

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

November 17, 2025
Perry Township Hall

Call to Order

Chairman DeLau called the meeting to order at 7:01 p.m.

Approval of the Agenda

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

Attendance

SSEA 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)

SSEA Trustees: Phyllis Dickerson (Village of Morrice), Bob Peterson (Village of Morrice), Nick Spaniola (City of Durand), Mark Fraser (Perry Township)

Member at Large: Cindy Garber (Bennington Township)

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

Absent: Trustees Susan Bannister (Vernon Township) and Bob Porter (City of Perry)

Approval of the October 20, 2025 Regular Meeting Minutes

Motion made by Mr. Deming to accept the October 20, 2025 Regular Meeting Minutes with correction. Second by Mr. Spaniola. All in favor. Motion carried.

Correspondence

- Thank you received from Perry Elementary Class and from Family members of resident that received emergency care.

Public Comment

None

Closed Session to Discuss Pending Litigation

*Motion made by Mr. Parmalee to enter into Closed Session to discuss pending litigation and to allow Chief Atkins, Deputy Chief Munro, Deputy Chief Grinnell and SSESA Attorney John Gormley to be present. Second by Mrs. Garber. A roll call vote resulted in ayes from all voting members present.
Motion carried.*

Entered into closed session at 7:07 p.m.

Returned from closed session at 7:13 p.m.

Action as a result of closed session

Motion made by Mr. Parmalee to approve settlement agreement and authorize SSES Board Chair to sign the agreement. Second by Mrs. Garber. A roll call vote resulted in ayes from all voting members present. Motion carried.

Committee Reports

Personnel Committee – Did not meet.

Finance Committee – Met prior to Regular Meeting tonight. Items for discussion on agenda.

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 vs. Actual Report- Have started to receive first checks from Memorial Hospital. EMS Wages are largest part of budget. Budget adjustments are on agenda for tonight. Payroll 84.6% through the fiscal year. Two payrolls this month. Short 2 staff therefore per-diem hours higher than normal.
- Income Report for Fire and EMS –Total cash position not at \$829,349.51.
- Expense Report – Current heater at station 4 not adequate to keep ambulance warm. Purchased and installed new heater for \$3,265.
- Payment of the Bills - Bills total \$258,182.49.

Motion by Mr. Parmalee to pay the bills in the amount of \$258,182.49. Second by Mrs. Godfrey. A roll call vote resulted in ayes from all voting members present. Motion carried.

- ESMC Report – 330 EMS runs for October, slight decrease from previous 3 months. Accounts receivable reconciliation report shows gross charges at \$892,510.95. Averaging ten 911 calls/day.

- **Secretary’s Report-** Currently working on FOIA request.

Emergency Services Chief’s Report

- **Statistics Dashboard**

- Received notification this afternoon that Medicare inflation rate increased 2% for 2026.
- Calles to date: EMS – 3,290 and Fire – 236
- EMS Apparatus: Regular oil changes and basic maintenance to report. Only repairs to report were under warranty.
- Fire Apparatus: The following totals are for maintenance and repairs year to date:
 - ◆ Engine 1- \$22,836.16
 - ◆ Engine 2 - \$5,733.49
 - ◆ Engine 3 - \$7,822.74
 - ◆ Tanker 1 - \$8,311.40
 - ◆ Tanker 2 - \$1,282.14
 - ◆ Brush Trucks 1 and 2 - \$0.00

Old Business

- **Retirement Reporting** – Retirement System Annual Report Form 5572 presented. Board needs to approve and must be posted to website.

Motion by Mr. Parmalee to accept Form 5572 as presented and post to website. Second by Mr. Fraser. All in favor. Motion carried.

- **Burns Campground Assessment** – Attorney Shinkle is working to prepare for the Show Cause hearing on December 2. Mr. DeLau and Mr. Parmalee will be in attendance via Zoom. Small Claims Tax Tribunal Appeal currently on hold for Eagles Cove.
- **IT Security Update** – KW still sending test emails for security.
- **Imagetrend Software Update** -
- **Probationary POC FF Update**
- **Update on New A-16**
- **Update on State Appropriations**

New Business

- **Budget Amendments** - See table below

Income	Current	New	Difference
651-501 Memorial	-	65,000	65,000
651-601 Fees	1,050,000.00	1,650,000.00	600,000.00
			665,000.00
Expenses			
651-705.1 Wages	857,000.00	997,500.00	140,500.00
651-705.5 Vacation	64,000.00	75,000.00	11,000.00
651-705.6 Sick	62,000.00	73,000.00	11,000.00
651-705.7 PL	11,000.00	13,500.00	2,500.00
651-705.8 Holiday Bonus	13,000.00	15,000.00	2,000.00
651-707 Other Clerical/Board	-	17,000.00	17,000.00
651-720 FICA	30,000.00	32,500.00	2,500.00
651-721 MERS	155,000.00	176,000.00	21,000.00
651-722 Medical Benefits	151,000.00	176,000.00	25,000.00
651-723 Disability Ins	14,000.00	15,600.00	1,600.00
651-730 Medical Supplies	45,000.00	55,000.00	10,000.00
651-801 Uniforms	20,000.00	25,000.00	5,000.00
651-802 Bank Fees	8,000.00	9,500.00	1,500.00
651-803 Billing Fees	66,000.00	126,000.00	60,000.00
651-805 Insurance	50,000.00	57,000.00	7,000.00
651-806 Audit	12,000.00	21,000.00	9,000.00
651-807 Attorney	20,000.00	45,000.00	25,000.00
651-820 Workers Comp	34,000.00	42,000.00	8,000.00
651-860 Fuel	55,000.00	60,000.00	5,000.00
651-970 Equip. Replacement	101,656.00	132,056.00	30,400.00
651-972 Apparatus Replacement	30,000.00	130,000.00	100,000.00
651-980 Repairs & Maint	40,000.00	150,000.00	110,000.00

Motion by Mr. Parmalee to approve the budget amendments as presented. Second by Mr. Peterson. A

651-972 Debt Service	35,000.00	95,000.00	60,000.00
			665,000.00
Income			
751-651-543 Initial Education	-	5,000.00	
Expense			
701-651-701 Initial Education Wages	-	5,000.00	

roll call vote resulted in ayes from all voting members present. Motion carried.

- **Liability Insurance** – Chief Atkins suggested change of Liability provider to Provident.
- **New Insurance Broker** – Previous Insurance Broker was been sold to Acrisure and there has been growing frustration with lack of customer service and third party billers. Chief Atkins and Mrs. Godfrey met with a representative from David Chapman Agency to go over SSESAs insurance needs. Savings would be approximately \$6,000/year. For Blue Cross and Blue Shield and Accident Fund only changing agent of record. Renewal dates will now align with the fiscal year which also aligns with Union Contract. VFIS will reimburse the premium. Chief Atkins did contact PAR Plan to see if they were interested in providing bid. Declined, due to the size of SSESAs.

Mr. Parmalee moved to go with Insurance carrier David Chapman Agency as Agent of Record and change liability insurance to Provident. Second by Mr. Fraser. A roll call vote resulted in ayes from all voting members present. Motion carried.

- **New employees**
 - Joshua Smith – Per-diem Paramedic
 - Marinna Gatti – Per-diem Paramedic
 - Kendra Littlefield – Full Time EMT
 - Al Lenz – FF/Paramedic
 - Adam Dykstra – PT Paramedic
- **FTE Vacancies** – Still in need of 2 full time paramedics
- **New FTO's**
 - Greg King
 - Austin Munn
 - Ashlyn Bell
- **New Special Directives/Information Bulletins** – Online fillable documents for employees on the portal
 - Probationary Employee Assessment
 - FTO Assessment
- **Christmas Party** – November 29, 2025 at Perry City Hall; Social Hour starts at 5 p.m. with Dinner at 6 p.m.
- **Employee Commendations** – All employee commendations will be distributed at the Christmas Party
- **Occupational Health Agreement** – A firefighter was injured during a training resulting in a back injury. Need to seek out an Occupational Health Physician to contract with SSESAs. Convenient Care in Owosso does employee physicals. Looking into contract with them.

Public/Board Comments

None

Adjournment

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

With no further business, the meeting was adjourned at 8:06 p.m.

Respectfully Submitted,
Lori Godfrey, Secretary