

**MINUTES OF A SPECIAL BOARD MEETING OF THE  
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY  
HELD ON WEDNESDAY, FEBRUARY 10, 2016**

The meeting was called to order at 2:09 p.m. at the Roseville City Hall, 29777 Gratiot Avenue, by Chairperson Duchane with the following Board Members present:

Holland, Smith and Woodcox

Absent: Adkins

**Adoption of Agenda:**

Motion by Smith, seconded by Woodcox, to adopt the agenda with addition of Disbursement No. 15.

**MOTION CARRIED**

**Approval of Meeting Minutes:**

Motion by Smith, seconded by Holland, to adopt the minutes of the regular meeting dated December 9, 2015, as presented.

**MOTION CARRIED**

Motion by Smith, seconded by Holland, to adopt the minutes of the regular meeting dated January 13, 2016, as presented.

**MOTION CARRIED**

Motion by Smith, seconded by Holland, to adopt the minutes of the special meeting dated January 15, 2016, as presented.

**MOTION CARRIED**

**Correspondence:**

Director Bartram informed the Board that there was no new correspondence.

**Executive Director Report:**

**SaveMiHeart – Seattle Resuscitation Academy** – Director Bartram informed the Board that she is the Assistant Chair for the SaveMiHeart Communications Subcommittee for the State of Michigan and they are sending her to Seattle for the resuscitation academy; no expense to SERESA; leaving on March 20<sup>th</sup> and will return March 23<sup>rd</sup>.

**Status Report** – Director Bartram informed the Board that we received a total of three performance inquiries in January regarding dispatch services; one was unfounded, two were founded and one

required corrective training; asked that if Fire is going to have internal briefings, include SERESA dispatchers because they can learn so much from them.

**FOIA** – Director Bartram informed the Board that she incorporated what TAC suggested and sent the policy to Chief Berlin for review; most significant things are 1.6 C. Any request relating to a call for service shall be referred back to the agency where the call for service originated for fulfillment and 1.6 D. Any agency releasing audio involving a SERESA employee shall notify the Director of the release and forward a copy of the wav file released. Chairperson Duchane informed the Director that he had some minor typographical changes and will let her know what they are later. Board Member Woodcox commented that the FOIA policy is consistent with what Chief Berlin and he discussed.

Motion by Smith, seconded by Woodcox, to adopt the Freedom of Information Request policy.

**MOTION CARRIED**

**Action Items:**

Phone Project – Vice Chairperson Smith asked Board Member Holland if all the Roseville concerns were worked out. Board Member Holland replied yes.

Motion by Smith, seconded by Holland, to award the contract to Motorola/Emergency Call Works at a cost of \$187,323.84 and annual support of \$30,903.90 subject to completion of the contract for services.

**MOTION CARRIED**

**Disbursements:**

Motion by Smith, seconded by Holland, to approve Disbursement Nos. 14 and 15, as presented.

**MOTION CARRIED**

**Budget and Expenditure Report:**

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

**MOTION CARRIED**

**Committee and Liaison Reports:**

**Fire Operations Committee** – Board Member Holland informed the Board they had an excellent Fire Ops meeting on Monday, February 8<sup>th</sup>; have a real date for CLEMIS now – March 29<sup>th</sup>; time to purchase the hardware so we are all operational; we need to go to one CAD. Director Bartram explained that she did pick a go live date for fire which is the date we were hoping to turn off Vision; her date was March 29<sup>th</sup> and fire felt like they would need to dip into next year's fiscal budget to cover cost of all the computers; decision was made that September 1<sup>st</sup> all fire will go live and if we can do it earlier we will.

**Law Operations/TAC Committee** – Chief Berlin informed the Board that they finalized the FOIA policy since last Board meeting; per Director Bartram’s request wanted to have a schedule for Law Operations/TAC meetings; spoke with Chief Woodcox and Chief McNeilance and decided to touch base once a month to see if there are issues we need to discuss and if so will hold a formal meeting; Director Bartram can contact them if she has any issues.

**Old Business:**

Board Member Woodcox commented that there were some issues raised regarding an armed robbery with shots fired where the shots fired information never made it out to the officers responding and asked how that was handled. Director Bartram replied that the shots fired information was given to the dispatcher on an MCT from Fraser after the chase was terminated and the officers were on their way back but had found a shell casing. Vice Chairperson Smith asked when did our dispatcher give Detroit the information that shots had been fired. Director Bartram responded that they did it after the chase was terminated and they received the MCT message from Fraser. Director Bartram informed the Board that she called Fraser’s Public Safety Director and he said that from what he could gather it was about one and a half to two minutes from the time the pursuit was ended and to the time his officers told his dispatch that they had found shell casings; she told the dispatchers that they should have told our officers even though they were on their way back.

**New Business: (None)**

**Hearing of the Public:**

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

**Adjournment:**

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

**MOTION CARRIED**

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Linda S. Lince, Acting Secretary