

**MEETING MINUTES**  
**SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY**  
**March 17, 2021**

- 1.) The meeting was held in person and via Zoom. The meeting was called to at 1330 by Director Rouhib
  
- 2.) **Roll Call:**  
Board Members Present: Rouhib, Coppler, Monroe, Sage, Woodcox  
Others Present: Bartram, Kanigowski, Leese, Pettyes, Piper, Walters
  
- 3.) **Adoption of Agenda:**  
Motion was made by Woodcox and supported by Monroe to amend the agenda and add item (F) under Directors Report to discuss the Legislative Action Committee Report.
  
- 4.) **Approval of Meeting Minutes**
  - A. Minutes for 2/17/21 – Motion made by Sage, Seconded by Woodcox.  
Motion Carries
  
- 5.) **Correspondence – None**
  
- 6.) **Executive Director Report**
  - A. Performance Status Report
    - i. Woodcox asked for clarification on reviews
      1. Both reviews were for the same employee, 1 week apart
      2. First incident was a fire call where units were out of the station when a call came in. There was a delay in dispatch for that company because the call was only sent over the BRYX system and not dispatched over the radio. Dispatcher was side tracked by other calls.
      3. Already contacted CLEMIS and an update is coming that will give an audible alert through CAD regarding dispatch.
      4. Second incident involved an employee who requested police resources to have a gift from the public delivered to the dispatch center.
        - a. If this happens again in the future, please notify Police/Fire administration
      5. Written warning given for each incident
  - B. Bipartisan Commission on Biodefence
    - i. Bartram gave testimony to committee comprised on best practices and lessons learned of the past year; Called a Mass Casualty Event – and how it affected 911 – fire chiefs, police chiefs from all over the country.
    - ii. Commission report will air to the public on 3/19/21
  - C. National Telecommunicator Week April 11-17

- i. Each supervisor is doing something for their shifts
- D. Fraser Update
  - i. Pettyes - Presented to City Council and they voted to move forward with looking into become a member
  - ii. City Council wants to explore their options with the understanding needs the 3 communities (Eastpointe, Roseville, St. Clair Shores) approval in order to join.
  - iii. Monroe suggested that a workshop to discuss issues that need to be addressed. Roseville wants to explore changes to the articles
    - 1. **WORKSHOP MONDAY, APRIL 12, 1:30pm.**
- E. 2021/2022 Budget
  - i. Capital Purchase – Phone Upgrade – ECW – Motorola providing or SERESA prices
    - 1. If Motorola provide PC's, \$69,136.43 but full support with replacement of equipment if a workstation goes down. Minimal down time
    - 2. If SERESA purchases PC's, \$58,854.83 – but we lose some of the support
      - a. If a workstation fails, it will be out of service until the equipment is repaired and reinstalled.
    - 3. Roseville IS – for the workstation PC's - \$7,590.40 to purchase
    - 4. Roseville IS recommends that for the minimal savings, it would be more advantageous to purchase from Motorola in order to have the superior support
    - 5. PFN ESInet – next generation – submitted grant and it covered all costs except for \$175.31 – this will be part of the Motorola install package.
      - a. Approximately install date is September/October
    - 6. Must have upgrade this year – SERESA will no longer be available for service.
    - 7. \$209,323.12 including 5-year service support contract (\$26,000)
      - a. Walters adjusts line item in the budget
        - i. \$200,000 allotted for phone system
        - ii. \$26,000 will be prepaid contractual service cost
        - iii. Replace the \$200,000 with the \$69,136.43 on the line item

**7.) Old Business – None**

**8.) Disbursements**

- A. Disbursements Review and Approval
  - i. Disbursement #8 – Motion made by Sage, Seconded by Woodcox – Motion Carries

**9.) Revenue and Expenditures**

- A. February 2021 – Motion made by Woodcox, Seconded by Rouhib – Motion Carries

**10.) Committee and Liaison Report**

- A. Fire Operations Committee – Piper
  - i. Fire Ops Report Update – 1 discuss – fire group is working together on one board of rotation so that everyone is on the same page with a SERESA-centric agenda
- B. Law Operations Committee – Woodcox – nothing to report
- C. TAC – nothing to report

**11.) New Business – None**

**12.) Closed Session**

Motion made to go into closed session by Sage, seconded by Monroe – Motion carried – 2:11pm. Returned from Closed Session at 2:42pm

**13.) Action Item**

- A. Phone Contract – permission to sign contract with Motorola to proceed forward with upgrade – Motion made to proceed by Woodcox, seconded by Woodcox – Motion Carried
- B. Executive Director Contract – tabled until Special Meeting 4/12/21
- C. Policy Approval – 625 Fire Alarms
  - i. Added section D, response with fire departments who have multiple stations
  - ii. For residential fire alarms with no extenuating circumstances, only one fire station will be sent Motion made to approve policy made by Monroe, seconded by Sage – Motion Carried

**14.) Hearing of the Public – None**

**15.) Adjournment – motion made to adjourn meeting by Woodcox, seconded by Monroe**

Meeting adjourned at 1446pm