

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

The meeting was called to order at 2:00 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 Woodcox, seconded by Adkins, to adopt the agenda, as presented.

**MOTION CARRIED**

**Approval of Meeting Minutes:**

Motion by Holland, seconded by Woodcox, to adopt the minutes of the regular meeting dated June 8, 2016, as presented.

**MOTION CARRIED**

**Correspondence:**

Director Bartram informed the Board that she has no correspondence.

**Executive Director Report:**

**Status Report** – Director Bartram informed the Board that there were no external performance inquiries for June 1 through July 31, two citizen concerns (unfounded) and three internal reviews of which two resulted in disciplinary action and one was unfounded.

**Project Updates** – Director Bartram informed the Board that the phone system is in and on the day we went live one our radios failed; the phone system works with a few kinks; lost some functionality; we have a mute button so the citizens don't hear information being passed on but everything that is said is recorded. Vice Chairperson Smith asked didn't it always record. Director Bartram replied no, when the mute button was pushed it stopped recording. Board Member Woodcox asked if this could be changed. Director Bartram responded that she has a change request into the company.

Chairperson Duchane asked if there were any other features changed or modified. Director Bartram replied that she can't pick up the dispatch phones from her office anymore.

Director Bartram informed the Board that the radio project was to go live in September but the project manager she worked with on the project is retiring in September so the go live date was moved back to November.

**Disbursements:**

Motion by Holland, seconded by Woodcox, to approve Disbursement No. 23, as presented.

**MOTION CARRIED**

Motion by Adkins, seconded by Holland, to approve Disbursement No. 1, as presented.

**MOTION CARRIED**

Motion by Adkins, seconded by Woodcox, to approve Disbursement No. 2, as presented.

**MOTION CARRIED**

**Budget and Expenditure Report:**

Director Bartram sent to the Board what she could pull but didn't have access to all the updated information and Mr. Walters pulled the final report and provided it to the Board today.

Chairperson Duchane asked are we tracking our five-year projections and is there anything notable. Mr. Walters responded that the version he passed out we are in the process of posting journal entries through June for the audit; some areas we are over/under budget; looks like we are on track for \$300,000 more revenues than expenditures so about \$100,000 will go back to each city. Director Bartram asked do we want to send that money back to the cities or finish off the radio project first. Chairperson Duchane responded that we should wait until we tie off the end of the year and have a final audit and suggested that Director Bartram should raise capital projects post-audit. Director Bartram commented that she was raising this issue because the checks are to be sent out to the cities before August 31<sup>st</sup>. Mr. Walters commented that he wanted to send out the checks before August 31<sup>st</sup> but Plante Moran has pushed off the audit until October. Chairperson Duchane commented that this will be a problem for the component units. Mr. Walters said he asked Plante Moran if this would be a problem for everyone but he would have the final numbers but wouldn't be audited and thinks Plante Moran wanted to do all the audits of the cities, RARE and SERESA at the same time. Board Member Adkins asked if each entity was paying separately for their audits. Mr. Walters replied yes. Vice Chairperson Smith commented that we can't complete our city audits without RARE and SERESA audits.

Mr. Walters explained that the full Motorola project is budgeted for FY2015-16 but there will be some costs for FY2016-17 so wants to take that off of the cities refunds for next year. Vice Chairperson commented that he would rather close out the books and know where we're at before issuing the refund checks.

Motion by Woodcox, seconded by Smith, 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 have scheduled a meeting for August 24<sup>th</sup> and has nothing else to report. Director Bartram commented that she is hopeful that at the August 24<sup>th</sup> meeting they will be able to figure out when Fire can go live with CLEMIS; asked if the Fire Departments have been in touch with them regarding CLEMIS and what computers they need. Board Member Holland responded that all three communities have budgeted money for the hardware and will purchase the hardware when we find out if the system works.

**Law Operations/TAC Committee** – Director Bartram provided the Board with work group minutes from yesterday. Board Member Woodcox commented that the committee discussed how to code domestic violence and family trouble; all on the same page; also very pleased when John mentioned rapid dispatch is going well; one complaint was raised – four weeks ago about an intimidation call was held too long. No TAC meeting.

**Old Business:**

**Dispatch Bargaining Unit Contract** – Chairperson Duchane thanked the negotiation committee. Director Bartram informed the Board that a retired former Shores employee who has been out on short-term disability quit, another former Shores employee quit and third employee that quit would have reached five years in November. Vice Chairperson Smith informed the Board that these are pertinent because we were surprised that one issue that dropped off the table (vesting); subsequently admitted that they did take it off but were wrong; very lengthy discussion on vesting; had to call in a mediator; went through the process and finally said we are done and vesting was off; took it back for a vote and it passed; troubling to him don't like being lied to; the fact that it got passed without the vesting, these three people did leave and doesn't like getting anyone's vesting money back but at least we can utilize it for the training of new employees; fair and good contract; difficult profession to figure out where the dollars should be; thinks we have great employees and compensation is fair and asked if there were any questions. Board Member Woodcox commented that the residency is very vague, would like to change this going forward and if we are going to have this it should be more defined. Vice Chairperson Smith responded that whatever unit of measure you use really isn't relative; this way this is as arbitrary as anything else; need to remember that the whole premise of where you live is response when he calls you in.

Chairperson Duchane commented that the retroactive question came up. Vice Chairperson Smith replied that he is operating under the belief that retroactivity under the State Act isn't permitted; a Tentative Agreement (TA) is not an agreement until it is ratified by both parties and he would never say a TA is an agreement but did say he would ask for a special session to ratify the agreement. Chairperson Duchane commented that if the parties agree to it, but it really depends on when you left the table did you have an agreement that we will pay you. Vice Chairperson Smith commented that he said that if we reached a TA he would schedule a special meeting to have the agreement ratified. Board Member Woodcox asked how long of a delay this mediation caused before they brought something back and doesn't believe there should be any retroactive pay. Vice Chairperson Smith commented that if we reached a TA the last week of June or first week of July he would have called the Board to hold a special meeting to ratify the agreement. Chairperson Duchane commented that the deal has to be sort of

wrapped up. Chairperson Duchane commented that if both parties are harmonious about the agreement but need to have meetings and a vote; can ask if you can make it effective the first pay in July, but clearly didn't have a meeting of the minds so it wouldn't apply. Director Bartram commented that we agreed on June 29<sup>th</sup> before the current contract had expired; had this document typed and ready for them to ratify. Vice Chairperson commented that we didn't have an agreement; they were told that this was the last offer and need to take it back for a vote. Vice Chairperson Smith asked when did they vote to accept this. Director Bartram replied that they put it to vote on July 7<sup>th</sup> and closed it seven days later.

Motion by Smith, seconded by Woodcox, to ratify the agreement between the South East Regional Emergency Services Authority and Southeast Regional Emergency Services Authority Communications Union of the Police Officers Association of Michigan.

#### **MOTION CARRIED**

**Supervisory Discussion** – Vice Chairperson Smith commented that they had a nice chat with John Jannette and two dispatchers; positions they wanted to take on regarding fair compensation wise, asked if they had comparables and they said the City of Warren; one isn't enough and second their operation is not comparable; asked them to go back and do some homework because they want a larger raise than the dispatchers; told them that he can't just write a check; fully anticipates getting a phone call and will talk to him again. Chairperson Duchane asked if they are going to write something up for you. Vice Chairperson Smith responded that he is sure they will write something up and he will talk with them. Director Bartram informed the Board that they want a ten percent spread between the highest dispatcher and lowest supervisor. Vice Chairperson Smith commented that we put a five percent spread in but we also based the spread off of an elevated wage; working contract spells out that gap, so by granting the raise to the dispatchers today so we also granted a raise to the supervisors.

#### **New Business: (None)**

Director Bartram informed the Board that they made a job offer to a Detroit fire fighter and he turned it down because of the ninety-day wait on insurance, so the law group thought we could float that out to the Board to see if the Board would be interested in changing that to a thirty-day wait instead. Board Member Woodcox asked are we losing employees because of the ninety-day wait that we can't fill with other people and believes Director Bartram's response that we have candidates waiting for positions, he isn't for changing that. Chairperson Duchane asked what everyone else has for waiting period for health insurance. Vice Chairperson Smith replied that they have none. Board Member Adkins replied that Roseville has a thirty-day waiting period. Chairperson Duchane replied that Eastpointe is the 1<sup>st</sup> of the following month. Vice Chairperson Smith commented that you can have a payroll deduction for the first ninety days and once you pass the ninety days you are reimbursed and no risk to SERESA. Director Bartram commented that he was a good applicant and sad to lose him. Board Member Holland asked is that fairly common that we are losing employees because of the ninety days. Director Bartram replied that we had three people we offered jobs to and two of them turned it down because of the ninety days. Vice Chairperson Smith commented that Board Member Holland was asking is it common within the ninety days for them to quit. Director Bartram replied no. Chairperson Duchane commented that the Board can revisit this and talk about other options.

**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 3:03 p.m.

**MOTION CARRIED**

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Linda S. Lince, Acting Secretary