

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

December 15, 2025
Perry Township Hall

Call to Order

Chairman DeLau called the meeting to order at 7:00 p.m.

Approval of the Agenda

*Motion made by Mr. Fraser to approve the meeting agenda. Second by Mr. Deming. All in favor.
Motion carried.*

Attendance

SSES Board Officers: Chair-Tim DeLau (City of Perry), Vice Chair-Tom Deming (Burns Township) and Treasurer-Troy Parmalee (Perry Township)

SSES Trustees: Phyllis Dickerson (Village of Morrice), Bob Peterson (Village of Morrice), Mark Fraser (Perry Township), Susan Bannister (Vernon Township), Bob Porter (City of Perry)

Member at Large: Cindy Garber (Bennington Township)

Also Present: Chief of Emergency Services-Trent Atkins and Deputy Chief of Fire-Scott Grinnell

Absent: Secretary Lori Godfrey (Antrim Township) and Trustee Nick Spaniola (City of Durand)

Approval of the November 17, 2025 Regular Meeting Minutes

*Motion made by Mr. Deming to accept the November 17, 2025 Regular Meeting Minutes as presented.
Second by Mr. Peterson. All in favor. Motion carried.*

Correspondence

None

Public Comment

None

Committee Reports

Personnel Committee – Did not meet.

Finance Committee – Met prior to Regular Meeting tonight and discussed Executive Assistant

Organizational Review Committee - Did not meet.

Board Officer Reports

- **Chair/Vice Chair Report**
 - Litigation Update – Mr. Hubbard's sentencing is still scheduled for January 6th

- **Treasurers Report**

- Budget to Date-Almost to the end of the Fiscal Year, with amendments tonight should be good for the year. Anticipating around a \$400,000 increase to the Fund Balance.
- Payroll Report-Two payrolls; 11/21 was \$66,283.26 and 12/5 was \$77,466.84 (had holiday pay in 2nd payroll)
- Financial Report-All Income was Fees for Services and Payments from Municipalities.
- Expense Report – Shorter list this month, nothing out of the ordinary.
- Payment of the Bills - Bills total \$224,676.73.

Motion by Mr. Parmalee to pay the bills in the amount of \$224,676.73. Second by Mrs. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

- ESMC Report-Runs down during November slightly, Charges after Contractual Allowance was \$226,108.65 A/R was \$886,547.34, down \$25,000 from last month

- **Secretary's Report- None**

Emergency Services Chief's Report

- Presented Dashboard and Apparatus Report. Ems runs continue to be well above last year. Have been notified that we have been awarded a \$10,000 grant from the DNR for Hose, Gear and Equipment for next year.

Old Business

- **Budget Amendments 2025-2** presented. Few items that were missed last month due to entry issues.

Income	Current	New	Difference
336-581 Bennington	\$68,000.00	\$80,000.00	\$12,000.00
651-601 Fees	\$1,650,000.00	\$1,700,000.00	\$50,000.00
			\$62,000.00
Expenses			
336-727 Office Supplies	\$4,000.00	\$5,250.00	\$1,250.00
336-728 Memberships	\$500.00	\$1,500.00	\$1,000.00
336-731 Community Ed	\$1,500.00	\$2,250.00	\$750.00
336-860 Fuel	\$12,000.00	\$10,000.00	-\$2,000.00
336-930 Building Repairs	\$15,000.00	\$10,000.00	-\$5,000.00
336-955 Fire Misc	\$10,000.00	\$5,000.00	-\$5,000.00
336-980 Repairs/Maint	\$50,000.00	\$71,000.00	\$21,000.00
651-705.1 EMS Straight Time	\$997,500.00	\$1,047,500.00	\$50,000.00
			\$62,000.00

Motion by Mr. Parmalee to accept Budget Amendments 2025-2 as presented. Second by Mr. Deming. All in favor. Motion carried.

- **Burns Campground Assessment** – Tim and Troy participated on a conference call with the Tax Tribunal. Hearing will take place in February for Walnut Hills. Gathering more information regarding campground assessments elsewhere in the State.

- **IT Security Update** – still sending out test emails. Email for training has been sent out, all are encouraged to participate in it.
- **Update on State Appropriations** – Ambulances still planned to be delivered in Spring
- **Occupational Health Agreement** – Have entered into an agreement with U of M Health Sparrow support services for Personnel.
- **Christmas Party Recap** – Everything went well, a call came in at the end that resulted in most of the staff having to leave. Awards presented to the following:

Distinguished Service Medal-Marissa Essner
Commendation Medal - Warren Mayhew
Firefighter of the Year - John Munro
EMT/EMT-P of the Year - Ashlyn Bell

Unit Commendations - Ashlyn Bell and Tiffany Kovacs
Trent Atkins, Dan Bannister, Scott Grinnell, and Matt Carpenter
Greg King, Dan Shay, Chad Fuller and Kyle Seymour

Administration Commendation - Dan Bannister

Baby Delivery Commendation - John Munro, Abby Munro, Greg Irwin, Austin Munn, Chad Fuller and Dan Munro

Letters of Recognition - Brandon Fall, Kyle Atkins, Averi Munro, and Austin Munn

Service Awards:
Scott Grinnell - 40 Years
Bill Iler - 10 Years

New Business

- **Employee Resignation** – Letter of Resignation was received from Susan McGahey our Executive Assistant. Finance Committee met back in November to discuss procedure to fill position and cover in the interim. Link on website for job posting and place to apply.
- **Bank Signatory Change** – With the resignation of the Executive Assistant it was revealed that the position was on the bank signature card. The only positions that can act on behalf of the organization are the Chair, Vice-Chair, Secretary and Treasurer. (Requires two).

Mr. Parmalee moved to remove Susan McGahey from all PFCU accounts and clarify that the individuals occupying the above positions are who is to be on all accounts on the PFCU Signature Card. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Board Compensation Approval** – Per the ordinance that was adopted, the board needs to approve before payment is issued. Lori Godfrey had 207 hours through November and Troy Parmalee had 114.5 hours through December 14th.

Motion made by Mr. Fraser to approve hours worked by Mrs. Godfrey and Mr. Parmalee. Second by Mrs. Garber. A roll call vote resulted in ayes from all voting members present. Motion carried.

It was noted that both the Personnel and Finance Committee will meet to discuss the Chief contract for 2026. Any changes will be effective back to January 1, 2026.

Public/Board Comments

None

Adjournment

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

With no further business, the meeting was adjourned at 8:07 p.m.

Respectfully Submitted,
Troy Parmalee, Treasurer