

MEETING MINUTES
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY
December 16, 2020

The meeting was called to order at 1330 by Director Rouhib

Roll Call:

Board Members Present: Rouhib, Coppler, Kanigowski, Monroe, Woodcox
Others Present - Leese, Bartram, and Walters

Adoption of Agenda:

Motion to approve agenda – Monroe, seconded by Woodcox

Approval of Meeting Minutes:

Motion by to approve 10/21/20 meeting minutes - Woodcox, seconded by Monroe -
MOTION CARRIED

5. Correspondence None

6. New Business

- A. Plant Moran Audit
 - i. Ali Hijazi, Kim Diah, Dave Herrington
 - ii. First time an audit had been done completely electronically and not in person
 - iii. No issues with financial controls
 - iv. Reference to page 16 and pages 27, Budgetary Comparison
 - v. Letter of Completion
 - vi. Recommendations –
 - a. Strengthen passwords to meet industry standards
 - vii. Solid financial ground – fund balance is 50% of total expenditures. The question was raised if the fund balance was at an appropriate level. Plant Moran representatives responded that it is if there are capital projects being planned for.

Motion made to receive and file the Plant Moran Audit made by Monroe, seconded by Woodcox. **MOTION CARRIED**

- B. Approval if 2021 Meeting Schedule

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

7. Executive Director Report

- A. Performance Status Report - Leese
 - i. An issue with the City of Roseville – was handled with a verbal with the employee and documented
 - a. Employee was confused on the specific crime

- ii. The issue was from a weak policy that does not explain/spell out the differences between various crimes. There is a lack of training on the specific elements of the crime – example – Car Jacking versus UDAA
- iii. Director Rouhib offered to create a “cheat sheet” that lists the elements of the crimes in order to help train employees.

B. Phone Line Upgrade – Bartram

- i. AT & T – manage challenges and poor service
 - a. Switched to IP Flex – VOI but it did not improve service
 - b. Outages and poor response/service to problems
 - c. More expensive
- ii. Switching to 123 Net
 - a. Will cost \$2,000 to switch
 - b. Cost savings of \$500 each month

C. NG911 Status – Bartram

- i. County is signing a contract with PFN for implementation of the new fiber lines
- ii. SERESA had already signed a contract in 2017 but a new contract will need to be signed
- iii. All lines will be changed to Fiber
 - a. Macomb County and the City of Detroit are the only areas in the State of Michigan who have not changed over to fiber
- iv. PFN is recommending that Macomb County hire a project manager to oversee the 2-year implementation at a cost of \$225,000
 - a. SERESA’s responsibility would be \$39,623.46
 - b. SERESA already has all of the equipment and Bartram has already made arrangements to have it installed by 2021
 - c. Not much that a project manager would need to do for SERESA since Bartram has already taken charge of the implementation
 - d. Vicki Wolber advised that there is not another PSAP available to handle the project
 - e. Rouhib/Monroe asked about of another PSAP does not want to cover their portion – it is unclear if SERESA would have to absorb more of the cost
 - 1. Woodcox stated that if Bartram has done so much work, why would SERESA need to pay for a project manager that we do not need. SERESA needs the fiber, not the project manager
 - 2. Bartram expressed concerns about “being a good neighbor” and effects on relationship with the County on future projects
 - f. Need more clarification on what will happen if another community backs out of paying for project manager
 - g. What can a project manager do for SERESA since a majority of the work has already been done.

D. RAVE/Smart 911

- i. 2016 SERESA board approved \$21,000 to cover the system – the actual price was only \$12,500
 - a. Is used to text back and forth
 - b. Each year there are approximately 58 additional profiles added
 - E. EMD Accreditation
 - i. \$2250 for accreditation
 - a. Holds everyone to a higher standard
 - b. Due again after 2021 in 2024
 - F. 2021 Training Grant
 - i. SERESA applies every year. Used to be on an Excel spreadsheet
 - ii. State has upgraded the system to an online portal through MI-Snap
 - a. Vendor training is entered within 30 days of class
 - b. SERESA enters in extra costs (mileage, hotel etc.) as well as other classes completed
 - iii. Asking permission to continue the grant process through MI-Snap
 - a. Glitch with system and cannot currently print documents or reports – State of Michigan is aware and working on correcting this
 - b. Rouhib asked if SERESA had to exhaust all monies granted before you could apply for more
 - 1. No. 2018 grant monies have to be spent by the end of 2020. Monies will continue to be given

8. Approval

- A. PFN – tabled until more information can be obtained
- B. RAVE/Smart 911
 - a. \$12,500 to continue 3-year contract for 5 seats
 - i. Not part of this fiscal year’s budget - \$3750 for 3 years – Roberts stated budget can sustain cost

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

- C. EMD Accreditation - \$2,250

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

- D. 2021 Training Portal Grant

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

- E. Policy 501 – Peer Support Team Policy

- a. Woodcox advised that TAC team had reviewed at prior meeting
 - b. Special recognition for John Jeanette for his time and hard work on writing the policy

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

9. Old Business – None

10. Disbursements

- A. Disbursement 4
- B. Disbursement 5

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

11. Revenue and Expenditure Report

- A. October 2020
- B. November 2020

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

12. Committee and Liaison Reports

- A. Fire Operation Committee
 - i. Fire Operations Committee
- B. Law Operations Committee - nothing to report – Woodcox
- C. TAC –
 - i. Discussed Policy 501 - Woodcox

13. Hearing of the Public –

None

14. Adjournment

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

MEETING ADJOURNED

END OF REPORT