

**MEETING MINUTES  
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY  
SEPTEMBER 16, 2020**

The meeting was called to order at 1330 by Director Rouhib

**Roll Call:**

The following members were present: Rouhib, Monroe, Woodcox, Kanigowski, Bartram

**Absent:** Matt Coppler

**Others In Attendance:** Leese, Piper, Bisby, Walters

**Adoption of Agenda:**

Agenda was amended to add an additional topic under #6 Executive Director Report

Added E. – Sirens

Added F – Update on Macomb County Production

**Approval of Meeting Minutes:**

Motion to approve 8/26/20 meeting minutes - Woodcox, seconded by Monroe -

**MOTION CARRIED**

**5. Correspondence**

None

**6. Executive Director Report - Bartram**

- A. Performance Status Report - NONE
- B. Security Project
  - i. Fencing around SERESA parking lot complete, still need gate closures and exterior cameras
  - ii. Exterior door needs repair/replacement – security issue
    - a. Seeking bids
  - iii. Researching the addition of another set of interior doors between front entrance door and Dispatch Command Center
    - a. MMRMA Insurance and possible grant to cover some of the security costs
    - b. Possible concerns regarding HVAC disruption if new doors installed
- C. NG911 Grant Application
  - i. SERESA signed to move to fiber in 2017 but could not move forward due to Macomb County not being switched over to fiber optic cables for 911 lines. The grant was originally released in 2019 but was not available to Independent Authorities (such as SERESA) until mid 2020.
  - ii. State has changed rules and contacted SERESA to apply.

- a. The phone vendor will pay for all hardware as per the RFP.
    - b. Labor Costs = \$5,843.66– grant would pay for 50% (\$2921.83)
    - c. Deadline to apply 10/31/20.
  - i. Asking permission to apply for grant.
  - ii. Grant permission added to #7, Action items as item 3
- D. Waived Insurance Update
  - i. Employees can waive insurance coverage and is compensated \$4,000.
    - a. 4 employees opted out of insurance for a cost of \$16,000
  - ii. Analysis showed that this incentive saved \$54,048 in overall premiums
- E. Sirens
  - i. Siren testing – Advisement issue –3 St Clair Shores and 1 Eastpointe Siren was not working properly
    - a. Rouhib stated already serviced Eastpointe Siren
    - b. Piper was contacting appropriate people
- F. Macomb County Video Production
  - i. Macomb County Executive Mark Hackel invited Bartram to the COMTEC training facility where an infomercial was being filmed for the new facility.
    - a. During the filming, Hackel advertised that there were open job opportunities for both COMTEC and SERESA

## 7. Action Items

- A. Policies changed through Lexipol format.
  - i. Policy 208 – Grant Process  
Motion made by Woodcox, seconded by Monroe – **MOTION CARRIED**
  - ii. Policy 110 Equipment Care
    - a. Added clause that if someone damages equipment that they must report it.  
Motion made by Monroe, seconded by Woodcox - **MOTION CARRIED**
  - iii. Approval of NG911 Grant – cost \$5,843.66 with grant paying 50% - \$2921.83  
Motion made by Woodcox, seconded by Monroe - **MOTION CARRIED**

## 8. New Business None

## 9. Old Business None

## 10. Disbursements

- A. Disbursements Review and Approval:  
Motion made by Monroe, seconded by Woodcox - **MOTION CARRIED**

## 11. Revenue and Expenditure Report

- A. August 2020  
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 - Piper
- B. Law Operations Committee – nothing to report - Woodcox
- C. TAC – nothing to report - Woodcox

**13. Hearing of the Public –**

A. Bartram brought to the board that the dispatchers are requesting a meet and greet with members of the board. Asking if SERESA meeting can occasionally be held at the SERESA building.

B. Bartram also advised that December 2020 is the 10-year anniversary of SERESA and that a celebration is being planned.

**14. Adjournment**

Motion made to adjourn made by Woodcox and supported by Monroe.

**MEETING ADJOURNED**

**END OF REPORT**