

**JO DAVIESS COUNTY  
EMERGENCY TELEPHONE SYSTEM BOARD**

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JO DAVIESS COUNTY  
COMMUNICATIONS  
LAW\*FIRE\*EMS



**MINUTES FOR THE REGULAR MEETING OF MAY 4, 2016**

**CALL TO ORDER:** The regular meeting of the Emergency Telephone System Board was called to order by the Chairman at 7:01 pm in the Jo Daviess County Courthouse Board Room, 330 North Bench Street, Galena, Illinois.

**ROLL CALL:** Board Members Present:

Bill Kimball, RJ Winkelhake, Michael Staver, Kevin Stewart, Helen Kilgore and Nate Johnson (7:05 p.m.)

Board Members Absent: Matt Judges

Others Present: Sgt. Mike Moser, Ben Petitgout (7:05 p.m.) and Stacy Meade

A quorum was established.

**PUBLIC COMMENTS:** None at this time.

**CORRESPONDENCE:** None at this time.

**MEETING MINUTES:** The April 6, 2016 meeting minutes were approved as presented.

**FINANCIAL REPORTS:** April financial reports were reviewed. The Monthly Financial Statements were approved as presented to submit for audit. The total accounts payable claim for April is \$7,749.66. **Kevin Stewart made a motion to approve the accounts payable claim for April 2016 in the amount of \$7,749.66. The motion was seconded by RJ Winkelhake and motion passed.**

**REPORTS:**

- A. **Sheriff's Report:** No report at this time.
- B. **Coordinator's Report:** No report at this time.
- C. **Assistant Coordinator's Report:** Ben Petitgout advised on the immediate need for 4 additional monitors to be purchased for the dispatch department in order to utilize the existing and new Spillman software. The quote provided for 4 additional monitors and cables required was in the amount of \$745.80. **Note: This item was not on the agenda and could not be addressed by the full ETSB before the next regular meeting. Since there was an immediate need for the purchase to accommodate the go live date for the new Spillman Software, the chair exercised his authority under the Section 3 (a) ETSB By-laws and approved the expenditure.**

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. Discussion and possible action on Power Phone Training for the new Tele communicators quote for Qty 2 at \$729 each totaling \$1,458. Kevin Stewart made a motion to approve the Power Phone Training for the new Tele

communicators. The current need is for one at the cost of \$729 to be taken out of the Training Budget. The motion was seconded by Michael Staver and motion passed.

- B. Election of Vice-Chairman - As outlined in the By-Laws of the Emergency Telephone System Board, Article III. Members and Officers, Section 2 reads in part: The Vice-Chairperson shall be elected annually by a majority of the ETSB. Such election shall occur each May, with new officers commencing June 1 of the same year. **Bill Kimball nominated Michael Staver to the ETSB Vice Chairman position. Helen Kilgore seconded and closed nominations and elections. Michael Staver was elected by acclamation.**
- C. Election of Secretary - As outlined in the By-Laws of the Emergency Telephone System Board, Article III. Members and Officers. Section 2 reads in part: The Secretary shall be elected annually by a majority of the ETSB. Such election shall occur each May, with new officers commencing June 1 of the same year. **Bill Kimball nominated Helen Kilgore to the ETSB Secretary position. Michael Staver seconded and closed nominations. Helen Kilgore was elected by acclamation.**
- D. Discussion and possible action on NG911 Inc. contract pending legal review. Discussion regarding the NG911 Inc. contract. This item will be held over until next month as it has not been reviewed by legal at this time.
- E. Discussion and possible action on contracting with the L.R. Kimball to serve as project manager/liaison in coordinating the transition to the new NG 911. Discussion regarding L.R. Kimball to serve as project liaison in coordinating the transition to the new NG 911 will be held over until next month.

**CLOSED SESSION:** None at this time.

**BOARD MEMBER CONCERNS:** None at this time.

**PUBLIC COMMENTS:** None at this time.

**ADJOURNMENT:** The meeting adjourned at 8:02 p.m. following a motion made by Helen Kilgore and seconded by Nate Johnson.

Next meeting date is Wednesday, June 1, 2016 in the Jo Daviess County Courthouse Board Room.