

**MINUTES OF A BOARD MEETING OF THE  
SOUTH EAST REGIONAL EMERGENCY SERVICE AUTHORITY  
HELD ON WEDNESDAY, JANUARY 11, 2017**

The meeting was called to order at 2:06 p.m. at the Roseville City Manager's Conference Room, 29777 Gratiot Avenue, by Chairperson Duchane with the following Board Members present:

Adkins, Holland, Smith and Woodcox

**Adoption of Agenda:**

Motion by Adkins, seconded by Smith, to adopt the agenda, with an addition of minutes from December 14, 2016 and move 11. A. to 13. A.

**MOTION CARRIED**

**Approval of Meeting Minutes:**

Motion by Adkins, seconded by Woodcox, to adopt the minutes of the regular meeting dated November 9, 2016, as presented.

**MOTION CARRIED**

Motion by Adkins, seconded by Woodcox, to adopt the minutes of the regular meeting dated December 14, 2016, with the following change: under Hiring Update replace "(one full-time and one part-time)" with "(both part-time)".

**MOTION CARRIED**

**Correspondence:**

Director Bartram informed the Board that there was no correspondence.

**Executive Director Report:**

**Training Report** – Director Bartram informed the Board in 2016 we had 290 hours of certified training for the staff; all dispatchers were out of the center for some training; did attend in center training also; sent out for 20 different classes; listed all classes that we sent people to; didn't find a team building course that met our requirements; utilized all 2014 funds in 2016 so we don't have any give backs to the State; general funds were used for CLEMIS training, CPR and NENA Conference; recognized Supervisor Jannette for his training but now going back to shift; coming up in 2017 will have a minimum of five employees that will need to attend 40 hours of training; in March approximately \$31,000 in State training fund; supervisor will be able to identify any specific needs of our current staff so they all receive the minimum of an eight hour class to maintain State mandated certification ; CPR certifications will be expired by March and will need to recertify that, which will come out of general training fund; big bulk expense will be communications training officer and supervisor training offered in February and March and we are sponsoring them at Erin Auditorium; CTO staff (sending three CTOs and two people that

have met the qualifications to become trainers) will attend; we are doing pretty good in fund balance for training but would like to maintain a fund balance in the training fund.

**Payroll Services** – Director Bartram informed the Board that she had conversations with Board Member Adkins and John Walters for sixteen months; first started talking about in Fall of 2015, she got a quote from Basic and they thought we would be live in March of 2016 and next soft date was August of 2016; brought three quotes to the Board; all three offer similar services; the Board discussed a time clock for employees; Board Member Adkins thought this would be a good time to bring it to the Board for discussion. Chairperson Duchane asked do they understand the special pay, shift differentials and those types of things and who does the general ledger entries. Board Member Adkins commented that in conversations with Director Bartram when we started talking about it what complicated it for SERESA, everyone at the City is doing something different; it was not a problem with SERESA, because it is the easiest, but can't get the system live until they get the rest of Roseville working together; worked in another community where ADP integrated with BS&A and we still had the responsibility at the municipality level to do the general ledger part. Director Bartram informed the Board that they all said they will integrate with the general ledger. Vice Chairperson Smith asked how long ago did you work with ADP. Board Member Adkins replied six or seven years. Chairperson Duchane commented that theoretically it can be done but what are the hiccups going along with it; is it a direct posting to the general ledger; do you run your payroll, send it over to Mr. Walters and have it input again or does it turn one of SERESA's supervisors or Director Bartram into a payroll clerk. Director Bartram informed the Board that ADP says they integrate seamlessly but didn't think about the special pays. Board Member Holland commented that Roseville still offers those services to SERESA and now you are going to ask the Roseville people to learn another program. Board Member Adkins commented that ADP is pretty simple. Chairperson Duchane commented that any of the three cities could do the payroll. Director Bartram informed the Board that ADP hasn't returned her call or email because she had more questions; doesn't care who does it but we have to change what we are doing; someone needs to take it and we need to go electronic. Board Member Adkins commented that Executime will do all this but we have to get all of Roseville on it first; it is a web-based entry by employee. Chairperson Duchane commented that Eastpointe can do payroll and asked is there anything that would change the burden level for Roseville. Board Member Adkins responded that if you went to an outside group, it isn't going to change, to a great amount, the work we do now because we have to do the accounting piece. Chairperson Duchane asked what would the outcome look like in the best of all worlds – employees coming in to work, punching in their time, review their time before transmitting to the financial manager. Director Bartram replied that she would like running total of balances on their checks. Chairperson Duchane asked could we use SERESA as a pilot with Executime. Board Member Adkins responded that it would be the easiest group to make the pilot. Chairperson Duchane suggested that before we have Director Bartram re-contact these companies, could you in the next thirty days look into SERESA using Executime and BS&A. Mr. Walters responded that he had conversations with them, the reports out of BS&A are supposed to be compatible, but they aren't; trying to get BS&A to work with Executime; received an email today that they have an export that Executive wants. Board Member Adkins suggested that it would be better to work with a smaller group. Board Member Holland asked if Director Bartram has seen Executime. Director Bartram replied no. Vice Chairperson Smith commented that if you're going that way (Executime), then try it. Chairperson Duchane commented that the Board can revisit this at the next Board meeting.

**SMART911 Update** – Director Bartram informed the Board that thirty people signed up between December 1<sup>st</sup> and December 30<sup>th</sup>. Board Member Holland commented that he doesn't think the numbers are bad because we are just starting to advertise. Director Bartram informed the Board that she would like to pick a date and have a workshop. The Board agreed.

**Performance Status Report** – Director Bartram informed the Board that she received two performance review inquiries one from Eastpointe and one internal and both resulted in progressive discipline – different employees and different circumstances.

**Action Item:**

**Training Grant** – Director Bartram informed the Board that the packet needs to be sent forward.

Motion by Smith, seconded by Adkins, to authorize Chairperson Duchane and Board Member Adkins to sign the Application for Public Act No. 32 Primary Public Safety Answering Point Dispatcher Training Distribution.

**MOTION CARRIED**

**Disbursements:**

Motion by Smith, seconded by Woodcox, to approve Disbursement Nos. 11 and 12, as presented.

**MOTION CARRIED**

**Budget and Expenditure Report:**

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

**MOTION CARRIED**

**Committee and Liaison Reports:**

**Fire Operations Committee:**

**CLEMIS Update** – Board Member Holland informed the Board that Fire Operations Committee did not meet and CLEMIS did not meet in December so next meeting is two weeks from now; progress report is that Roseville is in the process of purchasing their computers, St. Clair Shores is close to ordering their computers; agreement has been signed with CLEMIS by Eastpointe and St. Clair Shores; Roseville will be moving on it in the next two weeks; will be hosting training for SERESA in the very near future because the Macomb County Fire Chiefs are changing their alarm systems slightly and want to make sure are dispatch is set up and ready to go; until we have firm answers there will not be a Fire Operations Committee meeting. Chairperson Duchane asked is there anything coming out of the Mutual Aid Agreement. Board Member Holland responded that the Macomb County Fire Chiefs are trying to

convert the organization to a MABAS organization which allows it to be a recognized governmental organization and follow the Mutual Aid Agreement.

**Law Operations/TAC Committee** – Director Bartram said they have not met but have a meeting scheduled for Friday at 9:00 a.m. at St. Clair Shores.

**Old Business:**

**Director Review** – The Board moved this item to 13.A.

**New Business: (None)**

**Hearing of the Public:**

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

**Closed Session:**

Motion by Adkins, seconded by Woodcox, to enter into executive closed session at 2:55 p.m. for the purpose of periodic performance evaluation as requested by the Director.

Yeas: Adkins, Woodcox, Holland, Smith and Duchane

Nays: None

**Adjournment:**

Following closed session, the Board reconvened in open session at 3:32 p.m. and the following motion was made:

Motion by Smith, seconded by Holland, to adjourn the meeting at 3:33 p.m.

**MOTION CARRIED**

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Linda S. Lince, Acting Secretary