

**JO DAVIESS COUNTY
EMERGENCY TELEPHONE SYSTEM BOARD**

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JO DAVIESS COUNTY
COMMUNICATIONS
LAW*FIRE*EMS



MINUTES FOR THE REGULAR MEETING OF FEBRUARY 5, 2014

CALL TO ORDER: The regular meeting of the Emergency Telephone System Board was called to order by the Chairman at 7:00 pm in the Jo Daviess County Sheriff's Office Conference Room, 330 North Bench Street, Galena, Illinois.

ROLL CALL: Board Members Present: Greg Millerschone, Mickey Huseman, Aaron Abt, Helen Kilgore, Bill Kimball, Chris Allendorf, R.J. Winkelhake arrived at 7:50pm

Board Members Absent:

Others Present: Ben Petitgout, Mike Moser, Dave Hachmeister, Carol Soat
A quorum was established.

**NEW BUSINESS
ITEM E:**

Discussion and possible action of the succession of the claims process due to retirement was brought forward in the interest of time for JDC County Treasurer, Carol Soat. The person who currently handles claims for ETSB is retiring. The claims are processed currently through an unsupported 2005 QuickBooks program, which would need to be upgraded. ETSB Bylaws along with State Statute and JDC County Ordinance state that the claims process is a function of the Treasurer's Office. The quote from the vendor is \$183.48 for a single user and \$420.49 which would allow for 3 users. The Treasurer and her staff will familiarize themselves with the procedures and be ready to handle the claims by March 2014. It is necessary to determine if the new QuickBooks system will interface with the old system.

Motion by Helen Kilgore to purchase QuickBooks for 3 users in the amount of \$420.49 to be paid out of the ETSB contingency fund. Bill Kimball seconded this motion and the Motion passed.

PUBLIC COMMENTS: NONE

CORRESPONDENCE: NONE

LEGISLATION: HB4230 amends the State Finance Act. Adds the Poison Response Fund. Amends the Wireless Emergency Telephone Safety Act allowing a \$.02 surcharge from this fund. Informational only.

MEETING MINUTES: January 8, 2014 meeting minutes approved on a motion by Aaron Abt with second by Mickey Huseman. Motion Carried

FINANCIAL REPORTS: Chairman Abt submitted the balance sheet, revenue and expenditure statement for audit, and noted that the revenues were under budget. Treasurer Soat commented that a late revenue payment can be included in the 2013 fiscal year, revenues for a Wireless Central Management late payment in the amount of \$14,185.17. Claims Report for January 2014 in the amount of \$23,251.63 accepted unanimously on a motion by Aaron Abt seconded by Bill Kimball.

REPORTS

- A. Sheriff's Report: None
- B. Coordinator's Report: Mike Moser submitted his written report. Four dispatchers will attend an Active Shooter Class in East Moline on 2.6.2014. The SOP call transfer is complete and needs to be sent to the State Regarding the 911 call transfer database. Next meeting for NG is 2.7.2014 to discuss questions from the RFP submitted in January. Some call problems still exist with PNG (long distance provider allowing calls to be delivered/delayed to Grant Co., WI. Sgt Moser, T/C Soat and Lange participated in the QA program which is part of the new dispatch Power phone books. On 2.3.2014, Sgt. Moser spoke with Galena Fire regarding the proposed training site. They inquired about needs for back-up radio facilities and possibly an Emergency Operations Center. Discussions are ongoing.
- C. Assistant Coordinator's Report: None

OLD BUSINESS

No Old Business

NEW BUSINESS:

- A: Discussion and possible action to replace radio room printer with new printer or All-in-One (share cost with Sheriff's office). Tabled until the March 5.2014 meeting
- B. Discussion and possible action on retention and disposal of older ETSB files. Discussion regarding the Secretary of State's office and consulting with them regarding parameters set by statute. Because more research is needed, this item was tabled until the March 5, 2014 meeting.
- C. Discussion and possible action on software RFP (legal review by 1/29/2014, release date 1/31/2014). No action taken, item to remain on agenda.
- D. Discussion and possible action of County ETSB Ordinance vs. the ETSB By-laws as they refer to the membership of the ETSB Board. By-Laws are specific on the occupational make-up of the members of the committee, while the Ordinance is not. Discussion and comments reflected the consensus to have the By-Laws agree with the Ordinance. Chris Allendorf moved with Aaron Abt's second to change the ETSB By-Laws to reflect the County Ordinance in terms of membership. Motion Passed. Chris Allendorf agreed to re-write the By-Laws. This revision must be delivered to the Committee 28 days prior to the vote. This item to remain on the agenda and an eligible vote will be taken at the April 2, 2014 meeting.
- E. Please see Item E addressed after the Roll Call
- F. Discussion and possible action on the purchase of a recognition plaque for Kathy Lippert. On a motion by Chris Allendorf with a second by Helen Kilgore, it was agreed to purchase a \$50 gift certificate in Chamber Bucks as an appreciation for Kathy Lippert's service to ETSB. Motion passed.
- G. Discussion and possible action regarding the ETSB office telephone. Item requires additional research and is tabled until the March 5, 2014 meeting.
- H. Discussion and possible action to help fund a Law Enforcement Repeater for the Stockton Radio Tower. Consensus by the committee is that if the revenue stream of ETSB changes, this item will be re-addressed.
- I. Discussion and possible action on contract renewal with GeoComm, Inc. for GIS Maintenance and Software support. Item is tabled pending more information to the March 5, 2014 meeting.
- J. Discussion and possible action on contract renewal with Securus Technologies, Inc. (formerly Archonix Public Safety Software) for maintenance and software support to CAD. Item tabled pending more information to March 5, 2014 meeting.

CLOSED SESSION: None

BOARD MEMBER CONCERNS: Discussion regarding responsibility for submitting Coordinator and Assistant Coordinator Position Descriptions approved by the ETSB Board at the January 8, 2014 meeting. These Position Descriptions must be submitted to the Law and Courts Committee for approval and be moved on to the County Board for final approval. Deputy Chief Dave Hachmeister accepted the responsibility for submission of these two documents.

PUBLIC COMMENTS: Deputy Chief Hachmeister announced his retirement official as of April 4, 2014. His input has been invaluable to the ETSB Committee and he will be missed.

ADJOURNMENT:

The meeting adjourned at 8:15 pm following a motion made by Helen Kilgore and seconded by Chris Allendorf

Next meeting date is Wednesday, March 5 in the Sheriff's Conference Room.