

Southwest Shiawassee Emergency Services Alliance

Serving Residents as Perry Area Fire Rescue

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Official Regular Meeting Minutes

February 16, 2026

Perry Township Hall

Call to Order

Chairman DeLau called the meeting to order at 7:02 p.m.

Approval of the Agenda

Motion made by Mr. Fraser to approve the meeting agenda as presented. 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), Secretary - Lori Godfrey (Antrim Township) and Treasurer-Troy Parmalee (Perry Township)

SSES Trustees: Mark Fraser (Perry Township), Susan Bannister (Vernon Township) and Bob Peterson (Village of Morrice)

Member at Large: Cindy Garber (Bennington Township)

Also Present: Dan Munro, Deputy Chief of EMS, Scott Grinnell, Deputy Chief of Fire and John Gormley, Legal Counsel

Absent: Trustees Nick Spaniola (City of Durand), Phyllis Dickerson (Village of Morrice), **Bob Porter (City of Perry)** and Chief of Emergency Services, Trent Atkins

Approval of the January 19, 2026 Regular Meeting Minutes

Motion made by Mrs. Garber to accept the January 19, 2026 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** – Did not meet.
- **Organizational Review Committee** - Did not meet.

Board Officer Reports

- **Chair/Vice Chair Report**

- Litigation Update – Mr. Hubbard’s sentencing hearing was adjourned for a second time and is to be rescheduled. Waiting for a letter from the Prosecutor’s office.

- **Treasurers Report**

- Budget to Date Presented. Fire income increases in the beginning of January due to collection of winter taxes. EMS Income at 10% for the first months of payments. Currently 12.8% through the fiscal year. EMS Wages and Personnel Services at 10.33%.

(Mr. Spaniola arrived at 7:15 p.m.)

- Payroll Reports Presented.
 - 1/30/26: \$75,351.20
 - 2/13/26: \$75,288.31
- Income Report Presented. Deposits totalled: 390,573.36 to date.
- Expense Report Presented.
- Payment of the Bills - Bills totalled \$321,065.99

Motion by Mr. Fraser to pay the bills in the amount of \$321,065.99. Second by Mr. Parmalee. A roll call vote resulted in ayes from all voting members present. Motion carried.

- ESMC Report - Still have runs not in the report. As of Jan, 120 runs have not been billed yet. Human Resources and Administrative Coordinator will be assisting with billing. Budgeted \$450/call and current average collection per call is at \$487.
 - 339 EMS Runs to date
- **Secretary’s Report** - Mrs. Godfrey continues to assist in the office. Has had training for the new COBRA portal and BCN Employee Navigator.

Emergency Services Chief’s Report

Deputy Chief Munro reported on the following:

- **Dashboard and Apparatus Report:**
 - EMS runs: Averaging 12 calls/day for Memorial Transfer vehicle. Most municipal transfers have been in Durand (Durand Senior Center) and most mutual aid SSESAs assisted with has been Woodhull Township.

Old Business

- **Burns Campground Assessment** - Attorney had prepared a response to Summary Disposition Walnut Hills filed. Mr. Parmalee also provided a sworn affidavit. SSESAs do have evidence to show that campgrounds have been charged. The attorney attempted settlements multiple times without success. If Summary Disposition is not granted then it will be rescheduled.
- **New Ambulance (A-16)** - Still scheduled for February delivery. Then will be sent to Grand Ledge for bumper, power load/cot, etc. Should be in service sometime in March.
- **Executive Assistant Opening** - Applications are still being accepted.
- **HR & Administrative Services Coordinator** - Will begin work March 2nd.

New Business

- **State Ambulance Grant Update** - Both ambulances are due to hit the assembly line in March and should be completed mid-May. The goal is to have the vehicle in service sometime in June.
- **Audit** - Quote provided from Clark, Schaeffer and Hackett who performed the audit last year. Mr. Parmalee recommends the SSESAs continue with their services.

Motion made by Mr. Parmalee to accept the bid from Clark, Schaeffer and Hackett for \$22,000.00 and hire them to complete the 2025 audit. Second by Mrs. Garber. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Quickbooks Admin Authorization** - Need to designate a new primary admin for Quickbooks Online.

Motion made by Mr. Parmalee to appoint himself as primary admin for Quickbooks Online. Second by Mr. Fraser. All in favor. Motion carried.

Fire Dashboard

Deputy Chief Grinnell reported on the following:

- Up 30 fire calls this year.
- Trying to keep Rapid Intervention Team supplies on each apparatus up to date
- Fire Academy may not be able to be held in Shiawassee County due to low numbers.

Public/Board Comments

- Mr. DeLau received a call from Burns Supervisor Casey Glass regarding the household assessment. Need to keep forward momentum. Possibly increase \$10/household starting 2027.

Adjournment

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

With no further business, the meeting was adjourned at 7:46 p.m.

Respectfully Submitted,
Lori Godfrey, Secretary