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
January 19, 2026
Perry Township Hall

Call to Order
Chairman DeLau called the meeting to order at 7:11 p.m.

Approval of the Agenda

Motion made by Mr. Fraser to approve the meeting agenda with correction of approval of the December 15, 2025 Regular Meeting Minutes. Second by Mrs. Garber. All in favor. Motion carried.

Attendance
SSESA 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)

SSESA Trustees: Mark Fraser (Perry Township), Bob Porter (City of Perry)

Member at Large: Cindy Garber (Bennington Township)

Also Present: Trent Atkins, Chief of Emergency Services and John Gormley, Legal Counsel

Absent: Trustees Nick Spaniola (City of Durand), Susan Bannister (Vernon Township), Phyllis Dickerson and Bob Peterson (Village of Morrice)

Approval of the December 15, 2025 Regular Meeting Minutes

Motion made by Mrs. Garber to accept the December 15, 2025 Regular Meeting Minutes as presented. Second by Mr. Porter. All in favor. Motion carried.

Nomination and Election of Officers

- Chairperson - ***Motion by Mrs. Godfrey to nominate Tim DeLau as Chairperson. No other nominations were received. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.***
- Vice Chairperson - ***Motion made by Mr. Parmalee to nominate Tom Deming as Vice Chairperson. No other nominations were received. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.***
- Secretary - ***Motion made by Mark Fraser to nominate Lori Godfrey as Secretary. No other nomination was received. Second by Mrs. Garber. A roll call vote resulted in ayes from all voting members present. Motion carried.***
- Treasurer - ***Motion by Mr. Parmalee to nominate himself as Treasurer. No other nominations were received. Second by Mr. Deming. A roll call vote resulted in ayes from all voting members present. Motion carried.***

Correspondence

- Thank you received from a family for care provided during a barn fire.
- IRS letter informing of credit received.

Public Comment

None

Committee Reports

- **Personnel Committee** – Met January 8, 2026. Recommended Board approval of a new employment contract for the Emergency Services Chief and referred to the Finance Committee a recommendation to hire a Human Resources & Administrative Services Coordinator, including review of pay structure.
- **Finance Committee –** Met prior to Regular Meeting tonight to discuss the HR position and budget adjustments.
- **Organizational Review Committee** - Did not meet.

Board Officer Reports

- **Chair/Vice Chair Report**
  - Litigation Update – Mr. Hubbard's sentencing hearing was adjourned and rescheduled for February 17, 2026 at 8:30 a.m. before Honorable Matt McKone
- **Treasurers Report**
  - Budget to Date Presented. EMS Personal Services at 97.5% of budget due in part to one payroll crossing fiscal years. Budget adjustments to be discussed later on the agenda.
  - Payroll Reports Presented.
    - 1/2/2026: $53,560.08
    - 1/16/2026: $54,380.83
    - Quarterly payroll: $6,245.67
  - Deposit Report Presented.
  - Expense Report Presented.
  - Payment of the Bills - Bills $365,503.62 (including payrolls).

Motion by Mr. Parmalee to pay the bills in the amount of $365,503.62. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

  - ESMC Report - Per-run collection average is $500. Outstanding accounts receivable through December 2025 total $860,124.22.

- **Secretary's Report** - Mrs. Godfrey has been working in the office to assist until an Executive Assistant can be hired.

Emergency Services Chief's Report

Chief Atkins publicly thanked Mrs. Godfrey for her work improving office processes. ● **Winegar Road Fire:** Investigation centered around the fireplace. Mutual aid response was strong and approximately two-thirds of the home was saved.

- **Fire Cadet Program:** A new program connecting with high school students has begun. First candidate is McKenzie Thatcher of Perry High School. The process takes up to six months; successful candidates may become cadets.
- **Dashboard and Apparatus Report:**
  - EMS runs: 3,780 (slightly higher for year-end total).

    - 205 BLS in 2025 vs. 69 in 2024.
    - EMS assists remain the largest run volume.
    - Fire runs: 239 (up 17 runs from 2024).
- Repairs
    - Fire: Minor mirror repair in December, no other significant repairs. End of year total is $57,879.27.

    - EMS-Maintenance only. Have 6 running ambulances and 2 in reserve at all times.

<u>**Old Business**</u>

- **Burns Campground Assessment -** Research continues on comparable campground assessments statewide. Hearing scheduled for the end of February. Owosso Township increased special assessments to $120 per household and campground assessments from .33 to .5.
- **New Ambulance (A-16)** -Will receive wrap and radios; expected in service within four weeks of arrival in early February.
- **Update Memorial Hospital (New Quarters - Station #3)** - Temporary quarters secured across from M-52 in a former supermarket building. Next pay period will begin staffing an additional 24-hour shift. Beds, chairs, and TV installed; electrical plug installed for ambulance.

<u>**New Business**</u>

- **Budget Adjustments**

Account	**Original**	**Amended**	**Change**
651-601 Fees for Services	$1,600,000.00	$1,925,000.00	$325,000.00
336-701 Fire Personal Services	$145,000.00	$146,527.00	$1,527.00
336-726 Fire Supplies	$10,000.00	$16,000.00	$6,000.00
336-800 Fire Other	$114,000.00	$112,000.00	-$2,00.00
336-970 Fire Capital	$118,000.00	$112,473.00	-$5,527.00
			$0.00
651-701 EMS Personal Services	$2,100,000.00	$2,234,025.00	$134,025.00
651-726 EMS Supplies	$80,000.00	$128,500.00	$48,500.00
651-800 EMS Other	$345,000.00	$572,600.00	$227,600.00
651-970 EMS Capital	$587,000.00	$501,875.00	-$85,125.00
			$325,000.00

Motion by Mr. Parmalee to accept budget adjustments as presented. Second by Mr. Fraser. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **SCBA Compressor -** Purchased a used compressor and fill station from Delhi Township for $500.

Installation scheduled for Monday. Previous compressor dated to 1996.

- **Fees for Services -** Finance Committee reviewed amendments. Mrs. Godfrey to publish notice in the newspaper.

Motion made by Mr. Fraser to adopt the amended Fees for Services Ordinance 1 of 2026 ef ective March 1, 2026. Second by Mr. Porter. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Emergency Services Chief 2026 Contract -** Changes include increase in hours from 25 to 30 per week and salary increase from $70,000 to $85,000.

Motion by Mr. Parmalee to accept the Emergency Services Chief 2026 Contract and make pay retroactive to January 1, 2026. Second by Mr. Fraser. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **Human Resources & Administrative Services Coordinator -** Chief Atkins recommended hiring an individual with human resources and safety compliance (MIOSHA) experience. Position will also serve as hospital transfer liaison. Finance Committee confirmed salary can be accommodated within current budget.

Motion made by Mr. Parmalee to approve posting Human Resources & Administrative Services Coordinator position and conduct interviews. Second by Mrs. Garber. A roll call vote resulted in ayes from all voting members present. Motion carried.

Public/Board Comments

- Mr. Deming reported Burns Township Clerk inquired about raising per-unit rates for budget planning. Discussion included comparison to other agencies, with Laingsburg and Twin Township assessing approximately $200 per household. Chief Atkins suggested $150 per unit is appropriate for SSESA. Medical devices and EMS equipment costs increased 27% over the past year.

Adjournment

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

With no further business, the meeting was adjourned at 8:13 p.m.

Respectfully Submitted,
Lori Godfrey, Secretary