

**MEETING MINUTES  
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY  
AUGUST 19, 2020**

The meeting was called to order at 1330 by Director Rouhib

**Roll Call:**

The following members were present: Rouhib, Monroe, Woodcox, Piper, Leese, Bisby, Coppler, Kanigowski, Roberts

**Adoption of Agenda:**

Agenda was amended to add an additional topic under #6 Executive Director Report pertaining to a grant application under the Public Safety and Public Health Payroll Reimbursement Program-CARES Act.

Motion by Monroe, seconded by Woodcox – **MOTION CARRIED**

**Approval of Meeting Minutes:**

Motion by Woodcox, seconded by Monroe - **MOTION CARRIED**

**5. Correspondence**

None

**6. Executive Director Report**

- A. Performance Status Report
  - i. Leese reported that there were 7 performance review inquiries. All inquiries were investigated and the appropriate counseling/training was provided. There were no questions from the board members.
- B. Deputy Director Leese provided an explanation about the grant that was submitted for wage reimbursement under the CARES Act. A total of \$1,000 per employee was requested for the 26 SERESA employees for a total of \$26,000. The CARES Act now includes “authorities” as part of the first responder which allows reimbursement up to \$1,000 per employee. Because the grant was time sensitive, and there was no July board meeting, Director Bartram and Deputy Director Leese elected to move forward with the grant application without board approval.
  - i. There were concerns addressed about financial ramifications regarding taxes and legacy costs
    - a. Concerns about employees who are still on the defined benefit plan and possible ongoing pension costs to the City of St Clair Shores.
  - ii. Concerns that this is a policy issue and should have been brought to the board prior to submitting application.

The board agreed that in the future, if there are any grant opportunities, the administration must first submit the grant proposal to the board for review and approval. If it is a time sensitive deadline, a special meeting can be held to address the issue. Motion made by Monroe, seconded by Woodcox-**MOTION CARRIED.**

## **7. Action Items**

- A. Policies changed through Lexipol format.
  - i. Policy 315 – Personal Appearance and Dress Code
  - ii. Policy 323 Authority Employee Suggestions
  - iii. 301 – Compensation
  - iv. 100 Organizational Structure
  - v. OMIT 300 – Classification and Description – it was addressed in other policies
- B. Employee resignation
  - i. Interviewing new candidate

Motion made by Woodcox, seconded by Monroe- **MOTION CARRIED**

No business for items 8 or 9

## **10. Disbursements**

- A. Disbursements Review and Approval:
  - i. Disbursement 12
  - ii. Disbursement 1
    - a. Question arose regarding the large difference between the wage disbursements from one week to the other. Leese explained that it had to do with contractual payouts at year end.

Motion made by Monroe, seconded by Woodcox-**MOTION CARRIED**

## **11. Revenue and Expenditure Report**

- A. June 2020
- B. July 2020 is not yet complete. In process of year end audit/adjustments

Motion made by Woodcox, seconded by Monroe-**MOTION CARRIED**

## **12. Committee and Liaison Reports**

- A. Fire Operations Committee
  - i. Fire Ops Report Update -nothing to report
  - ii. Bryx Status Update – nothing to report
- B. Law Operations Committee – has not met
- C. TAC
  - i. Reviewed policies and discussion regarding “hot calls”. Encouraged dispatchers to get the information on the air and

then start gathering additional information. All parties appear to be on the same page on this matter.

- ii. There was conversation about the wage difference between the Deputy Director and the supervisors. Wages may have to be reevaluated in the future to attract interested parties for the Deputy Directors position.
  - a. Quality of life issues – no pay increase at this time. Will address in the future if it becomes an issue.

**13. Hearing of the Public – None**

**14. Adjournment**

Motion made to adjourn made by Monroe and supported by Woodcox. **MEETING  
ADJOURNED**

**END OF REPORT**