

**MINUTES OF A BOARD MEETING OF THE
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY
HELD ON WEDNESDAY, MAY 11, 2016**

The meeting was called to order at 2:03 p.m. at the Roseville City Hall, 29777 Gratiot Avenue, by Chairperson Duchane with the following Board Members present:

Adkins, Holland, Smith and Woodcox

Adoption of Agenda:

Motion by Smith, seconded by Adkins, to adopt the agenda, with the addition under correspondence entering a letter from MIOSHA.

MOTION CARRIED

Approval of Meeting Minutes:

Motion by Adkins, seconded by Woodcox, to adopt the minutes of the regular meeting dated April 13, 2016, as presented.

MOTION CARRIED

Correspondence:

Director Bartram informed the Board that she received a letter from St. Clair Shores regarding the actions of dispatchers. Chairperson Duchane thanked Board Member Woodcox for forwarding this correspondence to SERESA.

Director Bartram informed the Board that she received a complaint letter dated May 3, 2016, from MIOSHA stating that they had received a complaint alleging safety and/or health hazards at our worksite which stated that there was a strong smell of marijuana, chemicals and sewer gas (methane) in the building, there is not sufficient or proper ventilation in the enclosed work area and employees are experiencing headaches and feeling ill; discussed this with the City of Roseville for a couple of years; have had the vents and drains cleaned, air monitored and this caught her off guard; hasn't heard any complaints for months. Board Member Adkins commented that he had Chief Berlin meet him and the maintenance foreman there, opened evidence rooms and main gym and there were no odors and air systems were working; not sure how this came up (anonymous complaint); going to order a second round of air monitoring and testing and will respond to MIOSHA. Chief Berlin informed the Board that they are going to use a different company to do the air monitoring. Director Bartram commented that the worst case scenario would be new air filters, putting in fans and taking out skylights; spoke with the union vice president, finance person and supervisors today and they knew nothing about the complaint.

Executive Director Report:

Status Report – Director Bartram informed the Board that we had two external performance commendations (St. Clair Shores) and one internal review (Eastpointe incident).

Approved Policies/New and Revised – Director Bartram informed the Board that the policies have been completely revised or created; all policies refer back to standards policy; TAC has reviewed them and approved them; all the policies are ready for approval. Chief Berlin informed the Board that TAC and Law met on these and made a couple of minor changes. Director Bartram informed the Board that all dispatchers have been individually trained on the policies; Policy 2.3.4 Contractual Billing was tweaked to go along with the budget and only change was statistics will be taken from the calendar year instead of the fiscal year and this is a Board policy so didn't go through TAC.

Motion by Smith, seconded by Holland, to approve Policy 6.0 Response Standards, Policy 6.3 Robbery, Policy 6.10.17 Domestic, Policy 6.10.25 Man Down and Policy 6.10.36 Suicidal Subject.

MOTION CARRIED

Vice Chairperson Smith requested that in the future would not train dispatchers on policies until the Board approves the policies. Board Member Adkins agreed with this. Chief Berlin informed the Board that TAC felt these policies should be put in place immediately. Board Member Holland asked Director Bartram if she has the ability to make emergency orders. Director Bartram replied yes.

Chairperson Duchane asked about the process under Policy 2.3.4. Director Bartram responded that on December 31st she has all the data, calculates it all (taking out traffic stops), then can see where everyone is at for calls for service, takes that new 2016 number and averages it with 2014 and 2015 and gets the percentage of what each agency's usage was and present that at the February Board Meeting to approve. Vice Chairperson Smith commented that we will know to use this to forecast for our budget. Board Member Holland asked what happens with any new member. Director Bartram replied that they would be brought in under B and she would like to talk with the Board about prospective clients on an upcoming agenda. Chairperson Duchane commented that our expansion is not our primary goal – want to do everything we did this past year, solid agency, solid funding and solid technology.

Motion by Adkins, seconded by Smith, to adopt the revisions to Policy 2.3.4 Contractual Billing with the following changes: A. 5., line 4 – change "1" to "1st" and A. 6., line 1 – place a period at the end of the sentence.

MOTION CARRIED

MLTS Update – Director Bartram informed the Board that she wanted them to know about this; pretty clear cut; if you have a building over 40,000 square foot building it can be divided into 7,000 square foot sections so that it can be broken down to southwest corner of first floor, etc.; just an advisement. Chairperson Duchane commented that it is good we did this. Board Member Holland asked if this is pretty common knowledge. Director Bartram replied no. Board Member Holland asked is there something we can take back to our businesses to get this information out. Director Bartram responded that we should approach it cautiously because this is an unfunded mandate. Chairperson Duchane commented that Comcast customers are doing it. Board Member Adkins commented that AT&T is also doing it. Vice Chairperson Smith asked where is the law. Director Bartram replied that the law does state what the fines are if you don't comply. Board Member Holland commented that maybe we should do public education. Vice Chairperson Smith commented that if we deliver the message we are the bad guys. Board Member Holland asked Director Bartram to do that so our three communities are hearing

the same thing so our businesses don't get frivolous lawsuits. Director Bartram asked the Board what they would like her to do. Chairperson Duchane responded that she should go through the information and use the Chamber of Commerce as a resource and take it as a positive approach; there is a good public safety purpose behind this; talking about immediate cost and impact to the business. Director Bartram reported that the fines are \$500 to \$5,000.

Action Items:

Policy Approvals – Motions made earlier.

MML Resolution:

Motion by Smith, seconded by Adkins, to approve full Michigan Municipal League membership for the purposes of unemployment and/or other services as offered.

MOTION CARRIED

Disbursements:

Motion by Adkins, seconded by Smith, to approve Disbursement No. 19, as presented.

MOTION CARRIED

Motion by Smith, seconded by Adkins, to approve Disbursement No. 20, as presented.

MOTION CARRIED

Budget and Expenditure Report:

Roseville Utility Payments – Director Bartram informed the Board that SERESA is sharing the payments with the Roseville Police Department and she will provide this quarterly.

E911 Wireless Disbursement – Director Bartram informed the Board that they sent reimbursement based on 141,750 so not much of a change from 2015; distribution will be \$215,082 which is a decrease of \$51,000 from last year and that was because last year's was based on five quarters of funding and this year's was based on four quarters of funding; there are no statutes of how the County disburses their money so Macomb County uses population. Chief Berlin asked has there been talk in Lansing to force PSAPs to consolidate. Director Bartram replied yes. Vice Chairperson Smith asked did we see a marked increase last year. Director Bartram replied yes. Vice Chairperson asked did we get the same in 2014 and 2016. Director Bartram replied that both years were about the same. Board Member Holland asked who serves on that Board. Director Bartram responded that a Sterling Heights representative, a Clinton Township representative and two or three from the County used to serve on it. Board Member Holland asked is it an appointment by the County Commissioners or County Executive. Director Bartram replied that she doesn't know but she can ask.

Committee and Liaison Reports:

Fire Operations Committee – Board Member Holland informed the Board that a Fire Operations meeting is scheduled for May 17th at 1:00 p.m. where we will be discussing CLEMIS items along with a policy/procedure that will match the policies and procedures that TAC came up with for the safety of our officers on scene.

Law Operations/TAC Committee – Chief Berlin informed the Board that they have met twice and went through the policies; meeting was very productive and will meet again as needed.

Old Business: (None)

New Business:

Adoption of 2016/2017 Budget – Director Bartram informed the Board that the transmittal letter was missing some information and Mr. Walters has passed out the new letter. Vice Chairperson Smith asked does this document before us have the change we just talked about. Mr. Walters replied it is not in there. Chairperson Duchane commented that he would like to have a clean copy for the next meeting for adoption. Vice Chairperson Smith commented that permanent employees are lower than FY2015/2016 so was FY2015/2016 an unusually large number and is there some reason for this. Mr. Walters responded that the approved budget had full staff and they weren't fully staffed for the entire year; anticipating full staff in FY2016/2017; last year in the budget the temporary call takers were included in the permanent wages and now moved them out of there.

Motion by Adkins, seconded by Holland, to table the adoption of the FY2016/2017 Budget until the June meeting.

MOTION CARRIED

Director Bartram asked if there were any other changes. The Board had no further changes.

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 2:55 p.m.

MOTION CARRIED