

A meeting of the full Blue Ribbon Operations Committee of the Village of Grosse Pointe Shores (BROC) was held on Thursday, February 14, 2013, in the Council Room of the Grosse Pointe Shores Municipal Building. The meeting was called to order by the Chairperson Mary Anne LaHood at 8:05AM

PRESENT :	Chairperson :	Mary Anne LaHood
	Secretary :	John L. Booth, II
	Village Council Liaison :	Dan Schulte
	Members :	Alan Broad
		Connie Houin
		Elizabeth Eldridge
		Dr. Quresh Khairullah
		Cheryl Holm

No other persons were present

APPROVAL OF THE MINUTES:

Approval of the minutes of the previous meeting held Tuesday, October 26, 2012, having been distributed in advance, upon motion to approve, were seconded and approved without amendment.

DISCUSSION :

Chairperson LaHood began the discussion announcing that this year she wished to step down from the Chairperson's position but wished to remain a committee member. After a short discussion with a request for volunteers for the chairmanship position, Alan Broad stepped forward and was elected the new Chairperson by acclamation to begin as Chairperson at the next meeting. John Booth then said that he would agree to remain as committee Secretary in 2013.

Chairperson LaHood then called for discussion on the structure of the committee which in 2012 had met in two separate sub-committees A & B . She queried whether or not this split sub-committee structure continued to be appropriate for expediting recommendations to the Village Council. After a brief discussion all present agreed to henceforth meet as a full committee, doing away until further notice with the two sub-committees.

Chairperson LaHood next called for a discussion to summarize the issues, investigations , and summaries completed by the committee in 2012 and queried what important village operational issues needed further investigation as well as what other important village operational issues remained to be researched and discussed.

* Understanding and updating job descriptions for all municipal employees.....Completed

* Understanding and recommending staffing changes to Public Safety, D.P. W. , and Administration.....Completed and no changes recommended at this time

A) PUBLIC SAFETY DEPARTMENT (17) : organized into two teams of 7 , each team assigned seven full days on a bi-weekly (4 day rotation) , each team further divided into two squads for 4 man 12 hour day shift and 3 man 12 hour night shift , PLUS a Chief (1) , a detective/sargeant (1) , and one extra patrol to fill in for any shift absence.

COMMENT: the 12 hour squad size may not be reduced below 3 officers on duty because at least one command officer must be advanced EMT trained to supervise an ambulance run and each ambulance run requires a driver and an advance EMT person, leaving only one patrolman available in the event of a medical emergency requiring an ambulance, further the Shores -provided ambulance service dictates that a majority of the officers employed have and maintain their

certification in advanced EMT care.

CONCLUSION : Unless the Shores were to switch to a contract, independent ambulance service, personnel savings from a reduction in the PSO force is not recommended.

DEPARTMENT WEAKNESS: no dedicated clerical support for department (PSO does share one clerical position from the Admin staff) , no personnel on hand to maintain or supervise a "jail", no regular PSO staff in the building behind the desk after 5:00PM until the following morning, on-going problems with resident interaction with a remote Police/Fire phone-in dispatch system in G P FARMS.

Second Weakness: this department had at least two long term medical leaves of absence in 2012.

B) DEPARTMENT OF PUBLIC WORKS (11) : organized as two teams of 3 for trash and waste pick up (6 total), general all vehicle mechanic (1), water system maintenance (1), sprinkler system maintenance/ water asst. (1), Grounds (1), Director(1)... NOTE: the trash crews work half days and are available for park, boulevard, road and other maintenance.

CONCLUSION : This department is fully staffed and reductions in full time positions are not recommended unless and until the Village were to decide to contract out its trash and waste pick-up. Further , unless the Village were to fully fund a capital budget for vehicle replacement, the current practice of extended vehicle useful life requires an on staff vehicle mechanic.

"WEAKNESS" This department relies heavily from mid- April to mid-November on a large crew of part time employees whose daily tasks are assigned each morning by the DPW Director. The suggestion has been made to the D P W Director that the annual dollars budgeted in the upcoming Village season be budgeted on a pre-season weekly allocation of dollars to give the Admin & Council a better understanding of how this money is allocated and spent;... the follow-up on this recommendation has not been done.

Second Weakness: this department suffered with medical leaves of absence for full time employees in 2012.

C) ADMINISTRATION (6) : this department includes a part time 3 days a week City manager (1), a general finance/treasurer position (1), a clerical position for the PSO department (1), a buildings standards,inspection, records & election supervisor (1), an office manager who doubles as the City manager Admin asst. (1), and one general secretary (1).

CONCLUSION : this department is correctly staffed at this number provided the Finance/Treasurer position is relieved of the responsibility for managing the book and records for all 5 Grosse Pointe medical/health care systems, and provided that some time additional clerical support can be provide to both the PSO and DPW department....these changes are assumed to have occurred but follow-up is required.

* A major task assigned to the BROC was to "bench mark" the Village operations to other like South-east Michigan communities. Substantial information was obtained through the South-East Michigan Council of Governments (SEMCOG) data provided to the Village and the BROC. The comparison communities identified by SEMCOG were 1) the City of Grosse Pointe, 2) Orchard Lake, 3) Northville, 4) Bloomfield Hills, 5) Bingham Farms, 6) Franklin Village, 7) Keego Harbor, and 8) Sylvan Lake. On many expense line item operational expenses the Shores was the most expensively operated community with the second highest local millage rate. The explanations for this variance are many, but to date they have not been enumerated or thoroughly researched.

CONCLUSION: Explanations for the high relative cost of service delivery in the Shores relative to its peer group require prioritization in 2013. Direct job assignment wage comparisons per position also remain to be researched to test how the Shores full time pay scale compares to its peer communities and SEMCOG average or median annual salaries.

* The Shores owned and operated ambulance service has been thoroughly investigated and the only significant opportunity for a reduction in annual operating cost (where this the critical factor for a decision to switch to contract ambulance service following the examples of the Park, Farms , and G P City) the need to replace one or more significant capital items such as a new replacement ambulance. The current Shores ambulance, has, however, been well maintained

and probably has another five or more years of service life remaining. Nevertheless, many committee members question whether or not providing Village ambulance service actually speed the delivery of critical medical care at near by community hospitals staffed for emergencies.

CONCLUSION: This issue remains an open in 2013.

Second Query: Would it be better to provide a limited form of Shores operated ambulance service requiring less medical certification by the PSO personnel ?

* Traffic Flow Study: The issue here is the on-going criticism of excessive road signage and the possible need for study to alter traffic signage, especially due to the future impact on the Deeplands Subdivision of commercial and other increased traffic flow caused by the soon to open Rivers Senior Housing development located in Cook Road in G P Woods.

New Project for 2013

* Community Shared Response Agreements: This issue was discussed but not concluded and needs further discussion and resolution in 2013, especially as regards emergency police and / or fire response by Shores for assistance calls from Harper Woods, East Detroit, etc.

* Though the BROC spent some time investigating the pro's and con's of the current shared service of the PSO dispatch with the Farms, the committee has yet to discuss with Village management what other resident service(s) might be more efficient and less expensive if merged with those of adjacent communities with a comparable level of resident services.

QUERY: Where is the threshold between efficient & improved resident services through sharing or merging services with other communities vs. the operational problems created by undue sharing of services creating more operational snafu's than positive results.

NEW BUSINESS:

** John Booth then stated that the largest task in 2013 confronting the BROC is reducing the Shores legacy benefits both current and long-term and further, to research and refine the written report presented to Village Council by the first BROC recommendations to the Village Council a plan to reduce Village current and long term liabilities for fully funding the Village vested pension obligations to current retirees and to fund retiree health care on a long term basis instead of the present Shores practice of merely funding the current year retiree health care payments.

DATE OF NEXT MEETING OF THE FULL BROC COMMITTEE: Wednesday, March 27th, at 7:30PM in the Council Room of the Village municipal building.

ADJOURNMENT: ... There being no further business to come before this meeting, the full committee agreed to adjourn the meeting at 8:45AM.

Respectfully submitted,

John L. Booth, II
Secretary
Blue Ribbon Operations Committee
Village of Grosse Pointe Shores