

**MEETING MINUTES  
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY  
NOVEMBER 13, 2019**

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

Rouhib, Monroe, Woodcox, Coppler

**Adoption of Agenda:**

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

**MOTION CARRIED**

**Approval of Meeting Minutes**

Motion by Rouhib, seconded by Monroe to approve the minutes of October 9, 2019 as presented.

**MOTION CARRIED**

**5. Correspondence**

**5a. City of St Clair Shores Board Appointment Letter**

**5b. Letter from Macomb County Sheriff**

**6. New Business**

**6A. Audit Presentation**

Representatives from Plante Moran presented a draft overview. It is an unmodified opinion.

Motion by Monroe, second by Rouhib to receive and file as presented.

**MOTION CARRIED**

**6B. Workgroup Date**

Scheduled for Thursday, December 5, 2019 from 9:30 am – 11:30 at SERESA. City Managers will be invited to attend this meeting as well.

**6C. AT&T Invoice**

After much discussion, it was determined that Director Bartram will conduct additional research on these charges and provide this to the SERESA Board at the next meeting.

- Effective immediately, the Board unanimously voted for the following: that the SERESA Board issue an order that only SERESA employees sign invoices for SERESA. Furthermore, all purchases must go through the SERESA Executive offices prior to being paid, this may include an email authorization for specific one-time technology purchases through IT.
- When receiving invoices from any entity, including our contracted service partners, the invoices must be detailed with an explanation of the expenses.

**7. Executive Director Report**

**7A. Performance Status Report**

Receive and file as presented.

**7B. Staffing Update**

Interviews for Supervisor went well. A current employee will be promoted to this position. Staff will be interviewing for a full-time position tomorrow.

**7C. Parking Lot Update**

The lot is now partially paved. The fence will be installed.

**7D. MLTS Update**

Receive and file as presented.

Motion by Rouhib, seconded by Monroe to receive and file Executive Director Report.

**MOTION CARRIED**

**8. Action Item**

**8A. Policy Management Solution**

Motion by Rouhib, seconded by Monroe to approved the purchase of the LEXIPOL platform to provide electronic policy acknowledgement tracking, automatic archiving of policy versions within the system and efficient distribution of policies to employees.

**MOTION CARRIED**

**9. Disbursements**

**9A. Disbursement #4**

Motion by Rouhib, seconded by Woodcox to approve Disbursement #4.

**MOTION CARRIED**

**10. Revenue and Expenditure Report**

Receive and file as presented.

**MOTION CARRIED**

**11. Committee and Liaison Reports**

**11A. Fire Operations Committee – No report.**

**11B/C. Law Operation Committee/TAC – No report.**

**12. Old Business**

**Hearing of the Public:**

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

**Adjournment:**

Motion by Monroe, seconded by Rouhib to adjourn the meeting at 3:22 pm.

**MOTION CARRIED**

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Natalie L. Turner, Acting Secretary