

**MINUTES OF A BOARD MEETING OF THE  
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY  
HELD ON WEDNESDAY, APRIL 12, 2017**

The meeting was called to order at 2:02 p.m. at the Roseville City Manager's Conference Room, 29777 Gratiot Avenue, by Chairperson Duchane with the following Board Members present:

Adkins, Holland, Smith and Woodcox

**Adoption of Agenda:**

Motion by Adkins, seconded by Smith, to adopt the agenda, as presented.

**MOTION CARRIED**

**Approval of Meeting Minutes:**

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

**MOTION CARRIED**

**Correspondence:**

Director Bartram informed the Board that there was no correspondence.

**Executive Director Report:**

**SMART911 Update** – Director Bartram informed the Board that since the release of the public service broadcast announcement, we have received 94 new enrollments; in June, we will be doing a presentation at the Roseville Public Library; if any agencies or service organizations are interested in a presentation, please have them contact SERESA. Chairperson Duchane commented that the County had some front-page news on their SMART911 and thanked St. Clair Shores for the video on SMART911.

**Payroll Services** – Director Bartram informed the Board that Mr. Walters sent her an invitation for an informational meeting this morning; the meeting is on Monday morning and she will be out of the State; Mark Johnson and Steve Puchovan will be attending in her place; we have a couple of concerns that we are hoping to address at that meeting. Mr. Walters informed that Board that it will be a webinar that will give an overview of the software and how it works with BS&A. Director Bartram said one concern is shift differential. Board Member Adkins commented that they were able to accommodate shift differentials for the Fire and Police Departments.

**Performance Status Report** – Director Bartram informed the Board that we had five inquiries; one was internal and the others ones were from customers; three were from St. Clair Shores and one was from Eastpointe and asked if the Board had any questions. There were no questions.

**Emergency Medical Dispatch Accreditation** – Director Bartram said she is very excited about this; Macomb County Medical Control is very active in moving PSAPs to EMD and SERESA is already where they want them to be but working on all PSAPs to be there; a lot of work for us on our side – we would need to set up three work groups (in direct connection with medical control doctor, a quality review committee and quality control); reason it is so much work is because the supervisors review 80 to 90 calls per month and would need to meet a minimum review of 100 calls per month; don't see us moving forward with applying until next year; fiscal consideration initially is none because Priority Dispatch is going to waive the fee. Vice Chairperson Smith commented that on the disbursements he sees an EMD certification renewal. Director Bartram replied that EMD is what we are all certified for, not accredited. Vice Chairperson Smith asked why do we need to be accredited if we are certified. Director Bartram replied that accredited means you met a higher standard. Chairperson Duchane asked will there be someone in the agency that helps coordinate the whole program. Director Bartram replied that the Quality Assurance Supervisor will be taking the program on and we will be working closely with Livingston County because it is the only one that is accredited in the State of Michigan.

**Peninsula Fiber Connection** – Director Bartram informed the Board that the last time we talked about this they weren't sure they could come into SERESA because Macomb County was not interested at that time; Peninsula Fiber is now moving the 911 lines off the old technology and putting it on fiber; at the last presentation Ms. Wolber thought there were PSAPs in Macomb County that absolutely wouldn't want to move forward with the new technology; as long as the County Board of Commissionres say that it is okay for two or three PSAPs to move forward with technology then they can do that but we would need to go before the County Board of Commissioners; Shelby Township and SERESA would like to move our systems forward with the new technology. Chairperson Duchane asked why does the County government have any particular interest. Director Bartram responded that the 911 service plan for Macomb County is approved by the County Board of Commissioners and within the 911 service plan each PSAP goes back to the County-wide plan and it would need to be amended; despite our request to be added to the County plan we have not officially been added – we have a Letter of Resolution to the County Plan naming us as a PSAP but they have never officially added us; we have asked over the last 6 years for the Plan to be rewritten. Vice Chairperson Smith commented that the County doesn't want to do this and the problem is that if the County doesn't want to do it, what is the chance of getting the County Board of Commissioners to approve it. Ms. Wolber's concern is that her PSAP is trying to get on their feet. Chairperson Duchane asked why hold back two other PSAPs. Board Member Woodcox asked is the County so against the idea or is it that they don't have the time to work on the project. Director Bartram replied that when Peninsula was here they can't work on the project right now; this is what she can do – we can wait another month and set up a meeting with Ms. Wolber and say the other PSAPs don't have to and we are eighteen months out and then go to the County Board of Commissioners. Board Member Adkins commented that we are not forcing anyone else to go and we could talk with our Commissioners. Vice Chairperson Smith commented that if the County doesn't want to go then it's not going. Director Bartram commented that she will set up a meeting with Ms. Wolber and put this on the May agenda.

**Mission Statement** – Director Bartram read the old mission statement which was formed in 2011; informed the Board that SERESA would like to change that mission statement to "To professionally serve our communities as the vital link between emergency services and the public with reliability, efficiency, and integrity while working as a team."

**Action Item:**

**Policy Approvals:**

Director Bartram explained that these policies went through committee approval and the Board had reviewed these policies at the last meeting.

Motion by Smith, seconded by Woodcox, to approve Policy 6.4 – Animal Control, Policy 6.5 – Pursuit and Policy 6.2.1 – 911 Hang Up and SMART911, as presented.

**MOTION CARRIED**

**Peninsula Fiber Network:**

Motion by Smith, seconded by Adkins, to table until we get a report back from the meeting with Vicky Wolber.

**MOTION CARRIED**

**2017/2018 Budget:**

Motion by Adkins, seconded by Woodcox, to adopt the FY2017/2018 Annual Budget & Five Year Financial Forecast.

**MOTION CARRIED**

**Disbursements:**

Motion by Holland, seconded by Smith, to approve Disbursement Nos. 17, 18 and 19 as presented.

**MOTION CARRIED**

**Budget and Expenditure Report:**

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

**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 will be going to CLEMIS on April 20<sup>th</sup> to become members of the CLEMIS organization.

**Law Operations/TAC Committee** – Chief Berlin informed the Board that they met since the last Board Meeting and approved the policies and at this time don't have any current issues that we need to address.

**Old Business:**

**Director Survey Review** – Chairperson Duchane commented that at the last meeting everyone on the Board was going to send him an email and asked if the Board would like to discuss any unresolved issues. Vice Chairperson Smith commented that we are not in compliance with the then Board adopted salary plan, so he has no issue with Director Bartram's performance and if the then Board felt it was reasonable, he has no problem to raise her salary to the top of the scale. Board Member Holland agreed with Vice Chairperson Smith.

Motion by Smith, seconded by Woodcox, to raise Director Bartram' salary to \$90,041/year, amend the FY2016/2017 budget to accommodate this salary increase and amend the FY2017/2018 budget to accommodate this salary increase effectively immediately – April 12, 2017.

**MOTION CARRIED**

**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 Adkins, to adjourn the meeting at 2.46 p.m.

**MOTION CARRIED**

---

Linda S. Lince, Acting Secretary