

MEETING MINUTES
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY
October 21, 2020

1.) The meeting was called to order at 1330 by Director Rouhib

2.) Roll Call:

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

Absent: Matt Coppler

Others in Attendance: Piper, Leese, and Walters

3.) Adoption of Agenda:

Motion made to approve the agenda by Monroe, seconded by Woodcox

MOTION CARRIED

4.) Approval of Meeting Minutes:

Motion by to approve from 9/16/20 and 9/28/20 meeting minutes by Woodcox, seconded by Monroe

MOTION CARRIED

5.) Correspondence

None

6.) Executive Director Report -

A. Bipartisan Commission Bio-Hazards Roundtable – Bartram explained that she was asked to be part of a Nationwide round table committee that discussed lessons learned from Bio-Hazard/COVID type of situations so to be better prepared for the future. If anyone has ideas that they feel should be discussed at this committee, please forward them to Bartram.

B. Performance Status Report - Leese

i. Format has changed to also include positive feedback and praises for dispatchers.

a. Recognition can come from other people aside from supervisor but can come from public or other agencies

ii. Rouhib asked a question for clarification on what “5 moderate EMD deviations” meant. Leese explained that if there are 5 deviations in a 6-month period, policy requires a reprimand.

C. Smart 911 Update – launched through entire State of Michigan with grant money to update lines. This grant is now running short. A renewal of the grant was sought but denied.

- i. SERESA has this product that is offers to the citizens. When Smart 911 was initially installed 3 years ago, the board knew that there was a chance that the funds would not be renewed.
 - ii. State will not pay any more for this upgrade
 - iii. Estimated cost per year is \$17,000
 - iv. Bartram is meeting with other dispatch centers in Macomb County to determine if there can be a coordinated effort and possible cost savings.
- D. Hiring Update - Leese
 - i. One candidate is currently in background status
 - ii. Another resignation and that position has already been posted and shared by multiple agencies.
- E Zoom meetings
 - i. There is a desire to have SERESA board meetings on the Zoom platform so that they can be part of it instead of having to come in-person.
 - ii. Walters advised that the auditors have expressed a desire to attend meetings as well
 - a. They will be able to present their findings via Zoom at next month's meeting

7. New Business

- A. Telecommunicator of the Year – Kathryn Schmelzer
 - i. Rouhib read proclamation explaining the Schmelzer was nominated and chosen from the entire State of Michigan. Very impressive honor for Schmelzer and SERESA.
- B. Peer Support Update – Stacy Jones – Team Leader
 - ii. Peer Support, Enrichment, Acknowledgement and Leadership
 - iii. 48-hour program broken into 3 segments
 - a. 16 hours – Survive and Thrive
 - b. 8 hours Power of Peer Support
 - i. Emphasis on self-care and mental health
 - iv. 11 employees and 1 administrator have completed training covering all shifts
 - v. A meditation/cry room has been established. This is important for a team member to be able to have a few minutes to re-group after a difficult call.
 - vi. Peer Support Newsletter – sharing articles that can help other dispatchers cope or learn new skills
 - vii. Cards for Officers – trying to humanize the badge.

8. Old Business None

9. Disbursements

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

10. Revenue and Expenditure Report

A. September 2020

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

11. Committee and Liaison Reports

A. Fire Operations Committee - Piper

i. Ambulance name switch from Alpha units to Squads

B. Law Operations Committee – No recent meetings - Woodcox

C. TAC – Next meeting is TBD - Woodcox

12. Hearing of the Public –

A. Schmelzer's parents – Debbie and Glenn Booza and husband Thomas

13. Adjournment

Motion made to adjourn made by Monroe and supported by Woodcox

MEETING ADJOURNED

END OF REPORT