

MEETING MINUTES
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY
WORKSHOP
February 3, 2021

1.) The meeting was called to order at 9:30am by Director Rouhib

2.) Roll Call:

Board Members Present: Rouhib, Coppler, Monroe, Woodcox, Sage
Others Present: Bartram, Leese, Pettyes, Walters

3.) Adoption of Agenda:

Motion to approve agenda – Woodcox, seconded by Monroe.

4.) City of Fraser:

A. Membership Draft

- a. \$303,672 actual estimate based on Fraser's current call volume
- b. Bartram took service agreement used with other cities and inserted Fraser information.
- c. If, as a member, the City of Fraser elects to terminate the service – must provide a 1 year notice
- d. Roseville, St Clair Shores and Eastpointe City Councils would have to approve Fraser joining as a member.
- e. Pettyes would have to take the draft back to the Fraser City Council as well as need to be renewed by Attorney – either city attorney or council who specializes in municipal contracts.
- f. Fraser would get voting rights – Fraser City Council appoints 1 member to represent Fraser
- g. SERESA needs to change the articles/bylaws to include Fraser
 - i. Bartram suggests that an addendum to explain members in the event that additional cities want to join in the future, then only the addendum needs to be changed
- h. Woodcox asked for clarification on 11% fee amount for Fraser.
 - i. It was explained that training and grant revenue was deducted from the total operating budget and then the 11% was calculated
- i. Bartram will get a more finalized document – final form – within 2 weeks to present to each council prior to next meeting
- j. Pettyes will take the draft to review with Fraser City Manager in preparation for final draft for submission
- k. Budget is based on assuming that the City of Fraser becomes a member
- l. Pettyes believes that he will have an answer after the next City Council meeting on 3/11/21
 - i. If Fraser becomes a member, their fees will be less

5.) Budget

A. Phone line issues – contacted supervisor at ECW who stated that we were given incorrect information on Hardware reset. The Critical Hardware Reset is now only \$63,000 instead of the \$257,000 stated previously.

- a. This includes switches and backroom equipment, which are all 5 years old – running 24/7.
 - b. This will make SERESA serviceable for another 5 years.
 - c. Provided quotes for renewal of support
- B. No Contact Numbers
- a. If dispatch is not involved, departments should not be charged
 - b. Agencies must be consistent
 - c. Calls listed on informational sheet has traffic stops removed
 - d. Bartram receives reports from CLEMIS and they extract each department's number
 - i. Bartram will continue keeping track of this information for at least 1 year in order to gauge impact
 - ii. If practices change, it may impact each community/department
- C. Budget
- a. 27 employees, 0 part-time employees
 - b. Training has been cut in half?
 - i. \$4,000 – last year board authorized \$6,000 for the SEAL team
 - ii. \$4,000 is only for training that is not covered under the State.
 - 1. \$28,000 grant money for training
 - iii. Compliance review of training records March 2021
 - 1. Completely remote
 - c. Capital Outlay
 - i. Dispatch center – not enough space or positions for full staff
 - 1. Training new people, there is not a console
 - ii. Equipment needs – UPS desk systems – Not ideal for service needs – when they break or quit working, have to piece-meal supports together.
 - iii. Remodel Chapel room – End Goal become a new dispatch center with current dispatch area converted into a classroom that can be used for dispatch and board meetings, with projector. Projected costs were based on previous work done – very preliminary and broken down into 4 phases
 - 1. Phase One – Conversion of Chapel into Usable Training and meeting room space
 - a. Estimate - \$248,000
 - 2. Phase Two – Kitchen remodel + Conversion of supply closet into break room
 - a. Estimate - \$25,000
 - 3. Phase Three – Move Dispatch into new Chapel space
 - a. Estimate - \$587,000
 - 4. Phase Four – Lobby/New Training room refresh
 - a. Estimate - \$26,500
 - iv. Rouhib suggested that an engineer firm be hired to prepare a plan and projected real time costs
 - d. What needs to be addressed immediately
 - i. Number of physical consoles
 - 1. Do not have enough seats – cannot hire the full number needed at this time because there are not enough places to train them all at once.

- ii. Question regarding the stage in the Chapel and the flooring/extension of stage.
 - 1. Dispatch center needs a raised, acoustical floor with removable panels for easy access to wiring. Also needs to be a heavy-duty support in the floor due to weight of equipment
 - 2. Need to be an easily maintained surface, not carpet
- iii. Question regarding using college for training
 - 1. Classroom at college would still be used
 - 2. When new employees are taking live calls, they need to be in the SERESA building
- iv. \$178,000 each year over the next 5 years for improvements
- e. \$.42 surcharge
 - i. The entire project would be eligible for the surcharge money – Vicki Wolber will be revisiting surcharge fee schedule
 - ii. Estimate \$596,000 based on 2018 population
- f. Union Request Overview from 2020
 - i. Creating “Good Will” between management and union body
 - ii. POAM Union business agent met with director and deputy director and proposed that a suggestion box be placed for employees to make anonymous requests
 - 1. Reviewed every few months and vetted suggestions forward to director
 - 2. Some were with merit and implemented
 - a. Water fountain replaced

6.) Board Vision SERESA Direction 2021

- A. Rouhib discussed leadership training
 - a. Making sure that employees have the proper equipment and tools in order to do their jobs
 - b. Making sure that crimes in progress continue to be handled as priorities
 - c. NG911 compatible for the project upgrade for the PFN project
 - d. Will become accredited this year through the National Academy
 - e. Bring staffing levels up (training 3 people)
 - f. Recruiting goal
 - i. Training program is totally revamped and up to date. Very satisfied with current training program
 - ii. Advertise on professional associations websites but not wide spread due to criminal history nature of some applicants
 - g. Continue with reciprocal ride-a-longs

7.) Hearing of the Public

NONE

8.) Adjournment

Motion made to adjourn by Monroe, seconded by Woodcox
Meeting adjourned at 1047