

**APPROVED MEETING MINUTES
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY
WORKSESSION AGENDA
FEBRUARY 13, 2019**

The meeting was called to order at 2:00 pm by Monroe with the following Board Members present:

Woodcox, Rouhib, Smith (late arrival)

Motion by Woodcox, seconded by Rouhib to allow Monroe to act as Chair of the SERESA meeting until Chair Smith arrives.

MOTION CARRIED

Adoption of Agenda:

Motion by Woodcox, seconded by Rouhib to adopt the agenda with the addition of Item 6D. ExecuTime Software.

MOTION CARRIED

Approval of Meeting Minutes

Motion by Woodcox, seconded by Rouhib to approve the minutes of January 9, 2019.

MOTION CARRIED

Correspondence

5A. Attorney Retirement

Attorney Craig Lange will be retiring and has suggested that Ryan Fantuzzi (also of Kirk Huth Lange & Badalamenti) continue as his replacement. Discussion ensued as to whether SERESA will rebid this service. Further discussion will take place when the entire board is present.

Executive Director Report

6A. Performance Status Report

Director Bartram stated there have been more performance inquiries filed in these past few months than in total in the past year at SERESA.

Receive and file as presented.

6B. Annual Report

As requested, statistical reports were provided for each agency.

Receive and file as presented.

6C. Text to 911 Samples

Receive and file as presented.

6D. ExecuTime

Director Bartram has indicated the ExecuTime software program has been a continual headache for Roseville and SERESA for years. In January 2017, SERESA discussed moving payroll services to a third-party vendor. SERESA was the beta site for Roseville for this software program. ExecuTime software does not interface with BSA and has failed to provide the contracted services. Employee timebanks are still not accurate. Bartram is notifying ExecuTime that SERESA will be terminating the contract. Director Bartram recommends returning to Excel spreadsheets for timebank accuracy until an alternative timekeeping/scheduling system is put in place. The auditors recommend an automated payroll system with a scheduling module (i.e., IntelliTime). The ExecuTime system has never been correct for timekeeping or scheduling.

Motion by Woodcox, seconded by Rouhib to terminate the current contract with ExecuTime and have Director Bartram work with the City of Roseville to obtain an alternative timekeeping system.

MOTION CARRIED

Action Item

7A. Deputy Director Education

Motion by Woodcox, seconded by Rouhib to table this until the March 2019 meeting.

MOTION CARRIED

7B. SERESA Budget Adjustments

There was a question about the budget increase for Tyler Technology. This will remain in the budget in the event SERESA is still required to make payment per the contract.

Motion by Woodcox, seconded by Rouhib to approve as presented.

MOTION CARRIED

Disbursements

Motion by Woodcox, seconded by Rouhib to approve Disbursement # 7.

MOTION CARRIED

Revenue and Expenditure Report

Bartram stated invoices for third quarter member contributions will reflect a change in the revenue.

Motion by Rouhib, seconded by Woodcox to receive and file as presented.

MOTION CARRIED

Committee and Liaison Reports

Fire Operations Committee – No report. Chief Piper is expected to be designated as the representative of Fire OPS. The committee is recommending a two-year commitment for the Fire OPS representative.

Law Operations/TAC Committee – Woodcox stated the consensus of TAC is that they would like a two-year term limit with a one-year renewal.

The City of Fraser has expressed an interest in looking into the feasibility of petitioning for full membership after an annual statistical review in July 2019.. Smith stated that each City Council approves membership in SERESA.

Director Bartram clarified that Chairmen of the OPS serve at the pleasure of the SERESA Board and everything has to go through TAC before being presented to the SERESA Board.

There was discussion regarding the Bylaws and the need to adjusted them so that participation can be added as an addendum so it will alleviate having to open them up every time there is a change in membership.

Chair Smith suggested that committee assignments be reviewed at the same time Annual Elections are held.

It was recommended that Chief Piper's appointment as representative to Fire OPS be placed on the next agenda.

New Business - None

Old Business

12A. Employment Agreement Addendum

This Agreement pertains to Director Bartram and the inclusion of a termination clause.

Motion by Woodcox, seconded by Rouhib to approve the employment agreement with Director Bartram as presented with a corrected sign date of February 13, 2019.

MOTION CARRIED

Hearing of the Public:

Chair Smith announced the Hearing of the Public, with no public participation.

Adjournment:

Motion by Woodcox, seconded by Rouhib to adjourn the meeting at 3:00 pm.

MOTION CARRIED

Natalie L. Turner, Acting Secretary