

**MEETING MINUTES**  
**SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY**  
**Workshop Agenda**  
**FEBRUARY 20, 2020**

The meeting was called to order at 9:37 am by Chair Holland with the following Board Members present:

Rouhib, Monroe, Woodcox, Coppler

**Adoption of Agenda:**

Motion by Monroe, seconded by Woodcox to adopt the agenda as presented.

**MOTION CARRIED**

**4. SERESA By-Laws/Articles of Incorporation**

After much discussion about Article 1. Composition, it was agreed that City Manager Adkins will draft a language modification to the effect that the Chief Administration Officer or his Designee may appoint SERESA members. This will be forwarded to SERESA Board Members for review.

Director Bartram stated that the SERESA Board can change bylaws but not articles of incorporation; these require approval by each municipality.

Article 7.4. Order of Business will be modified to place public comment at the beginning of the meeting immediately following Adoption of the Agenda.

**4A. Reserve Fund/Reimbursement to Cities**

Finance Director Walters indicated that \$25,000 is placed into the Capital Fund every year. He feels this amount needs to be increased. There is \$1.7M in fund balance and he is suggesting a transfer of \$100,000 to the Capital Fund every year. Mr. Walters indicated a policy is needed that states 20-25% should be kept in a reserve fund.

City Manager Coppler suggested GFOA language would be an appropriate point of reference for the Fund Balance Account.

**4B. Charging Formula**

Since the original formula is no longer relevant, it was suggested, after much discussion, that this be brought to TAC for review.

**5. SERESA Budget - Tabled**

**5A. \$0.42 Sur Charge**

The Macomb County Board of Commissioners will be voting on this proposal in April. The last time it was proposed, it failed. Assessing this surcharge would result in approximately \$700,000 for SERESA. Macomb County is requesting all PSAPs provide written justification as to what each community would do with this money. It was recommended that further discussion on this be tabled until the March 18, 2020 meeting.

**5B. Staffing Consideration**

Receive and file.

**5C. Capital Outlay**

John Walter will transfer funds to the Capital Outlay account and will provide a new draft at the next meeting as this will provide more accurate numbers for communities.

**5D. 20/21 Draft - Tabled**

**6A. SERESA 2020 - Tabled**

**6A. Building Outlook - Tabled**

**6B. Citizen's Academy - Tabled**

**7. Hearing of the Public**

Chair Holland announced the Hearing of the Public, with no public participation.

**8. Adjournment**

Motion by Woodcox, seconded by Monroe to adjourn the meeting at 11:15 am.

**MOTION CARRIED**

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Natalie L. Turner, Acting Secretary