

**MEETING MINUTES
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY
WEDNESDAY, AUGUST 9, 2017**

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

Adkins, Holland (late arrival), Woodcox

Motion by Woodcox, seconded by Adkins, to excuse Chief McNeilance from today's meeting.

MOTION CARRIED

Adoption of Agenda:

Motion by Adkins, seconded by Woodcox to adopt the agenda with the addition of Disbursement #1 and #2 for the 17/18 budget year.

MOTION CARRIED

Approval of Meeting Minutes:

Motion by Adkins, seconded by Woodcox to approve the minutes of June 14, 2017, as presented.

MOTION CARRIED

Correspondence:

Request from Chairperson Smith to receive and file correspondence from the City of Eastpointe appointing Chief McNeilance to the SERESA Board.

Motion by Woodcox, seconded by Adkins to receive and file correspondence.

MOTION CARRIED

Executive Director Report:

Smart911 Update - Director Bartram indicated enrollment has not experienced a huge growth. There are currently 288 enrollments. No facilities have enrolled.

Bartram stated that the City of Detroit visited to demonstrate a few programs that are now available for businesses, schools, municipalities. "Facility" is a free program that allows you to receive immediate notification of a 911 call being placed from within a defined grid area. Once you sign up (www.smart911facility.com), you build an invisible grid and should a 911 call come from within that grid, you, as the business owner/facility manager would receive an instant notification of the 911 call. You can individualize the preferred method of contact (phone call, text, email). More than one contact can be listed.

The Panic Button feature is an additional enhancement that does come with a cost. This feature is for employees only and provides you with more information about the call. It allows the employee to specify the type of emergency (fire, active shooter, medical emergency, etc.). The feature also provides the 911 Dispatch Center the ability to narrow down the call area.

Discussion ensued about how precise the grid area can be. Bartram indicated that the grid can be layered to your specifications. A grid is not required for the Panic Button feature but it does enhance the 911 information provided. The facility set up also provides the ability to list one individual contact for multiple buildings/facilities.

SERESA would need to approve all grid submissions. Bartram will check into verifying the legitimacy of the business contact and report back findings as concern was expressed about this.

Payroll Services

Bartram stated Executime is a very difficult company to work with. The system, though still not live, is scheduled to run parallel next week. Implementing Executime has been one challenge after another. One issue is resolved and another one surfaces. Executime indicated this is because SERESA was never meant to “go live” first and they were not prepared for this.

The system is still running in Beta mode. Employees are currently locked out of the system from inputting their own time and cannot punch in or out. The scheduling component is not currently available. The system is just not capable of handling public safety.

There was much discussion about the increased frustration experienced with the inability of Executime and BS&A to interface. It was the consensus of the Board that unless the next payroll run on August 17 is successful, SERESA does not intend to move forward with Executime and other vendors will be investigated. Smith will contact IntelliTime (St. Clair Shores system) to see if they have the capability to interface with BS&A.

Motion by Holland, seconded by Woodcox to continue to work with Executime provided the upcoming payroll of August 17, 2017 functions to the satisfaction of the Executive Director, if it does not parallel, SERESA will ask to be removed from the process.

MOTION CARRIED

Performance Status Report

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

MOTION CARRIED

Policy Update

Motion by Holland, seconded by Woodcox to receive and file as presented with the correction to Section D, fourth line changing the word “of” to the word “on”.

MOTION CARRIED

Building Update

Bartram indicated that DTE will be replacing/relocating a pole in the rear parking lot. SERESA will be on generator power during the transition. Bartram is unsure how this will impact the fiber and phones during the replacement process.

Capital Improvements

Bartram stated that the 16/17 budget included a Recorder. The current Recorder failed on Saturday and needs replacing. SERESA uses the MPSCS's recording system. The State approved vendor for recorders is NICE. SERESA uses Higher Ground. The NICE system costs approximately \$180,000 and typically lasts for 6 years. A system other than the State's approved vendor will cost approximately \$45,000 and will incur state licensing fees of approximately \$40,000 every 12-24 months whenever the state upgrades the system. After much discussion, Bartram was asked to review additional options and present her findings at the next Board meeting. The Board will then make the determination to choose the state approved NICE system and avoid additional licensing fees or chose an unapproved vendor and incur the additional licensing fees.

Bartram indicated that healthcare open enrollment closed with an insurance savings of approximately \$79,824 from the amount that was budgeted.

Action Item:

Approval of Policy 1.1.

This was completed under the Executive Director Report 6D.

Disbursement:

Motion by Adkins, seconded by Holland to approve Disbursements 23 and 24, as presented.

Motion by Woodcox, seconded by Holland to approve Disbursements 1 and 2, as presented.

MOTION CARRIED

Budget and Expenditure Report:

There was clarification about some expenses being a 12 month prepay (Motorola, insurance, Worker's comp) and also uniform allowance.

Motion by Adkins, supported by Holland to approve the July 2017 budget and expenditure report, as presented.

Motion by Adkins, supported by Woodcox to receive but not approve until the September SERESA meeting, the June 2017 budget and expenditure report, as presented.

MOTION CARRIED

Committee and Liaison Report:

Fire Operations Committee – CLEMIS Update – Chief Holland reported that there has not been a meeting. CLEMIS for Fire is scheduled to go live for SERESA on September 13, 2017. Chief Holland anticipates that this will be a seamless transitions since SERESA currently handles CLEMIS for Police. None of the three Fire Departments will be using the RMS system because it is not ready. With the exception of EMD, training has already taken place for dispatchers. The Visionaire System will be maintained during the cutover.

Law Operations/TAC Committee – Chief Woodcox indicates there is no report at this time.

Old Business: (None)

New Business: (None)

Hearing of the Public:

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

Adjournment:

Motion by Woodcox, seconded by Holland to adjourn the meeting at 3:18 pm.

MOTION CARRIED

Natalie L. Turner, Acting Secretary