

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

The meeting was called to order at 2:08 p.m. at the Roseville City Manager's Conference Room, 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, as presented.

**MOTION CARRIED**

**Approval of Meeting Minutes:**

Motion by Holland, seconded by Smith, to adopt the minutes of the regular meeting dated February 8, 2017, as presented.

**MOTION CARRIED**

**Correspondence:**

Director Bartram informed the Board that there was no correspondence.

**Executive Director Report:**

**Payroll Services** – Director Bartram deferred to Mr. Walters. Mr. Walters informed the Board that he had a conference call with Executime on Monday; going to start having weekly calls and SERESA will be the pilot organization; Executime will schedule time to set up training and webinars for Department Heads; everything is ready to go.

**SMART911 Update** – Director Bartram asked the Board if they had a chance to look at the video. Chairperson Duchane replied that they did a nice job. Director Bartram commented that they should have sent a link to send it out to everyone.

**Performance Status Report** – Director Bartram informed the Board that we had one inquiry from Roseville regarding a vehicle that was entered as stolen and administered discipline in accordance with discipline policy.

**FY2017/2018 Budget** – Director Bartram informed the Board that they need to review and make any suggestions or comments. Mr. Walters informed the Board that they created a capital project fund which will have a five-year purchase plan by year of assets and \$25,000 will be transferred into the fund each year from the general fund and various assets being purchased per year; there is a summary

budget schedule that he added; page 19 there is a calculation for calls for service. Vice Chairperson Smith asked can we add a comparative pie chart for the percentages regarding calls for service. Mr. Walters responded that he can do that. Board Member Woodcox suggested using the billable calls for the pie chart. Chairperson Duchane informed the Board that we have accounted for labor settlements, administrative supervisor's plan and waiting on e-mails from the Board Members regarding the Executive Director's benefit changes and/or compensation. Board Members replied that they will send him their comments or suggestions; talked about PSAP allocation. Mr. Walters responded that they gave him the PSAP calculation. Director Bartram informed the Board that the State disburses their funds once a year and doesn't know what the County does but do wait until their have a full four quarters before they disburse their money. The Board discussed the PSAP calculation and that they use SEMCOG for population number.

Board Member Holland commented that the run volume is funding SERESA and that is the only financial stream beside the PSAP money; so, if run volume changes, Roseville would pay more if their run volume changes, etc.; is there anything specific about a call. Director Bartram responded that a call for service for VisionAir users is when you ask for a run number and ask for a number to be pulled; these numbers are based on the numbers to be pulled; in the total call for service numbers on page 19 we have Medstar numbers in Eastpointe's total and asked Chairperson Duchane if wants that in a graph or anywhere else. Chairperson Duchane replied no, not unless you add a Medstar number and fire number.

Director Bartram requested that the Board review the budget and let her know if there are any questions or changes so we can adopt at the next SERESA meeting.

**Action Item:**

**Policy Approvals:**

**3.2.3-1 Personnel Programs (Non-Union)** – Director Bartram explained that this is an administrative policy which is why it did not go through TAC and only change is on-call 3.2.3.4 – discussion on on-call compensation. Board Member Woodcox commented that he read through the policy and didn't see any issues but asked if her staff has read the policy and if they were part of the development of it. Director Bartram replied that they were part of the development but there is an internal disagreement on part of it (if off sick, can't be on-call).

Motion by Woodcox, seconded by Smith, to approve Policy 3.2.3-1 – Personnel Benefits, as presented.

**MOTION CARRIED**

Motion by Woodcox, seconded by Smith, to approve policy 6.9.10 – Mutual Aid Policy, as presented.

**MOTION CARRIED**

Motion by Smith, seconded by Woodcox, to table Policy 6.2.1 – 911 Hang Up and SMART911 and refer to TAC for review.

**MOTION CARRIED**

**Disbursements:**

Motion by Smith, seconded by Woodcox, to approve Disbursement Nos. 14, 15 and 16, as presented.

**MOTION CARRIED**

**Budget and Expenditure Report:**

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

**MOTION CARRIED**

Director Bartram discussed the cost of a communication server to be installed and integrated at SERESA at a cost of \$6,790 if we do it this year, but if we wait until next year, the cost will be increased. The Board discussed the communication server and the radios.

Motion by Smith, seconded by Holland, to approve the purchase of all hardware and associated software to provide a fully functional Alias Database Manager including a Z440 Workstation PC, monitor and windows AC Client.

**MOTION CARRIED**

**Committee and Liaison Reports:**

**Fire Operations Committee – CLEMIS Update** – Board Member Holland informed the Board that the Fire Operations Committee has not met but believe all CLEMIS contract stuff is done; however, do have to have a personal visit to CLEMIS by the three fire chiefs on April 20<sup>th</sup> at 1:30 p.m.

**Law Operations/TAC Committee** – Chief Berlin informed the Board that the Law Operations/TAC Committee have not met since the last SERESA meeting but will have a meeting before the next SERESA meeting to discuss the policies that need to move forward for SERESA Board approval.

**Old Business:**

**Director Survey Review** – Chairperson Duchane commented that he is awaiting Board Member communications. Director Bartram asked what the hang up was. Vice Chairperson Smith asked that Board Members commit to having it done this week.

**New Business:**

**Work Session Discussion** – Director Bartram asked if the Board was interested in a work session to talk about specific goals for the organization; strategic plan is up next year; where you want the organization to go; anything specific you want to see us do differently. Board Member Woodcox replied that he doesn't see a need for a work session, things are running fairly well, if not very well, and any little tweaks we handle. Vice Chairperson Smith, Board Member Holland and Chairperson Duchane concurred with that. Director Bartram would like the Board Members' input in the strategic plan. Vice Chairperson Smith asked did we ask the dispatch staff for their input. Director Bartram replied that she always asks the dispatch staff.

**Hearing of the Public:**

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

**Adjournment:**

Motion by Smith, seconded by Woodcox, to adjourn the meeting at 3:19 p.m.

**MOTION CARRIED**

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Linda S. Lince, Acting Secretary