fire calls. There have been 172 transfers out of Memorial hospital with 419 total from Jun-August. Reimbursement in on average just under \$500/run.
 - Chief Atkins will coordinate with Chad Fuller, Fire Equipment and Maintenance Officer to have a more detailed report available next meeting.
- Chief Atkins reported the following:
 - Fire Prevention Week is Oct. 6th-10th. Fire trucks will be out at elementary schools. Fire Prevention Open House will be held Oct. 19th from 2 p.m. – 5 p.m. with food, demonstrations and kids activities.
 - MFR Class started at the end of August. Ten people attending (2 from Perry). Should complete course by Oct. 18th.
 - On-boarding 3 paid-on-call recruits. A total of 6 new paid-on-call fire fighters (5 at Station 1 and 1 at Station 2).
 - VFIS Worker's Comp. Insurance Audit completed. Had no recommendations for operating procedures for injury prevention.

Old Business

- **Audit** - Draft received this afternoon. Firm will present final draft at future meeting. Recommended changes will be sent to Firm (Pages: 5, 26 and 27).

Mr. Parmalee moved to place the 2024 audit on file. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Technology Risk Assessment Update** – Proposal sent to each board member via email. Chief Atkins recommends entering into an agreement with K&W Cyber Security. Some features include: multifactor log-ins, network security, help desk with remote log in for immediate assistance, email and document monitoring. Does work with 3rd parties such as Image Trend. Cost is \$85/device plus \$15/user. Cost \$1970/month with additional insurance. Also provides staff training.

Motion by Mr. Fulks to enter into an agreement with K&W Cyber Security at a cost of \$85 per device and \$15 per user. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Burns Campground Assessment** - Received a letter from Burns Township attorney. The Burns Township Board will not defend against the Michigan Tax Tribunal appeal brought on by Eagles Cove and Walnut Hills Campground as the current contract does not require the Township to do so. SSESAs Attorney provided a letter with recommendation of Attorney Norman D. Shinkle for assistance with the appeal.
- **Fire Reporting Software Update** – Moving forward with Image Trend. Creating URL to access system; approximately 90-day implementation.

New Business

- **Budget Amendments** – Tabled until next meeting
- **Approve L-4029**

Motion by Mr. Parmalee to accept the L-4029 as presented. Second by Ms. Garber. A roll call vote resulted in ayes from all voting members present.

- **Purchase Cot and Power Lift** – Lansing Mercy is going out of business and they are having a sale of equipment and supplies. An almost new cot and power-lift for sale for \$30,000 (a savings of approximately \$40,000). Can purchase an extended warranty.

Motion by Mr. Parmalee to purchase the Cot and Powerlift through Mercy Ambulance and the extended warranty through Stryker. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **PO For Ambulances** – State Representative Brian BeGole and Chief Atkins testified before the State Appropriations Committee for 2 new ambulances for 1.2 million. The ambulances would be fully stocked and ready to put into service. Two ambulances at SSESAs current specifications are currently in build at MacQueen. To keep SSESAs name on the apparatus, a Purchase Order for each ambulance must be sent. This is not an agreement for purchase and no money will change hands. Can pull the Purchase Order at any time. Ambulance's are in such high demand there is a risk they could be sold by the time the allocation may be awarded.

Motion made by Mr. Parmalee to authorize Chief Atkins to send purchase orders to MacQueen for 2 Type 1 ambulances. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **202 Staffing 24/7** – 202 transfer vehicle staying very busy. Trying to keep two 911 vehicles in Perry/Durand. Can have 3-5 transfers a night. Quite often staff has 2-4 hours overtime due to long distance transfers. Chief Atkins spoke with hospital administration and they are in favor of 24/7 staffing. Chief Atkins recommends hiring 2 more employees. Staff would stay at the hospital. 202 would then be a 24-hour vehicle. Three additional transfers would generate enough revenue to cover the cost.

Motion made by Mr. Porter to approve Memorial Transport staffing from 12 hours to 24 hours. Second by Mr. Peterson. A roll call vote resulted in ayes from all voting members present. Motion carried.

Public Comment

*If state funding falls short 1.2 mills on 2 ambulances what would tax be on public? Nothing as there would be no purchase agreement between MacQueen and SSES.

*Has Board considered smaller vans for transports? Goal is to keep ambulances for our area four-wheel drive.

Board Comment

None

Closed Session

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

Entered into closed session at 8:13 p.m.

Returned from closed session at 8:37 p.m.

Motion by Mr. Parmalee to retain Tax Tribunal Attorney Normal Shinkle to assist with Burns Township issue. Second by Mrs. Garber. A roll call vote resulted in ayes from all voting members present. Motion carried.

Adjournment

Motion by Mr. Spaniola to adjourn. Second by Mr. Porter. All in favor. Motion carried.

There being no further business, the meeting was adjourned at 8:38 p.m.

Respectfully Submitted,
Lori Godfrey, Secretary

Next Regular Meeting – October 20, 2025 at 7 p.m. at Perry Township Hall, 2770 W. Ellsworth Road, Perry, MI 48872.