

**MEETING MINUTES
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY
AUGUST 14, 2019**

The meeting was called to order at 2:06 pm by Chair Smith with the following Board Members present:

Rouhib, Monroe, Woodcox, Holland (late arrival)

Adoption of Agenda:

Motion by Woodcox, seconded by Rouhib to adopt the agenda.

MOTION CARRIED

Approval of Meeting Minutes

Motion by Woodcox, seconded by Rouhib to approve the minutes of June 12, 2019 as presented.

MOTION CARRIED

5. **Correspondence** - None

6. **Executive Director Report**

6A. **Performance Status Report**

After much discussion, Chair Smith requested a report on the amount of times the Clemis system has to be overridden for what the Clemis system considers an inaccurate address.

Receive and file as presented.

6B. **Time/Attendance & Scheduling Update**

Director Bartram reports the system went live last pay with no major glitches.

6C. **Hiring Update**

A full-time Dispatcher and part-time Call Taker were recently hired and are currently on probation.

6D. **Public Education Opportunities**

Receive and file as presented.

6E. **Fire Reports**

After review, it was determined that the information presented needed to be tweaked a bit. Deputy Director Leese will provide an updated report at the next meeting.

Motion by Monroe, seconded by Rouhib to receive and file the Executive Director's Report as presented.

MOTION CARRIED

7A. **Disbursements**

Chair Smith questioned some of the Defined Contribution, Retirement Health, and FICA expenses. John Walters will research and provide additional detail.

Motion by Holland, seconded by Monroe to approve Disbursements #12 and #1.

MOTION CARRIED

9. Revenue and Expenditure Report

Motion by Woodcox, seconded by Monroe to receive and file as presented.

MOTION CARRIED

9. Committee and Liaison Reports

9A. Fire Operations Committee – Chief Piper provided a brief update on the Orange Button.

9B/C. Law Operation Committee/TAC – No report per Chief Woodcox.

10. New Business

Director Bartram and Deputy Director Leese will obtain pricing information on the Kenwood radios.

11. Old Business

Chief Piper distributed community specific invoices from BRYX. After much discussion, it was determined that SERESA will absorb the \$9000 server invoice, pay the remaining invoices for Roseville (\$34,000), St Clair Shores (\$11,000), and Eastpointe (\$5,000) and then special assess these amounts, once paid, back to the three individual communities in the 20/21 Budget Year.

Motion by Holland, seconded by Woodcox to approved SERESA pay the \$9000 server invoice, pay the remaining invoices for Roseville (\$34,000), St Clair Shores (\$51,000), and Eastpointe (\$5,000) and then special assess these amounts, once paid, back to the three individual communities in the 20/21 Budget Year.

MOTION CARRIED

Director Bartram indicated that the SERESA Bylaws require some revisions. Chair Smith requested the Board review the bylaws and any changes/corrections be forwarded to Director Bartram who will bring them back to the Board on a future agenda.

Hearing of the Public:

Chair Smith announced the Hearing of the Public, with no public participation.

Adjournment:

Motion by Woodcox, seconded by Rouhib to adjourn the meeting at 3:07 pm.

MOTION CARRIED

Natalie L. Turner, Acting Secretary