

**MEETING MINUTES  
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY  
MEETING AGENDA  
JUNE 12, 2019**

The meeting was called to order at 2:00 pm by Chair Smith with the following Board Members present:

Rouhib, Monroe, Woodcox, Holland (joined after meeting called to order)

**Adoption of Agenda:**

Motion by Woodcox, seconded by Rouhib to adopt the amended agenda.

**MOTION CARRIED**

**Approval of Meeting Minutes**

Motion by Monroe, seconded by Woodcox to approve the minutes of May 8, 2019 as presented.

**MOTION CARRIED**

**5. Correspondence**

- i. Certificate of Deposit

The current CD was rolled over and locked in for 24 months with an annual rate of 2.5%.

Receive and file as presented.

**6. Executive Director Report**

**6A. Performance Status Report**

Director Bartram clarified that outcomes do factor into offenses so for a first-time offense an employee could be given a written warning rather than a verbal, depending on the severity of the concern.

Receive and file as presented.

**6B. Time/Attendance & Scheduling Update**

Director Bartram reports that the system appears to be working well. The system is anticipated to go live by the next fiscal year.

**6C. Hiring Update**

One full-time candidate will be starting soon; the part-time candidate completed the preliminary background and will be interviewing with Director Bartram next week.

**6D. Radio Donation Update**

The radio donation will need to be made to the County since the program is housed in a county building. The County has agreed to four (4) training spots for SERESA in exchange for the donation of five (5) radios.

Motion by Rouhib, seconded by Woodcox to confirm the donation of the radios to Macomb County.

**MOTION CARRIED**

**7. Action Item**

**7A. Personnel Policy 3.2.3-1**

Motion by Holland, seconded by Woodcox, to approve the recommendation of the SERESA Executive Director to approve Policy 3.2.3-1 as presented.

**MOTION CARRIED**

**8A. Disbursements**

Motion by Woodcox, seconded by Rouhib to approve Disbursement #11.

**MOTION CARRIED**

**9. Revenue and Expenditure Report**

Motion by Holland, seconded by Rouhib to receive and file as presented.

**MOTION CARRIED**

**10. Committee and Liaison Reports**

**10A. Fire Operations Committee** – Chief Piper presented additional information about the current BRYX cost. Chief Piper indicated that the costs would be allocated between the agencies, however through discussion it was determined that the invoice would not reflect it in a way that would properly allow SERESA to provide the needed billing for each agency. After much discussion, the Board elected to table the item until Chief Piper can provide an itemized bill.

The SERESA Board also indicated that should this be approved, SERESA will purchase and finance the server creating a special assessment for Roseville and St Clair Shores since Eastpointe and Roseville are already using the BRYX system. Once the SA has been paid, though housed at SERESA, the server will belong to all the communities.

**10B/C. Law Operation Committee/TAC** – No report.

**11. New Business –**

**11A. June Budget Amendment**

John provided clarification about the Retiree Health Savings account.

Motion by Woodcox, seconded by Rouhib to approve as presented.

**MOTION CARRIED**

**11B. Navigator Conference**

Receive and file as presented.

**11C. SERESA Parking Lot**

Director Bartram and Roseville Finance Controller John Walters provided an update to the modifications/improvements scheduled to begin in late July to the SERESA parking lot. The driveway entrance will be moved to Tennessee Street. A portion of the lot will be made into a green space. The lot will be resurfaced and the 32 parking spaces will be reconfigured to approximately 20 spaces. The parking lot will be secured by a fence as well.

**12. Old Business**

- i. 19/20 Budget Approval

Motion by Woodcox, seconded by Rouhib to approve the 2019/2020 SERESA Budget as presented.

**MOTION CARRIED**

Director Bartram mentioned that SERESA would be happy to participate in any community events that each member community may have.

Director Bartram indicated that HB4523 supporting new born safety devices at hospitals has been introduced in Lansing.

**Hearing of the Public:**

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

**Adjournment:**

Motion by Woodcox, seconded by Holland to adjourn the meeting at 3:30 pm.

**MOTION CARRIED**

\_\_\_\_\_  
Natalie L. Turner, Acting Secretary