

**MEETING MINUTES
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY
MEETING AGENDA
APRIL 10, 2019**

The meeting was called to order at 2:04 pm by Chair Smith with the following Board Members present:

Rouhib, Monroe, Holland, Woodcox

Adoption of Agenda:

Motion by Monroe, seconded by Rouhib to adopt the agenda.

MOTION CARRIED

Approval of Meeting Minutes

Motion by Monroe, seconded by Rouhib to approve the minutes of March 13, 2019 as presented.

MOTION CARRIED

Correspondence

5. Correspondence - None

Executive Director Report

6A. Performance Status Report

Receive and file as presented.

6B. Time/Attendance & Scheduling

Today was the kickoff meeting with NovaTime. It is anticipated that the new time and attendance system will go live on June 7, 2019.

6C. Hiring Update

It was clarified that SERESA call takers are part-time positions only. Part-time employees are not automatically promoted to full-time dispatcher positions.

In the past, Fifer Investigations conducted background investigations. Internal employees are now trained to perform background investigations on potential hires. Director Bartram indicates these four individuals are doing a great job.

Receive and file as presented.

6D. July Meeting

Motion by Woodcox, seconded by Rouhib to cancel the July SERESA meeting.

MOTION CARRIED

6E. Wellness Policy

After much discussion, it was requested that the proposed Policy 3.2.5 Wellness be referred to TAC for review.

Motion by Holland, seconded by Rouhib to receive and file Executive Director Report.

MOTION CARRIED

Action Item

7A. Policy Approval 3.2.5

Motion by Woodcox, seconded by Rouhib to approve Director Bartram's recommendation to adopt Policy 3.2.5. Wellness allowing SERESA employees use of the workplace treadmill and bicycle contingent upon TAC reviewing and approving the policy as presented.

Motion by Woodcox, seconded by Rouhib to approve Policy 3.2.2 Compensation, Benefits and Conditions of Work – Leave Time as amended in Section V. I.

MOTION CARRIED

8. Disbursements

Motion by Woodcox, seconded by Monroe to approve Disbursement #9.

MOTION CARRIED

9. Revenue and Expenditure Report

Motion by Holland, seconded by Monroe to receive and file as presented.

MOTION CARRIED

Committee and Liaison Reports

Fire Operations Committee – Chief Piper reported on the Bryx Station Alerting Program and cost and funding options. After much discussion, it was decided that Chief Piper will meet with Director Bartram after he obtains more detail about the costs and breakdown. It was noted that all SERESA agencies need to be in agreement with using Bryx from an operational standpoint.

Law Operation Committee/TAC – No report. TAC will be meeting to review Policy 3.2.5 Wellness.

New Business - None

Old Business

Director Bartram stated that she was notified that the City of Roseville is requesting SERESA review the possibility of funding its own IT employee through the City of Roseville. The Draft 19/20 Budget as presented does not include this position but she is in agreement that SERESA does need a dedicated part-time IT employee. Chair Smith requested John Walter provide a breakdown on the current IT costs and what the City of Roseville is proposing as far as an IT

position. Director Bartram will also obtain IT bids on a contractual basis based on the information provided to her from John Walters as to the amount of hours the current IT services provides.

Director Bartram indicated that she is working with Macomb Community College's Training Academy and Macomb County to start a Dispatch Academy. As part of this project she would like to have SERESA donate the 5500 radio consoles that SERESA disassembled in 2017. Chair Smith requested additional information on this program before any decision is made on the radios.

Hearing of the Public:

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

Adjournment:

Motion by _____, seconded by _____ to adjourn the meeting at _____ pm.

MOTION CARRIED

Natalie L. Turner, Acting Secretary