

MEETING MINUTES
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY
January 20, 2021

1.) The meeting was called to order at 1335 by Director Rouhib

2.) Roll Call:

Board Members Present: Rouhib, Coppler, Kanigowski, Monroe, Woodcox,

Other's Present - Leese, Bartram, Pettyes, Piper, Walters

3.) Adoption of Agenda:

Motion to approve agenda – Monroe, seconded by Woodcox

4.) Election of 2021 Officers:

Chairperson – Rouhib nominated by Woodcox, seconded by Monroe

Vice-Chair – Ryan Monroe – nominated by Rouhib, seconded by Woodcox

Finance Chair – Coppler, nominated by Monroe, seconded by Woodcox

Fire Representative – Nick Sage (Eastpointe Fire Department), nominated by Kanigowski, seconded by Woodcox

5.) Approval of Meeting Minutes:

Motion by to approve 12/16/20 meeting minutes - Monroe, seconded by Woodcox -
MOTION CARRIED

6.) Correspondence

a. NONE

7.) New Business

A. Election of Officers

a. Chairperson – George T. Rouhib motion made by Woodcox, seconded by Monroe - **MOTION CARRIED**

b. Vice-Chair – Ryan Monroe – motion made by Monroe, seconded by Woodcox - **MOTION CARRIED**

c. Finance Chairperson – Matthew Coppler – motion made by Monroe, seconded by Woodcox - **MOTION CARRIED**

B. Appointment of Fire Representative

a. Fire Representative – Nicholas Sage – motion made by Monroe, seconded by Woodcox - **MOTION CARRIED**

C. Work Shop Plan

a. Budget items and upcoming business

i. Fraser's contract – move forward with making Fraser a member versus as being a contract

b. Bartram will send out notification of date in early February

8.) Executive Director Report

- A. Performance Status Report - Leese
 - i. Team work Kudo's – man with a gun call
 - ii. Dispatcher of the quarter - Scott Delise
- B. Hiring Process –
 - a. Currently 2 positions available
 - b. Conducted virtual interviews and extended 2 conditional offers of employment
 - i. Only 1 person accepted
 - ii. Has prior dispatch experience with Birmingham PD
- C. Phone Line Upgrade
 - a. 1-2-3 Net – did an engineering study and pulled out of the project stating “they did not have sufficient line of sight”.
 - b. Bartram is working with the current phone business agent who is trying to negotiate with AT & T.
 - i. Business agent did negotiate a new plan with AT & T
 - ii. Service is better, but still not good.
 - iii. Bartram spoke with Roseville City IT person, John Hasse, who provided Roseville's business agent.
 - 1. Bartram contacted this business agent who is looking at various options however, he is taking an extended amount of time returning with a recommendation
 - c. Continuing with AT & T
- D. Phone Line Upgrade – Bartram and Leese
 - a. RFP for ECW – clause that whoever accepts the final contract is responsible for upgrading NG911 at no extra costs to SERESA – one of the sales points were
 - i. Web based software product
 - ii. Not a lot of upgradable hardware, only had to upgrade PC's.
 - b. It has been 5 years and Bartram put in the budget to upgrade and purchase new computers. However, in those 5 years, Motorola has bought out ECW.
 - i. Grant was obtained to offset labor costs from the migration to the next generation 911
 - ii. Contacted ECW again about upgrading and installing the product needed in preparation for the PFN conversion
 - iii. ECW/Motorola then re-evaluated the agreement and stated that as of November 2021, SERESA would no longer be serviceable for maintenance unless we did a complete hardware refresh at a cost of \$257,000 which is almost the same amount of money SERESA paid 5 years ago to build the system from the ground up.
 - 1. This includes servers, PC's, printers, server racks

- iv. Reached out to other PSAP and found another center, smaller than SERESA, but had 5 work stations and their complete refresh was \$57,000 and are completely next generation and 911 compliant.
 - v. Bartram and Leese are still researching and are going to re-visit ECW due to the ridiculous cost
 - vi. Considering possibly changing vendors
 - vii. Asking permission to start writing a new RFP in the event that SERESA has to go with a new vendor.
 - 1. Seeing what is available if we have to convert to a new phone system
 - 2. RFP take a considerable amount of time to prepare
 - 3. No commitment to use the RFP, to just permission to start preparing so that it is ready and available
 - viii. Permission to start RFP granted
- E. CLEMIS – No contact Reports
- a. CFS that is generated by Officer/employee and does not involve Dispatch.
 - b. Currently, no contact calls are considered billable calls
 - c. Bartram was asked to run a report and at that time, she was unable to run and remove those no contact reports.
 - i. CLEMIS was able to create and generate this report.
 - ii. Between 9/1/20 – 12/31/20 -
 - 1. Fraser - 81
 - 2. St Clair Shores - 176
 - 3. Roseville - 60
 - 4. Eastpointe - 30
 - d. Does board want these no contact calls removed from billable hours?
 - i. Does this impact the revenue/budget?
 - 1. Currently, cities are billed by CFS.
 - 2. Approximately \$7.75 each CFS
 - 3. If the calls are pulled out, it shifts the balances/percentages to another department
 - 4. It takes work away from SERESA who may be dealing with more urgent calls
 - e. A comprehensive review of this is needed. Bartram will provide a projection of how it will impact each city.
 - f. Will discuss in the workshop as to how to go forward. Everyone needs to be on the same course of action moving forward. Tabled at this time.
- F. Statistical Report
- a. A full statistical report is not included – but a quick overview in what the graphs show
 - b. Eastpointe – Fire Graph – Medstar are already included in the fire runs.
 - c. Woodcox asked if it was possibly to not include 2020 in the running average due to the unusual circumstances of 2020 (Covid)
 - i. Numbers include traffic stops – just total calls, not billable calls
 - ii. Is an annual report done? An overview of SERESA – how many employees, part-time/full-time, who is involved, types of calls,

broken down per community – put on the website for the public.
Bartram can run this information

9.) Approval

- A. 2021 Training Grant Approval
 - a. Grant that was approved December 2020
 - b. Need signatures
 - c. MISnap training Grant Portal
 - i. \$1244.39 of 2019 monies that must be used by the end of 2021
 - d. Motion made to approve 2021 training grant – by Monroe, seconded by Woodcox. **MOTION CARRIED**
 - e. Discussion to add Coppler to MISnap login

10. Old Business – NONE

11. Disbursements

- A. Disbursement #6 for \$182,260.90 – motion made by Monroe, seconded by Woodcox - **MOTION CARRIED**

12. Revenue and Expenditure Report

- A. December 2020
 - a. Walters is reviewing YTD expenditures and making a budget amendment and will be reflected in future resolution and presented to board for approval.
 - i. Hazard Pay Grant funding
 - ii. Small variations that need attention
 - b. Bartram advised that a budget amendment will be needed as the overtime budget is already at 91%.

Motion made by Monroe, seconded by Woodcox - **MOTION CARRIED**

13. Committee and Liaison Reports

- A. Fire Operation Committee
 - i. Fire Operations Committee – nothing to report - Piper
- B. Law Operations Committee - nothing to report – Woodcox
- C. TAC – nothing to report - Woodcox

14. Hearing of the Public –

None

15. Adjournment

Motion made to adjourn made by Monroe and supported by Woodcox.

**MEETING ADJOURNED
END OF REPORT**