

**MEETING MINUTES**  
**SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY**  
**June 16, 2021**

- 1.) **Call to Order** – Meeting called to order at 1330.
- 2.) **Roll Call** –  
Board Members Present: Rouhib, Monroe, Sage, Allen  
Others Present: Fantuzzi Kanigowski, Leese, Pettyes, Walters
- 3.) **Adoption of Agenda:**  
Motion made by Monroe, seconded by Sage – Agenda Adopted
- 4.) **Approval of Meeting Minutes**  
A. Minutes for 5/19/21– Motion made by Sage, seconded by Monroe-  
MOTION CARRIES
- 5.) **Correspondence** – None
- 6.) **Closed Section** – Supervisor Contract negotiations. Motion made by Monroe,  
seconded by Sage. Entered closed session at 1331. Closed session ended  
1412.
- 7.) **New Business**
  - A. Grievance Notification Procedure
    - i. Leese asking for guidance on what the board’s expectations on  
when a grievance is filed
    - ii. Major issues – termination, suspension or news media will be  
involved etc. – notify the board
      1. Communication with Chair and Chair will notify
  - B. Upcoming Meeting Schedule
    - i. Skipping July and August – reconvene in September
      1. Special meetings if necessary.Motion make to change schedule made by Sage, seconded by Monroe  
MOTION CARRIES
- 8.) **Executive Director Report**
  - A. Performance Status Report
    - i. Light in-house issues
    - ii. Accreditation
  - B. Hiring Update
    - i. Tested 11 and interviewing 9
    - ii. DC Berlin, 3 Supervisors and a peer member
    - iii. Need 2 dispatchers
  - C. CD Renewal

- i. 1 year versus 2 year. Rates are the same - .02%
  - D. National Telecommunicator of the Year
    - i. Kathryn Schmetzer received the State Telecommunicator of the Year through APCO.
    - ii. Puts her in the running for the National Telecommunicator of the Year
    - iii. They are paying for her to go to conference in San Antonio, Texas
    - iv. Macomb Daily ran the story
    - v. Will cause 22 hours of OT to backfill for her to go to the conference
  - E. Honeywell Mass Notification replacement
    - i. Going out of business 8/31/21.
    - ii. Product demo preference - Intrado System
      - 1. Intrado will honor Honeywell's pricing up to 5 years
        - a. Recommend go with the service for 5 years as a cost savings – the other companies were higher and/or had charge per use.
      - 2. There are less steps in the notification process
  - F. 2021 LEIN Audit
    - i. Audit went well. A few issues came up but were resolved quickly
    - ii. Signage
    - iii. Policy 809

## 9.) Old Business

- A. Article of Incorporation – Section VI Dissolution
  - i. Fraser joining SERESA is on hold
    - 1. Less expensive for Fraser to remain a contractor
    - 2. Advised that service will not change
    - 3. Council is not pushing to join
  - ii. Drafting new language is needed
  - iii. All policies need to be updated – have not been updated in the 10 years of SERESA's existence
  - iv. Not an immediate need

## 10.) Disbursements

- A. Disbursement Review and Approval
  - i. Disbursement 11– motion made by Monroe/seconded by Sage

## 11.) Revenue and Expenditure Report

- A. May 2021 – motion made by Rouhib/seconded by Monroe
- B. Budget Amendments - Walters
  - 1. Capital Project Fund – Transferring \$250,000 from the General Operational fund
    - a. Originally budgeted \$51,000 for office improvement items - \$16,000 has been spend – moved to Capital Project Fund
    - b. Door project and Guardian Alarm bills coming out

- i. Will add \$30,000 additionally to fund to cover projects = New balance = \$163,000

2. Operation Fund –

- a. Extra payments and adjustments
- b. Bump up OT
- c. Bump down regular salaries

**12.) Committee Reports**

A. Fire Operations Committee

- i. Talked about the transition with Honeywell
- ii. Working on securing 1 board up company with a backup company that will service all communities
  - 1. One company that everyone will trust
  - 2. Bonded and secured
  - 3. Will have to go out for a bid
- iii. Mass Monthly Notification Systems – test went well

B. Law Ops Committee

- i. Nothing to report

C. TAC

- i. Nothing to report

**13.) Hearing of the Public**

**14.) Action Item**

- A. Policy 809 – Motion made by Monroe, seconded by Sage – MOTION CARRIES
- B. Budget Amendment – Motion made by Sate, seconded by Monroe – MOTION CARRIES
- C. Honeywell/Intrador – Motion made by Sage, seconded by Rouhib – MOTION CARRIES

**15.) Adjournment** – Motion made by Monroe, seconded by Sage  
MEETING ADJOURNED