

**MINUTES OF A BOARD MEETING OF THE
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY
HELD ON WEDNESDAY, FEBRUARY 8, 2017**

The meeting was called to order at 2:05 p.m. at the Roseville City Manager's Conference Room, 29777 Gratiot Avenue, by Chairperson Duchane with the following Board Members present:

Adkins, Holland and Woodcox

Absent: Smith

Adoption of Agenda:

Motion by Holland, seconded by Woodcox, to adopt the agenda, with the deletion of 4. A.

MOTION CARRIED

Approval of Meeting Minutes:

Motion by Woodcox, seconded by Holland, to adopt the minutes of the regular meeting dated January 11, 2017, as presented.

MOTION CARRIED

Correspondence:

Director Bartram informed the Board that there was no correspondence.

Executive Director Report:

Payroll Services – Director Bartram informed the Board that Mr. Walters was contacted by the company that Roseville uses and they are supposed to be in touch with him tomorrow to set up a meeting regarding the rollout. Mr. Walters informed the Board that their conference call is tomorrow and everything is set up, the database is set up, just coordinating rolling it out. Mr. Duchane asked will they be able to run this a couple of times before the next meeting. Mr. Walters replied that he didn't know.

SMART911 Update – Director Bartram informed the Board that she included the map and we are definitely one of the leaders going to SMART911; working on a business SMART911 brochure that will be sent out to Police and Fire Chiefs; St. Clair Shores has a local program channel, they are coming on February 16th to spend the morning at SERESA filming (talking about SERESA and SMART911) and will air it on their local channel. Discussion on filming a piece on SERESA that could be played on the local channel in all three cities.

Performance Status Report – Director Bartram informed the Board that we had two inquiries – one from St. Clair Shores' Water Department – release of an employee's telephone number to a citizen (employee counseled in accordance with the progressive discipline policy) and one from Roseville regarding information provided by a SERESA dispatcher when a lockdown was lifted (dispatcher, along

with entire staff, was provided training on the differences and how the schools respond to the different language and terms used).

FY2017/2018 Budget – Director Bartram informed the Board that Mr. Walters and she have started working on the FY2017/2018 budget and a draft will be provided at the March meeting; she has the call volumes and calls for service didn't go up just shifted around, but fire calls for service did go up; asked if there were any specific budget items the Board wants her to look at. Board Member Adkins said that they need to start their discussion on the administrative amendments. Director Bartram replied that she was waiting to see what they were going to do with payroll because that would change things. Mr. Walters commented that as far as capital improvement goes, we have the reserve from last year of \$440,000 and in FY2017 we are paying for the rest of the Motorola equipment but after that he doesn't see anything; he will put \$25,000 aside for capital and at the end it will be back up to \$510,000. Director Bartram replied that there is the recorder that we need to go out to bid for and some chairs and the recorder was to come out of this year's budget. Chairperson Duchane said we should have a five-year capital investment strategy. Director Bartram responded that the five-year plan will be adjusted for items purchased earlier than scheduled. Board Member Holland asked should we be doing any more research on the server issue. Director Bartram replied she will check on this. The Board had a discussion on this issue

Action Item: (None)

Disbursements:

Motion by Adkins, seconded by Holland, to approve Disbursement No. 13, as presented.

MOTION CARRIED

Budget and Expenditure Report:

Motion by Woodcox, seconded by Adkins, to receive and file the budget and expenditure report, as presented.

MOTION CARRIED

Committee and Liaison Reports:

Board Member Holland informed the Board that the Fire Operations Committee met and discussed violent chemical hazard scene SOG which we expanded to include orange button alerting and radio electronic labeling; caused us to hold off on standard operating guidelines for the present time; discussed alias of the radio and how are we going to name the radios; seems that we are going to do a more generic name such as Roseville radio 148, St. Clair Shores radio 7, etc.; wrote a grant for radios and has heard positive results but doesn't know if we got the grant yet; talked about fire based CAD system; Eastpointe's computers are in, Roseville's computers are being programmed right now, St. Clair Shores is doing tablets as well as laptop computers and believes they have been ordered.

CLEMIS Update – Director Bartram informed the Board that all documents are in from all three cities, next meeting is in April and all three fire chiefs will need to go to the two CLEMIS meetings and request to be members of CLEMIS; she will attend with the fire chiefs.

Law Operations/TAC Committee – Director Bartram informed the Board that the Law Operations Committee met and was very positive and had wonderful discussions; we will need to have a TAC meeting because there are policies that are being generated; asked about these policies that are going to be generated from the last two meetings, none of them should be open for public viewing because they cover police and fire officer safety. Chairperson Duchane commented that they would be exempt from disclosure so bring them to the meeting and give them to the Board without them being on the agenda.

Old Business:

Director Survey Review – Chairperson Duchane thanked Director Bartram for the benefit survey and update; suggested Board Members should have a discussion about your thoughts on that individually; please send him any thoughts on your individual part, what your interests are, what is appropriate here and let's do it in the next couple of weeks. Director Bartram pointed out that calls for service looked low but when we have calls for service and when you do a bill for calls for service we get a lot of officers that don't call out and say we shouldn't be charged for this call or that call; calls for service are low because when you look at our statistics, for example, Roseville for the entire year only had 2,477 traffic stops and we know that is not true and they did a lot more traffic stops than that; these other agencies all of their traffic stops go in the CAD system, so this makes our calls for service look lower in comparison. Chairperson Duchane informed the Board to send him an e-mail directly with their comments and don't copy each other or deliberate on it.

New Business: (None)

Hearing of the Public:

Chairperson Duchane announced the Hearing of the Public, with no public participation.

Adjournment:

Motion by Woodcox, seconded by Holland, to adjourn the meeting at 2:49 p.m.

MOTION CARRIED