

**MINUTES OF A BOARD MEETING OF THE  
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY  
HELD ON WEDNESDAY, JUNE 8, 2016**

The meeting was called to order at 2:05 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, moving Hearing of the Public to XII. and Closed Session to XIII.

**MOTION CARRIED**

**Approval of Meeting Minutes:**

Motion by Smith, seconded by Woodcox, to adopt the minutes of the regular meeting dated May 11, 2016, as presented.

**MOTION CARRIED**

**Correspondence:**

Director Bartram informed the Board that she received a letter regarding the MIOSHA complaint; we addressed the complaint; MIOSHA found that we did every corrective action that was necessary and were closing the case; all correspondence has been posted for employees to review and has received no comments from employees. Board Member Holland asked what corrective action was taken. Director Bartram responded that there were no corrective actions taken because air samples and all corrective action was taken prior to the complaint to MIOSHA.

**Executive Director Report:**

**Status Report** – Director Bartram informed the Board that there were no external performance inquiries for May; four internal reviews and one citizen note; asked did anyone have questions on the report.

**Investment** – Director Bartram informed the Board that we invested in a CD at 1.1%.

**MIOSHA Update** – Covered under correspondence.

**Project Updates: Phone Project** – Director Bartram informed the Board that the phone project is moving along very quickly; still on for an end of July installation and training to take place the week of July 11<sup>th</sup>; minor challenges with data extraction.

**Radio/RCM Project** – Chief Berlin asked about the radios because he wanted the radios Roseville sold to us but the problem is that we could give him the consulate but in the back of the consulate there is the black box which we need for the radios. Chairperson Duchane commented that it really seems to indicate that they contributed capital of the three cities and it becomes SERESA's property and that there is a disposal policy. Vice Chairperson Smith suggested that Director Bartram send Roseville a letter saying we will sell/transfer you the consulate without the black box. Board Member Holland commented that when Chief Berlin said that was well if you aren't going to use it we want it back, don't want it to sit there for nothing. Director Bartram commented that the consulates will be good back up equipment and spare parts. Mr. Walters asked if they are fully depreciated. Director Bartram replied yes. Mr. Walters asked how would you set a price. Vice Chairperson Smith responded that you could look on the internet and see what they are going for.

**CAD/CLEMIS Project** – Oakland County staff still has no time line. SERESA security project – detailed that and why it took place and asked if there were any questions. Board Member Holland commented that the Fire Departments are waiting on CAD/CLEMIS and asked what equipment they are waiting for. Director Bartram replied that she will talk to the director over CLEMIS and see if she can give us a better answer; staff is still working with us weekly; guiding us steady on what we need to do to go live. Board Member Woodcox asked is there stuff we still need to do in order to go live. Director Bartram replied that there is still stuff that Roseville IT has to do on the computers and still stuff that the Fire Departments will need to do. Vice Chairperson Smith commented that we aren't ready to go today but if they said thirty days we would be ready. Director Bartram replied that they have to configure the computers because they don't have the new CAD finished. Vice Chairperson Smith commented that we are as ready as we can be; asked if they told us it is ready when its ready, stop calling me, what would we do. Board Member Holland commented that he doesn't feel like there is intention from CLEMIS for slowing down the process but is there a way to ring the bell (what's going on, FOIA to show us order slips to see what they are ordering). Vice Chairperson Smith asked are you buying any good will with that, doesn't want to aggravate them and best case scenario would be that we caught them in a lie. Director Bartram thinks FOIAs don't foster good will. Board Member Holland commented that we have talked to them so now we need to put it in writing because want a written record. Vice Chairperson Smith commented that he had no problem with sending a letter but CLEMIS will be ready when CLEMIS is ready. Chairperson Duchane suggested that Director Bartram could put it in writing and ask for tentative dates because we are planning for our new fiscal year. Director Bartram commented that she will put it on letterhead.

**SERESA Security Project** – asked if anyone had any questions. Board Member Holland asked what is your security system. Director Bartram responded that she bought some cameras – three in the front, one on the side and one in the back. Board Member Holland asked are they wireless. Director Bartram replied both and put in new entry system so keypad was replaced with FOBS and discussed recording options of the cameras.

**Disbursements:**

Motion by Smith, seconded by Holland, to approve Disbursement No. 21, as presented.

**MOTION CARRIED**

Motion by Smith, seconded by Holland, to approve Disbursement No. 22, as presented.

**MOTION CARRIED**

**Budget and Expenditure Report:**

Director Bartram commented that we are almost done with the fiscal year and capital project on phones and radios will be pushed into the new year. Vice Chairperson Smith asked why is workers' compensation so high. Mr. Walters explained that when we set up the initial payment with MML we may have paid too much so at the end of the year we will need to do an adjustment.

Chairperson Duchane asked about year-end lump sum expenses. Director Bartram replied that the night shift premium will be in the next pay and will also be paid out for holidays.

Motion by Smith, 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 that Fire Operations had a meeting on May 17<sup>th</sup>; asked Director Bartram if all the fire departments got their information to her that she was requesting and she replied that she is waiting for Shores regarding equipment. Board Member Holland commented on the exchange program with Roseville Fire Department, they have been aggressively sending people over there for training, 80-85% of their personnel have gone through training and extremely positive from fire employees; did not schedule another Fire Operations meeting.

**Law Operations/TAC Committee** – Chairperson Duchane informed the Board that he received an e-mail from Chief Berlin that there was nothing to report.

**Old Business:**

**Adoption of 16/17 Budget** – Chairperson Duchane Steve provided his budget changes to the Board. Director Bartram – paragraph 1 doesn't know why it says 12. Mr. Walters informed the Board that he will change it back to 18. Director Bartram – page 7, paragraph 5 – don't know the first six years because we went live July 1, 2011, so it has only been five years. Chairperson Duchane commented that we don't have a final audit for 2016 yet but we do know what our history is but leave it alone; asked Mr. Walters did we budget for BS&A licensing/maintenance agreements. Mr. Walters replied no but that he talked to Mr. Hesse because we go through Roseville and told him that SERESA is going to need purchase order module, accounts payable, payroll, and general ledger and he thought it would be more than \$5,000. Chairperson Duchane explained that maintenance agreements are running about \$5,000 to \$6,000 for Eastpointe. Vice Chairperson Smith asked did we acquire the modules. Mr. Walters replied no. Vice Chairperson Smith commented that if we didn't buy it would need to budget for and buy it. Mr. Walters replied that it is better to piggy back off of Roseville. Board Member Holland asked why do we want to do that (purchase our own modules). Chairperson Duchane commented that the Authorities would stand alone and pay for their share of their business operations in case someone

wanted to leave the support; would like to break it apart from Roseville. Vice Chairperson Smith commented that we could look into it and do a budget adjustment if we would like to purchase the BS&A software. Chairperson Duchane commented that we don't have to worry about maintenance since we didn't purchase software; asked Mr. Walters if he did segregate it in BS&A. Mr. Walters replied that it has its own accounts, it is separate, just under Roseville's license.

Mr. Walters discussed retirement contributions and asked was there a St. Clair Shores person that retired this year. Director Bartram replied no but one for 2016/2017. Mr. Walters commented that maybe that is why 2016 is higher because he budgeted for the St. Clair Shores person to leave; uniforms – thinks there was another component that changed slightly and some kind of payment, so that is why there is a \$1,000 difference; FICA – need to take FICA off the uniform; professional services – equipment replacement wasn't sure so he assumed a \$25,000 net income and leave the undesignated fund balance the same every year and add to the equipment replacement reserve \$25,000, or assume we are going to spend \$25,000 each year and not have a balance every year. Director Bartram replied that we need to have the \$25,000 each year. Mr. Walters asked should he assume we would have a \$25,000 increase each year as a reserve. Vice Chairperson Smith said he would leave it in the reserve account. Board Member Holland asked how do you handle it at the end of the budget period. Vice Chairperson Smith responded that if you don't use it you would add \$25,000 to it the next year and now would have \$50,000. Director Bartram commented that the only change is in paragraph 1 - 12 to 18 and change the FICA. Board Member Woodcox asked about page 6 and the timing involved in dispatching a priority run; doesn't know if those times should be listed in the document because they are not a true reflection. Director Bartram replied that she won't have the accurate numbers until we go to the new CAD. Board Member Woodcox suggested that we leave the time out of it. Chairperson Duchane commented that the alternative would be to have a further footnote to explain where the data is obtained. Board Member Holland asked what is the value in having it in there. Chairperson Duchane responded performance budgeting and management the best practices are to relate your dollars to some output. The Board agreed to remove the timing.

Motion by Smith, seconded by Woodcox, to adopt the FY2016/2017 budget, with change in paragraph 1 from 12 to 18, change in FICA and page 6 delete last paragraph Dispatch of Priority Runs.

**MOTION CARRIED**

**New Business: (None)**

Board Member Woodcox brought up a scenario with dispatch (accident on the freeway) where dispatch called the Michigan State Police and St. Clair Shores was never dispatched, so how are those counted. Director Bartram replied that they are not counted against St. Clair Shores.

Director Bartram suggested that we cancel the July meeting.

Motion by Woodcox, seconded by Holland, to cancel the July 13, 2016, meeting.

**MOTION CARRIED**

**Hearing of the Public:**

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

**Closed Session:**

Motion by Smith, seconded by Woodcox, to adjourn to closed session at 3:09 p.m. for the purpose of collective bargaining discussion.

Yeas: Smith, Woodcox, Holland and Duchane

Nays: None

**MOTION CARRIED**

Motion by Smith, seconded by Holland, to reconvene in open session at 3:24 p.m.

Yeas: Smith, Holland, Woodcox and Duchane

Nays: None

**MOTION CARRIED**

**Adjournment:**

Motion by Smith, seconded by Woodcox, to adjourn the meeting at 3:25 p.m.

**MOTION CARRIED**

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Linda S. Lince, Acting Secretary