

**MINUTES OF A BOARD MEETING OF THE
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY
HELD ON WEDNESDAY, OCTOBER 12, 2016**

The meeting was called to order at 2:00 p.m. at the Roseville Council Chambers, 29777 Gratiot Avenue, by Chairperson Duchane with the following Board Members present:

Adkins, Holland and Woodcox

Absent: Smith

Adoption of Agenda:

Motion by Woodcox, seconded by Holland, to adopt the agenda, with addition of Disbursements 3, 4, 5 and 6 under 7. A.

MOTION CARRIED

Approval of Meeting Minutes:

Motion by Adkins, seconded by Woodcox, to adopt the minutes of the regular meeting dated August 10, 2016, as presented.

MOTION CARRIED

Correspondence:

Director Bartram informed the Board that HAP had overcharged us and will be reimbursing us \$500.

Executive Director Report:

Status Report – Director Bartram informed the Board there was nothing spectacular in her status report.

Project Updates – Presentation by Smart911 – Shawn Lauziere introduced Kevin Hapline as the boots on the ground person in Michigan; have been in Michigan for a few years and excited about the fall rollout; PSAPS in Michigan will be gaining access to citizen submitted safety profiles – can go online right now and create a free safety profile; can input as much or as little information that you want to; profile is stored offsite in a national database; when a person calls 911 the safety profile is what the PSAP will see; 911 call takers will now be able to initiate a text message conversation; facility information - all businesses, schools, hospitals, any facility with infrastructure can create a safety profile for the building; all information can be sent to first responders; can help also with community marketing; Kevin Hapline introduced himself over the phone and said he looks forward to working with SERESA; asked if there were any questions.

Director Bartram informed the Board that the install will be completed by the end of the month; cost is \$3,375 per position per year and State will pick up first eighteen months and after that it will be a little over \$21,000 that we would need to pick up and at that time we could decide not to go with them.

Board Member Woodcox asked do we need to do all seven positions and how often are all those positions staffed. Director Bartram replied that not all positions are staffed all the time and she will check on whether we need to have seven positions. Chairperson Duchane asked what is the volume and has there been enough data collected. Director Bartram responded that the Ottawa County Director is always talking about the saves they've had and the difference Smart911 has made and Eaton County the same thing, but doesn't have their statistics. Board Member Adkins asked how are we going to do the educational roll out to the individual communities. Director Bartram responded that she will lean on others that have already done it and assumption that the Macomb Daily and maybe Detroit News stations will be interested in this because we are the first ones and will generate interest. Board Member Adkins commented that he does see a value in this and maybe put out a press release. Director Bartram replied that attending the City Council meetings and doing the presentation for them to let them know and cable television. Chairperson Duchane suggested that a press release be prepared on this and good positive information piece for this organization; people will voluntarily supply and put in what data they want; would need to know how the data is protected; will need to sell this one on everyone's reputation. Board Member Adkins commented that it is important to roll it out in SERESA because it has more of a selling pitch. Director Bartram informed the Board that she would like to coordinate all of this so the City Council isn't reading about this product for the first time in the paper. Mr. Jannette commented that they can reach out to the community resource officer and work with them to it on public education channels and the other cities should also do that. Board Member Holland commented that they had a talk about this at the operations meeting; how we can help and assist in this; let's make sure these are in our citizen packets; 911 systems usually call us back again and again so there is an opportunity when we go for the 911 calls to deliver this data to the people most in need of it. Chairperson Duchane commented that we could have a link on our website to this. Director Bartram informed the Board that she would like the schools to get involved because she sees a lot of benefit for the schools.

Phone Project – Director Bartram informed the Board that they are having some challenges with them but she isn't signing the final acceptance papers yet.

Disbursements:

Motion by Adkins, seconded by Woodcox, to approve Disbursement Nos. 3, 4, 5 and 6, as presented.

MOTION CARRIED

Budget and Expenditure Report:

Motion by Woodcox, seconded by Holland, to receive and file the budget and expenditure report, as presented.

MOTION CARRIED

Projected Projects – Director Bartram commented that at the last meeting talked about checks being mailed out to agencies and would love to do that but we do have some capital projects that are on the five year capital list; recorder has been working for five years and looking at another year so if we have

the money from 2015-16 to replace it that would be her recommendation to do it now at \$18,000; unless we wanted to connect with a direct connect which would cost another \$80,000; listed advantages and disadvantages of the two radio systems; we could get two more radio positions at roughly \$75,000 and that is a high end quote; could look at doing one per year until the entire center is turned over; high end quote of \$267,000 and if we went with lower end quote there would be a big difference. Board Member Holland asked is any of this being recorded anywhere else. Director Bartram replied no. Chairperson Duchane commented that back in August there was discussion about our excess revenues; talked about holding the checks until the audit was complete; it won't be a fund for long if we do this expense; suggested that we complete the audit and take a look at where we stand; school of thought was that instead of refunding this time the Board would be better served to not make those refunds and have those funds be allocated to the capital improvement fund. Board Member Adkins commented that that was the thought pretty much across the table. Board Member Woodcox concurred. Mr. Walters commented that we are not making a refund so we are adding the \$306,913 to the \$25,000 capital fund which the fund will now be \$331,913 for capital purchases in the future. Chairperson Duchane suggested that the unassigned funds (\$306,913) will be assigned to capital improvement projects (\$25,000) for a total of \$331,913. Director Bartram asked if she would be correct to have Motorola configure SERESA for five positions instead of three positions. Chairperson Duchane replied yes.

Board Member Adkins asked if there were any other options than the two she wrote about. Director Bartram responded that we have HigherGround but they are in Texas and when she has problems it is really hard to fix it and NICE is in Michigan. Board Member Woodcox asked would we need to go out to bid if we switch to NICE. Director Bartram replied yes because it is not a sole source. Board Member Adkins commented that he would think someone already bid it out and we could use their bid documents. Board Member Holland asked should we be collecting this data cloud based. Director Bartram replied yes for the radios, but not the phones.

Director Bartram asked if Chairperson Duchane received an invitation from her to attend the peninsula fiber network discussion on November 2nd; how peninsula fiber network is going all across the State of Michigan and PSAPs 911 lines will become digital; all dispatch centers that are connected through this fiber network will be able to transfer calls and get a much better location for the cell calls.

Committee and Liaison Reports:

Fire Operations Committee:

Fire Department Exchange Program – Board Member Holland informed the Board that they had a good Fire Operations Committee meeting; spoke on the exchange program where we will send our firefighters/paramedics or police officers to dispatch and send dispatchers out to do ride alongs; SERESA has gotten their people out to us more than us getting our people over to them; it took about six months to do this; we are the only ones at 100% completion; vast change and difference it has made for our employees; made them understand dispatch better and allowed dispatch to have that communication open with the firefighters/paramedics; have seen a drastic change and improvement. Director Bartram commented that they are so appreciative of Roseville Fire for making this a priority and gave Board Member Holland an exceptional diligence certificate for this program. Board Member

Holland requested that Board Members go back and encourage their organizations to participate in this program and get it done; almost done with the violent chemical hazardous scene SOG.

CLEMIS Update – Board Member Holland informed the Board that there was discussion on mobile computers; seems like we have operational commitments from all three fire departments and only issue that we have not been able to jump the ring of fire is the meeting with CLEMIS; sent a whole lot of technological savvy individuals out to West Bloomfield to see how it works and they seemed extremely excited about it when they came back; make sure when we move from one CAD to another CAD that we don't lose any information. Director Bartram informed the Board that she doesn't have an exact date when we shut down Vision Fire, but hope it is this calendar year.

Law Operations/TAC Committee – Board Member Woodcox informed the Board that neither group has met since the last SERESA meeting.

Old Business:

Supervisor Discussion – Director Bartram commented that they went back and forth because the supervisors had asked for a 1% raise over the life of the dispatcher contract to increase the gap between the top dispatcher and the bottom supervisor; Vice Chairperson Smith agreed to a 1% raise pending Board approval at some time during the lifetime of the contract; couldn't run without the supervisors; expressed concern of where they are during the day and we have gotten them in the center; she depends on them way more than she thought; they do so much more than a dispatcher; believes they are worthy of that. Chairperson Duchane commented that what is being proposed is having that set of regulations updated and provide them to the Board in total to vote to amend them for this fiscal year; doesn't have anything else to look at or vote on. Director Bartram thought Vice Chairperson Smith would present that today. Chairperson Duchane suggested to set it for the November agenda and have those updated rules to vote on. Board Member Holland asked what is the duration of the contract. Director Bartram replied three years. Chairperson Duchane asked do we do an annual review of theirs. Director Bartram responded that this was just a policy which states that whatever raise dispatchers get the supervisors will always be 5% above that.

New Business:

Director Review – Director Bartram addressed the letter she sent to Hamtramck; the errors that were made she will take full responsibility for; honestly can't tell how she made the errors except that she might have been using the wrong figures; last proposal was Chesterfield; will address Chairperson Duchane's concerns in an e-mail to the Board; talked to Hamtramck Chief and said she would send the corrected numbers. Board Member Holland asked if he was the only one that didn't know about this. Chairperson Duchane explained that this has been going on for three years; suggested that Director Bartram go back and revise it and bring it back to the Board. Director Bartram commented that when Bob Cady sat on the Board she had proposed an out of the box idea for new agencies and at some point would like to re-propose that; thought was to split the employees only portion of the budget when a new agency was coming on board; explained the way the projections would be done. Chairperson Duchane commented that for example, see something like 13,000 volume call number and 65% of that we can staff and respond to that with two part-time personnel and then cite a number in there of

\$70,000; seems like we say we can take on law version for 65% of the demand with the personnel we have but if we add 35% we need two employees and cost is \$140,000. Board Member Holland asked that when this program was being developed, pretty sure the Board agreed to send a team out and ask how do you do this or that, did we do that this time or did we prepare it from three years ago. Director Bartram replied that the flash drive was created by Bob Cady three years ago, morphed into this. Board Member Holland commented that he couldn't get from the letter if Fire was involved in this. Director Bartram explained that Fire is dispatched by Detroit.

Chairperson Duchane commented that the Board did a review of the Director last year; had an executive session discussion and each Board Member gave comments to him and then he put it together and gave it to Director Bartram; asked if Director Bartram had any comments. Director Bartram replied that she put together a sheet of paper on the goals that they expressed to her and explained where she is at with them; had more challenges this year than any other year and feels she has done an acceptable job. Chairperson Duchane suggested that he would like to receive comments from everyone on the Board for suggestions for goals and objectives and if there are any concerns pass them along; he will accumulate them, go over them with Director Bartram and then have an executive session.

Hearing of the Public:

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

Adjournment:

Motion by Woodcox, seconded by Holland, to adjourn the meeting at 3.27 p.m.

MOTION CARRIED

Linda S. Lince, Acting Secretary